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2016

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Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: March 7, 2002	Effective Date: March 7, 2002	General Order #: 02-08	Expiration Date: Until Amended/Rescinded
Subject: SPECIAL OPERATIONS UNIT CRIMINAL INVESTIGATION DIVISION		Distribution: All Personnel	Amends: 99-08
Reference: CALEA Accreditation Chapter 42			Rescinds: 99-08

I. BACKGROUND

- A. The City of Harrisburg sometimes experiences crime surges such as sudden increases in burglaries, robberies and thefts, crimes having direct correlation with drug abuse and other illicit activities.
- B. As a means of addressing these periodic concerns, while remaining in the confines of the Table of Organization, a Special Operations Unit has been formulated within the Criminal Investigation Division.
- C. The Special Operations Unit is a full-time Unit which addresses specific criminal trends as they arise. The Unit has direct supervision, thus eliminating fragmentation and providing a more positive approach to addressing crime surges.

II. GOALS AND OBJECTIVES

- A. To provide a flexible Unit with the ability to recognize and respond to incidents of problematic crime surges by means of saturation, stake-out, and in-depth follow up investigation.
- B. Sufficient manpower and supervision to impact and control volatile crime fluctuations as well as the capability to adjust to changing crime patterns, types of criminal activity, and geographic and chronological needs.

III. COMPOSITION

- A. The Special Operations Unit will consist of a full-time supervisor from the Adult Offender Section. Uniformed Patrol Officers will augment the Unit on an "as needed" basis.

1. Supervision

The Special Operations Unit Supervisor will report to the Criminal Investigation Division Commander and will be responsible for the following:

- (a) Evaluation of crime statistics
- (b) Analysis of Incident chronology
- (c) Work schedules (days and hours) and payroll sheets
- (d) Target crime determination
- (e) Target area assignment
- (f) Direct "on-street" supervision of Unit
- (g) Personnel evaluations and counseling
- (h) Back-up and relief supervision responsibilities of Adult Offender Section and Juvenile Offender Section and any other duty approved or assigned by the Criminal Investigation Division Commander.
- (i) Maintain Unit Assignment Log and Arrest/Conviction Log

2. Adult Offender Section Member

The Adult Offender Section member assigned to the Unit will be responsible for:

- (a) Responding to target crimes
- (b) Follow up investigation of target crimes
- (c) Interview and/or interrogation of witnesses and suspects
- (d) Apprehension and prosecution of perpetrators
- (e) Training of temporarily assigned officers in proper investigation and interview techniques
- (f) Intelligence gathering and reporting
- (g) Any other duty necessary for the accomplishment of the Unit's goals and objectives.

B. Augmented Personnel

Periodically Uniformed personnel will be selected to augment the Special Operations Unit. The number of personnel and the duration of assignment will be determined by the dictates of the targeted crime surge.

C. Selection

1. Criminal Investigation Division personnel will be selected by the Division Commander.
2. Uniformed Patrol Division personnel will be selected by utilizing career development guidelines. A list of Uniformed Officers interested in serving on the Unit will be maintained based upon information taken from the Career Development Form, which is completed during annual performance evaluation reviews. Uniformed Officers selected from the list will be assigned a minimum of 40 hours to a maximum of 90 days to the Special Operations Unit.

IV. OPERATION GUIDELINES

- A. The Special Operations Unit Supervisor will review “Brooks Looks” and other crime analysis data daily to determine what, if any, crime patterns are emerging.
- B. Whenever a pattern begins to emerge, the Special Operations Unit Supervisor will meet with the Commander, Criminal Investigation Division to review the type of crime, the target area, and times of occurrence. The Supervisor will also present plans for deployment of personnel and method of operations.
- C. How, when and where the Unit will operate, and the length of time a particular crime surge will be addressed must be mutually determined before the initiative is put into operation.
- D. At the conclusion of the allotted time, a meeting of Unit members and the Commander, Criminal Investigation Division, will be held to determine the impact and success of the operational plan.
- E. Vehicles, radios, and other equipment necessary to operate the Unit will be drawn from the Criminal Investigation Division. It will be the responsibility of each person using such equipment to sign it out and in, and to properly care for and maintenance same.

AUTHORIZED SIGNATURE_____

CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: February 25, 2002	Effective Date: February 25, 2002	General Order #: 02-23	Expiration Date: Until Amended/Rescinded
Subject: VICE, DRUGS AND ORGANIZED CRIME		Distribution: All Personnel	Amends: 96-23
Reference: CALEA Accreditation Chapter 43			Rescinds: 96-23

I. POLICY

The Harrisburg Bureau of Police, recognizing the serious nature of drug, organized crime and vice activity has on the social, financial health, and well being of the community. All sworn personnel regardless of rank or assignment shall have the responsibility to suppress criminal activity and support the enforcement of all forms of organized crime and vice control activities.

II. RESPONSIBILITY

A. The Commanding Officer in charge of the Organized Crime and Vice Control Unit will be responsible for coordinating and overseeing organized crime and vice control enforcement. The Commanding Officer of the Organized Crime and Vice Control Unit will have direct access to the Chief of Police.

1. The Organized Crime and Vice Unit will be responsible for the investigation and enforcement of:
 - a. Illegal Sale and Distribution of Controlled Substances.
 - b. Prostitution and Pornography.
 - c. Gambling.
 - d. Illegal Sale and Distribution of Alcoholic Beverages.
 - e. Loan Sharking.
 - f. Racketeering.
 - g. Governmental Corruption.
 - h. Extortion and Bribery.

- i. Thefts/Fencing.
- j. Illegal Acquisition, Sale and Possession of Firearms.

III GOALS AND OBJECTIVES

- A. The Commanding Officer of the Organized Crime and Vice Control Unit shall develop goals and objectives relevant to the Unit's responsibilities are developed and submitted for incorporation in the Police Bureau's Annual Report. This report shall be disseminated to all Unit Officers.

IV. RECEIVING/PROCESSING AND EVALUATION COMPLAINTS

- A. All police personnel who have knowledge of illegal activity, vice or suspected vice conditions or organized crime activities, will immediately submit a written report, utilizing an Intelligence & Information Report for the suspected violation, to the Commander of the Organized Crime and Vice Control Unit.
- B. This report will then be sealed, and forwarded directly to the Commander of the Organized Crime and Vice Control Unit, who shall review the information and determine if the information shall be assigned for investigation or if the information is of an intelligence value.
 - 1. If the information is of an investigative nature, the Unit Supervisor shall assign an investigator, who shall within thirty (30) days complete and submit a report indicating any investigative efforts made. The investigator shall pursue all leads until either actors are charged or the information is deemed inactive. Investigative methods may include, but is not limited to undercover operations, decoy operations, and surveillance operations.
- C. Evaluating Complaints:
 - 1. Vice, drug and organized crime investigations can involve tremendous expenditures of time, money and effort. Therefore, to properly evaluate the accuracy and credibility of related information, determine the potential scope and relative importance of the activity, and establish a solid basis for investigation, the following issues, at a minimum, must be addressed:
 - a. What is the original intelligence information accurate/credible, i.e., is criminal activity actually taking place?
 - b. How significant or broad in scope is the alleged activity?
 - c. What additional leads regarding the alleged criminal activity may be pursued?

- d. What investigative techniques are appropriate to follow up existing leads?
 - e. What resources are available/suitable for pursuing the investigation?
 - f. What potential operational problems exist?
- D. When police personnel or unit officers receive a complaint from a citizen, he/she shall proceed as outlined above. Complainants will be notified as to the status of their complaint at the time of the completion of the investigation. All complaints will be logged and filed for intelligence purposes and record keeping needs. Complaints will be audited on an annual basis and any complaint that has not been update in three (3) years will be purged from the system.
- E. When an Organized Crime and Vice Control Unit member receives information of an offender, he/she shall review the information with the Unit Supervisor. The Supervisor shall then evaluate the information utilizing the above checklist before the officer shall commit himself/herself to an extended investigation.

V. MAINTAINING SECURITY OF INVESTIGATIONS

- A. All reports relating to active undercover investigations shall be kept in the Organized Crime and Vice Control Unit office in a locked file cabinet. These active investigations will be assigned an incident number at the time of the initiation. Upon the investigation being completed by an arrest, the Commanding Officer of the Organized Crime and Vice Unit will remove the "Vice Confidential" designation, so that the report is accessible for court purposes. When an inquiry pertaining to any of the suspects listed in active investigative reports is received, the Organized Crime and Vice Control Unit Supervisor shall review the request on a "need-to-know basis" before distributing the information.

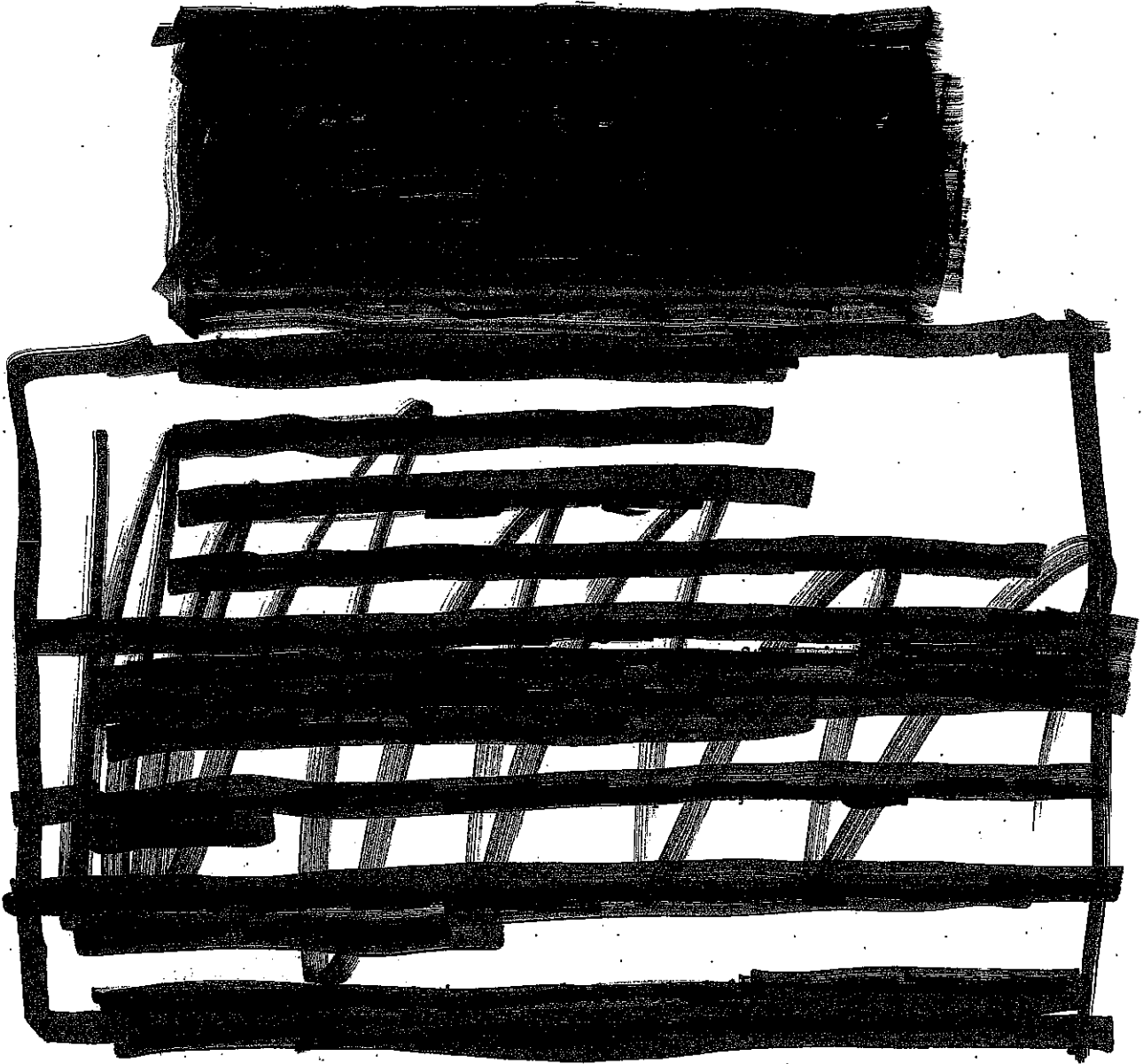
VI. USE AND CONTROL OF INFORMANTS

A.

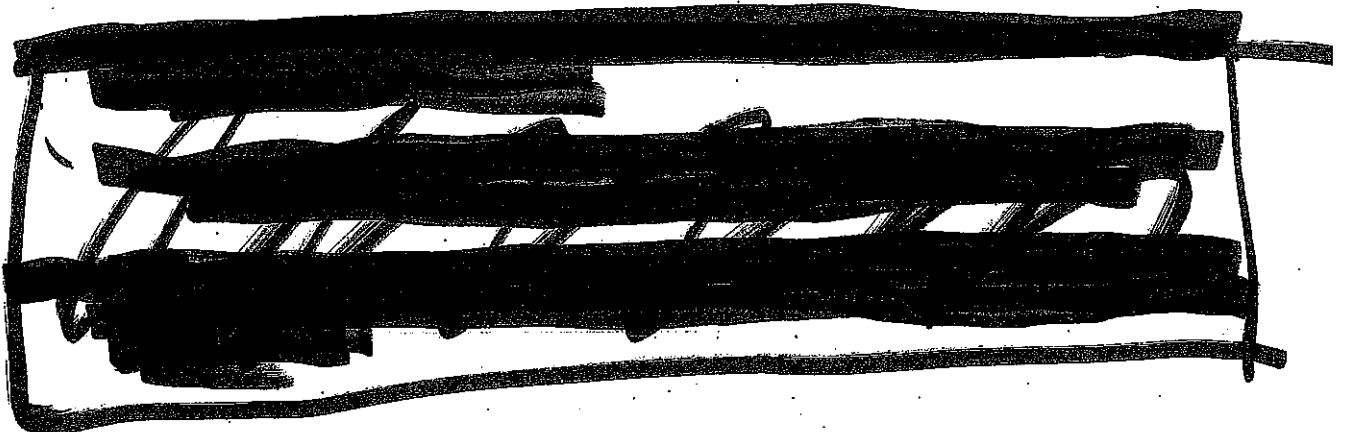
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VII. RECEIVING AND DISSEMINATING INFORMATION



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IX. SURVEILLANCE AND UNDERCOVER EQUIPMENT

- A. The Organized Crime and Vice Control Unit shall maintain active checks on surveillance vehicles and other specialized equipment intended for Unit use. In the event that a piece of equipment is found defective, written notification shall be made to the Unit Supervisor, who shall attempt to have the defective equipment repaired or replaced.

X. INTER-DEPARTMENTAL COORDINATION

- A. When the Organized Crime and Vice Control Unit compiles active information indicating criminal trends or long range direction, the investigator shall forward a report to the Captain of the Criminal Investigation Division for review. If the Captain of the Criminal Investigation Division agrees with the report, the report will be forwarded to the affected units for disbursement.

XI. INTRA-DEPARTMENTAL COORDINATION

- A. Because organized crime and vice activities can exist in several communities at one time, successful law enforcement efforts of one agency often displace, rather than eliminate the problem of another community. Therefore, the Harrisburg Bureau of Police will assist and exchange information and personnel with other surrounding agencies. The Supervisor of the Organized Crime and Vice Control Unit will serve as a liaison between the Bureau and the other agencies to ensure the proper cooperation in exchange of information and personnel. Approval will be obtained from the Chief of Police before Bureau officers are assigned to work in other jurisdictions.

XII. SURVEILLANCE, UNDERCOVER, DECOY AND RAID OPERATIONS

- A. Planning, Coordination and Conduct: The Supervisor of the Organized Crime and Vice Control Unit shall be responsible for the planning, coordination, conduct and supervision of surveillance, undercover, decoy and raid operations. Operations shall only be conducted after the following activities, at a minimum and as applicable, have been completed:
1. Analyzing crimes, crime locations and victims to determine the nature and scope of personnel and equipment required to safely and effectively conduct the operation.
 2. Identifying and analyzing probable offenders and their habits, associates, vehicles, methods of operation, or any other pertinent information that will affect the manner

of surveillance and potential prosecution.

3. Familiarizing participating Officers with the neighborhood or target area.
4. Determining operational procedures for observing, arresting, processing and transporting suspects/arrestees.
5. Arranging for required expense funds.
6. Establishing the means/methods for conducting routine and emergency communications during operations.
7. Coordinating the potential/actual use of weapons, vehicles, communications equipment, audio and/or visual monitoring equipment, and other supplies.
8. Arranging for relief of participating Officers during extended operations.
9. Consulting judicial authorities to ascertain potential legal ramifications of the operation.
10. Coordinating contacts between informants, suspects and undercover Officers.
11. Providing false identities and credentials to undercover Officers.
12. Establishing the number, location, and covert communication procedures for signaling backup Officers.
13. Providing disguises for undercover Officers.
14. Provide general information regarding the nature and location of the operation to appropriate organizational segments to ensure the effectiveness of the operation and safety of the participants is not inadvertently jeopardized.
15. Developing strategies and tactics for approaching, entering, securing, and exiting raid targets.
16. Searching and seizing evidence and/or contraband.
17. Establishing responsibilities regarding the completion of related forms and reports.

XIII. NOTIFICATION OF PROPERTY OWNERS OF CONTROLLED SUBSTANCES SEIZED

- A. It is the policy of the Harrisburg Bureau of Police to notify property owners whenever controlled substances are seized or drug arrests have been made in their properties. The

Vice, Drugs & Organized Crime

advantages of this policy are:

1. To formally put property owners on notice of activities occurring on their properties.
2. To aid property owners in evicting undesirable tenants.
3. To disrupt drug trafficking locations.
4. It is a necessary element in forfeiture and/or drug nuisance proceedings against uncooperative landlords.

B. RESPONSIBILITY

1. It will be the responsibility of the Organized Crime and Vice Control Unit to make this notification.
2. Should officers detect housing code violations during their warrant service activities, a Codes Enforcement Officer will be contacted, to follow-up on any such housing violations.

C. GUIDELINES

1. All reports relative to drug seizures/arrests will be forwarded to the Commanding Officer of the Organized Crime and Vice Control Unit.
2. The Commander of this unit will screen these reports and determine which occurred inside properties.
3. A letter, under the Chief's signature, will be prepared advising the property owner of the incident and also advising him/her of the consequences of the property owner not taking action relative to the incident.
4. This letter will be sent to the property owner, via U.S. mail.
5. All files will be kept on each property relative to action in regards to this matter.

XIV. STATUS REPORTS

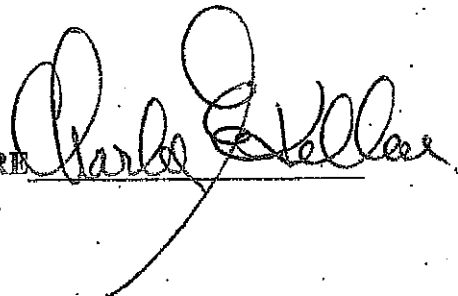
- A. On a monthly basis the Supervisor of the Organized Crime and Vice Control Unit shall submit to the Chief of Police, via the chain of command, a written report summarizing complaints, investigations, and arrests involving the Organized Crime and Vice Control Unit.

Vice, Drugs & Organized Crime

AUTHORIZED SIGNATURE

CHARLES G. KELLAR

CHIEF OF POLICE

A handwritten signature in black ink, appearing to read "Charles G. Kellar", written over a horizontal line.



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: February 12, 2002	Effective Date: February 12, 2002	General Order #: 02-24	Expiration Date: Until Amended/Rescinded
Subject: LIAISON		Distribution: All Personnel	Amends: 89-24
Reference: CALEA Accreditation Chapter 4			Rescinds: 89-24

I. POLICY

It is the policy of the Harrisburg Bureau of Police to establish and maintain effective and mutually cooperative relations with other federal, state and local criminal justice and traffic safety agencies. Positive relations with other criminal justice agencies will improve communication, promote traffic safety and help ensure overall administrative and operational efficiency and effectiveness is achieved.

II. RESPONSIBILITIES

A. Court Liaison Officer: The Court Liaison Officer shall be responsible for maintaining continuous and regular contact with designated representatives of Dauphin County's District Attorney's Office to:

1. Ensure efficient scheduling of court appearances and case preparation meetings.
2. Address concerns relating to courtroom testimony, investigations, and respective agency procedures in a timely and effective manner.
3. Assist in the evaluation of the continued effectiveness of Police Bureau procedures.
4. Obtain explanations from the District Attorney's Office regarding cases it has declined to prosecute or dismissed, particularly those involving allegations of inadequate/ inappropriate investigative actions by Officers, for consideration by a Case Review Committee consisting of the Criminal Investigation Division Commander, Supervisor of the investigating Officer and the Court Liaison Officer. The Case Review Committee will critique and submit a written report regarding the case to the Chief of Police, the purpose of which is to improve Officer investigative skills, identify training voids, and if necessary, initiate disciplinary action.

B. Supervisors, Adult and Juvenile Offender Section: The Supervisors of the Adult and Juvenile Offender Sections shall be responsible for maintaining continuous and regular contact with designated representatives of Dauphin County's District Attorney's Office and Office of Probation and Parole to:

1. Address concerns relating to courtroom testimony, investigations, and respective agency procedures in a timely and effective manner.
2. Obtain and ensure the timely dissemination of information regarding the status of probationers and parolees in the Police Bureau's jurisdiction.
3. Provide information to probation and parole staff regarding criminal activity of probationers and parolees.

Liaison

- C. Criminal Investigation Division Commander: The Criminal Investigation Division Commander shall establish and maintain liaison with:
1. Designated representatives of the Dauphin County Prison and Shaffner Youth Center.
 2. Other federal, state and local criminal justice agencies to ensure the effective and timely exchange of information regarding suspects and accused, investigations, and the sharing of statistical and support services.
- D. Traffic Safety Supervisor: The Traffic Safety Supervisor shall be responsible for maintaining liaison with agencies and groups concerned with traffic safety, including the:
1. Pennsylvania Department of Transportation.
 2. Private organizations and businesses operating motor vehicle fleets, or otherwise involved in traffic safety programs or other traffic safety activities.

III. REPORTING

Designated personnel responsible for establishing and maintaining liaison with various criminal justice and traffic safety agencies shall: report on their activities to the Chief of Police, via the chain of command on an as-needed basis; ensure appropriate information is disseminated to other Police Bureau personnel, as necessary; and obtain the approval of the Chief of Police prior to disseminating information to other agencies.

AUTHORIZED SIGNATURE _____

CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: February 19, 2002	Effective Date: February 19, 2002	General Order #: 02-26	Expiration Date: Until Amended/Rescinded
Subject: UNIFORMS & GROOMING		Distribution: All Officers	Amends: 99-26
Reference: CALEA Accreditation Chapter 41			Rescinds: 99-26

I. POLICY

All on-duty personnel shall maintain a clean, neat and well-groomed appearance at all times. On-duty personnel shall ensure that all uniform equipment for which they are responsible is properly maintained and utilized in a manner consistent with its intended use.

II. UNIFORM

A. Uniforms shall be worn in accordance with the following:

1. Outer garments, shirt collars and cuffs shall be buttoned or zippered when worn with the uniform tie. Shirt collars may be unbuttoned when worn with the approved turtleneck sweater.
2. BDU (battle dress uniform) shirts and trousers may be worn by Officers assigned to the K-9 Unit, bicycle patrol, and other specialty units.
3. Officers assigned to motorcycle and mounted details may wear uniform leather jackets.
4. Absent exigent circumstances, uniform hats shall be worn at all times by Officers when in public view.
5. Badges and nameplates shall be worn in a clean and polished condition. Badges and nameplates shall be worn over the left breast, with the nameplate attached below the badge. When applicable, the badge and nameplate shall be worn on the outermost garment, with the exception of leather jackets and raincoats.
6. No more than five approved commendatory award designations in a single column may be worn above the badge. When applicable, it is recommended that commendatory award designations be worn on the outermost garment. No other award, pin, or decoration shall be displayed on the uniform without the prior approval of the Chief of Police.

III. NON-UNIFORM PERSONNEL

- A. Plainclothes personnel, while not on special undercover assignments, shall be well groomed, neat, and conservatively attired, projecting a positive, credible image.
 - 1. Male Officers shall be attired in a shirt and tie, jackets shall be optional.
 - 2. Female Officers shall be attired in a dress, skirt and blouse (not including miniskirts), or dress slacks and a blouse.
- B. No officer, except those assigned as undercover operatives, shall be permitted to wear jeans and/or open neck shirts of any kind.

IV. HAIR STYLES

All sworn personnel shall keep their hair neatly trimmed and combed at all times. The hair shall not be worn in any manner that would change the conformation of the head, thereby interfering with the proper wearing of the uniform hat.

- A. Male Officers shall:
 - 1. HAIRCUTS – hair will be neatly groomed. Hair will present a tapered appearance and when combed, it will not fall over the ears or eyebrows, or touch the collar except for the closely-cut hair at the back of the neck. In all cases, the bulk length of hair will not interfere with the normal wear of all standard Bureau headgear. Furthermore, it shall not protrude beyond the edges of the uniform hat, when worn. Deviations may occur for undercover operatives only, with the expressed permission of the Division Commander.
 - 2. MOUSTACHES – When worn, shall be neat and trimmed at all times. They shall not extend below the corners of the mouth.
 - 3. SIDEBURNS – When worn, shall be neat and trimmed at all times. They shall not extend below the earlobe.
 - 4. BEARDS/GOATEES – May be worn by undercover operatives **only** with the expressed permission of the Chief of Police.
 - 5. FINGERNAILS – Will be clipped and maintained not to extend past the end of the fingers.
- D. Female Officers shall:
 - 1. Hair will be neatly groomed and will be worn away from the face. Length will not exceed the bottom of the collar. Length or bulk will not interfere with the normal wear of the standard Bureau headgear. Hair may be worn down only if in plain

clothes, with the expressed permission of the Division Commander.

V. JEWELRY

Sworn personnel shall be permitted to wear jewelry with the following restrictions:

- A. Be permitted to wear one ring on each hand, with the exception of wedding bands. For wedding bands, a combination engagement ring and wedding ring band may be worn on one finger.
- B. Necklaces shall not be worn in plain view.
- C. Officers may wear only one bracelet.
- D. Only stud- type earrings are authorized to be worn by officers and will be limited to two per ear lobe.

VI. COSMETICS

The use of cosmetics is authorized for female officers only, in accordance with the following:

- A. A light shade of lipstick.
- B. A light powder base.
- C. Fingernails will be clipped and may not extend past the end of the finger. Only clear fingernail polish is permitted while on duty.
- D. The use of eye shadow and blush are not permitted while on duty.

VII. LOCKERS

- A. Lockers are provided as a convenience for the exclusive use of employees and as such certain responsibilities and restrictions are placed on their use.
- B. Each officer shall keep their assigned locker clean and orderly for the storage of the following:
 - 1. All required police equipment.
 - 2. Civilian clothing and athletic equipment.
 - 3. Toiletries.

- C. Officers are strictly forbidden from storing the following items in their lockers:
 - 1. Any article of evidence, confiscated materials, or contraband.
 - 2. Any firearm or unauthorized police equipment, except their duty or off-duty weapon.
 - 3. Any intoxicant or controlled substance.
 - 4. Any sealed or unsealed foodstuffs.

VII. SUPERVISION

Division Commanders and supervisory personnel will inspect members and their equipment as follows:

- A. Uniforms – to be inspected regularly and notated per General Order 36.
- B. Grooming – to be inspected regularly.
- C. Lockers – periodically, at the discretion of the Division Commander, or designee.
 - 1. Inspections of personal lockers will be conducted in the presence of the officer.
 - 2. The results of any locker inspection shall be reduced to writing and forwarded to the Division Commander within twenty four (24) hours.
- D. Corrective and/or disciplinary action shall be taken in the event of any infractions discovered.

AUTHORIZED SIGNATURE: _____
CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: March 1, 2002	Effective Date: March 1, 2002	General Order #: 02-28	Expiration Date: Until Amended/Rescinded
Subject: COUNTY CRISIS RESPONSE TEAM		Distribution: All Personnel	Amends: 99-28
Reference: CALEA Accreditation Chapters 41, & 46			Rescinds: 99-28

I. POLICY

The Harrisburg Bureau of Police will be served by the Dauphin County Crisis Response Team. This is a highly trained and well equipped unit, utilized in the management and resolution of special treatment and high risk situations. The Crisis Response Team (CRT) was founded to assist law enforcement agencies within Dauphin County.

II. UTILIZATION

A. Without exception, a CRT call out may only be authorized by the following personnel:

1. The Mayor
2. The Chief of Police
3. The Duty Captain

B. Call-out Procedure

1. The on-duty OIC will evaluate the emergency situation and advise Chief of Police/Duty Captain.
2. The Chief of Police/Duty Captain will notify the Harrisburg Police Communications Center to contact Dauphin County Communications to activate the CRT.
3. The OIC, via the Communications Center, will provide as much information as possible to Dauphin County Communications concerning the emergency situation.
4. The Communications Center Supervisor will notify the following Officials

of the CRT call-out:

- (a) The Mayor
- (b) The Chief of Police
- (c) Designated Staff

II. CHAIN OF COMMAND

- A. The On-scene, Commander will be the Chief of Police or his/her designee. He/She will be responsible for the overall management and resolution of an incident within the City of Harrisburg.
- B. Any CRT operation must be mutually agreed upon by the On-scene Commander and the CRT supervisory staff.
- C. The CRT Supervisors role is to advise and recommend courses of action to the On-scene Commander.

IV. CRT POLICY, PROCEDURES, AND OPERATIONS

- A. The policy, purpose, and operations of the Crisis Response Team (CRT) will be governed by the CRT Operations Manual as revised on 12/21/96.
 - 1. The Manual will include the following areas:
 - (a) Purpose
 - (b) Policy
 - (c) Organizational Structure
 - (d) Duties and responsibilities
 - (e) Personnel selection
 - (f) Training
 - (g) Administrative provisions
 - (h) Use of force
 - (i) Call-out and deployment procedures
 - (j) Specific threat situations

(k) Use of diversionary devices

V. AUTHORITY AND JURISDICTION

The CRT will operate as sworn officers under the authority of the Office of the Dauphin County District Attorney. As such, members of the CRT will have County-wide jurisdiction in the performance of their duties as related to CRT actions. Attachments: Dauphin County Crisis Response Team Policy, Procedures, and Operations Manual.

AUTHORIZED SIGNATURE _____
CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: March 1, 2002	Effective Date: March 1, 2002	General Order #: 02-36	Expiration Date: Until Amended/Rescinded
Subject: INSPECTIONAL SERVICES		Distribution: All Personnel	Amends: 95-36
Reference: CALEA Accreditation Chapter 53			Rescinds: 95-36

I. GENERAL POLICY

To ensure that all personnel, equipment, facilities and services to the City of Harrisburg meet prescribed standards and operate at greatest effectiveness and efficiency.

II. PURPOSE

The inspection process is an essential mechanism for evaluating the quality of operations, ensuring goals are being pursued, identifying the need for additional resources, and ensuring control is maintained throughout the Bureau. The inspection process provides the Chief of Police and Division Commanders with a means of regularly assessing the Bureau's ability to meet its commitment and to provide the basis of modification to existing policy and procedure.

A. The inspection process will be consist of five (5) parts.

1. Line Inspections.

- (a) The inspection of all personnel, vehicles, personal equipment, uniforms, and facilities for operational readiness.

2. Staff Inspections.

- (a) An objective tool for reviewing all administrative procedures and protocols for ongoing adherence.

3. Roll Call Inspections.

- (a) The inspection of Uniform personnel at scheduled formations prior to assuming patrol duty. Inspections will include personal appearance and personal equipment.

4. Firearms Inspections

- (a) The inspection of a firearm to exam its condition, functionality, ammunition and compliance with Bureau policies.

5. Special Category Inspections.

- (a) All special category inspections are conducted in those areas that require a high degree of readiness or deal with matters of a critical or sensitive nature.

III. LINE INSPECTIONS

A. Line Inspection Procedures.

1. Line inspection is the process by which any supervisor can formally or informally review and observe subordinate activity to insure proper compliance with Bureau procedures, rules and regulations.
2. All employees and physical resources of the Bureau shall be subject to line inspections.
 - (a) Line inspections are not limited to persons but may include all physical resources and facilities used by the Bureau of Police to achieve its mission.
 - (b) Specific line inspections include:
 - (1) Vehicle inspections - Officers assigned to any Bureau vehicle shall be responsible to report any faulty condition for repair in accordance with the procedures established by the Bureau.
 - (2) Police facility inspections - All shift supervisors are responsible for the ongoing inspection of the general condition and cleanliness of the Bureau's facilities and for reporting any problems in accordance with the procedures established by the Bureau.
 - (3) Holding area inspections - Shift supervisor and booking officers are responsible to insure compliance with all general orders establishing rules and regulations for the security, sanitation, and holding of persons in the facility for the duration of their detention.
 - (4) Personnel and equipment - All platoon, section and unit supervisors shall randomly inspect the personnel they supervise and their issued equipment for compliance with Bureau rules, regulations, orders, and/or proper function.

B. Frequency of inspection.

1. Announced
 - (a) Conducted annually during May, June or July.
 - (b) Ten (10) days notification will be given prior to inspection by the Division Commander.
 - (c) Conducted by the Commander/Supervisor of each Division/Unit.
 - (d) Copies of all documentation will be forwarded to the Resource Management Unit.
2. Unannounced

- (a) Conducted as needed, at the discretion of the Division Commander or his/her designee.
 - (b) Should be done at least once a year: a copy of all documentation annotating unannounced inspections will be forwarded to the Resource Management Unit.
- C. Responsibilities of the supervisor in each function.
 - 1. Conduct of inspections.
 - (a) Platoon, Section, and Unit supervisors shall, at least monthly, routinely conduct random inspections of personnel, duty weapons, and Bureau equipment, to insure satisfactory performance standards are maintained.
 - 2. Correction of discovered conditions.
 - (a) In any inspection conducted pursuant to this general order, the supervisor will, upon observing substandard conditions, take immediate corrective action.
- D. Written reports required for identified criteria.
 - 1. A "Monthly Inspection Form" shall be completed by each platoon/section/unit supervisor when conducting the required inspection.
 - 2. Written documentation shall be required when corrective action over an identified deficiency occurs.
 - (a) Employee Counseling Form – in situations where the health and safety of employee is jeopardized.
 - (b) Disciplinary Action Form – in situations where there is repeated violations of Bureau policy.
 - (c) Evaluation Discrepancy Log and Document – when infractions occur and corrective action is taken.
- E. Follow-up procedures to ensure conditions are corrected.
 - 1. The supervisor responsible for the facility area, equipment, or function identified and reported as deficient is responsible to ensure conditions are corrected and documentation is maintained is for three (3) years.

IV. STAFF INSPECTIONS.

- A. Identity and authority of person(s) conducting staff inspections.
 - 1. The Chief of Police is responsible for conducting staff inspections or delegating staff inspection responsibilities to subordinates.

2. When staff inspection responsibilities are delegated by the Chief of Police, the inspector will notify the supervisor of the section or unit to be inspected, prior to initiating any general inspection.
 - (a) No notification need be provided to members when conducting single function inspection
- B. Staff inspection procedures.
 1. Staff inspection involves inquiring into the manner in which personnel and material resources are utilized in achieving the Bureau's goals and insuring adherence to the orders and directives declared by the Chief of Police.
 2. The staff inspection function in the police profession is similar to the quality control process in the private sector. It provides answers to questions of vital importance to the Chief of Police, such as;
 - (a) Are established policies, procedures and rules being followed and in the spirit for which they were designed?
 - (b) Are these policies, procedures and rules adequate to attain desired results?
 - (c) Are the resources at the Bureau's disposal, both personnel and materials being utilized to the fullest extent?
 - (d) Are the resources adequate to carry out Bureau goals and objectives?
 - (e) Does there or could there exist any deficiency in personnel training, morale, supervision or policy which should be corrected or removed?
 - (f) How accurate and reliable is the data that the Bureau collects?
 - (g) Of what quality are the responses to calls for services and the reporting system?
 3. Staff inspections will be conducted with as little disruption of routine unit activity as possible. The operation of the unit being inspected should not be unnecessarily restricted.
 4. General inspections may include the following:
 - (a) Examination of the division's procedure manual(s).
 - (b) Examination of all records and files.
 - (c) Examination of equipment and work areas.
 - (d) Observation of operating procedures.
 - (e) Interviews with selected personnel.
- C. Written reports submission criteria.

1. At the conclusion of the inspection, the inspector will discuss the results of the inspection, including what recommendations should be made, and submit a written report to the Chief of Police.
 2. At a minimum, the report should include:
 - (a) Identification of deficiencies.
 - (b) Recommendations for improvement, including but not limited to:
 - (1) Policy procedure additions and/or revisions.
 - (2) Equipment/supply purchases.
 - (3) Budgetary impact with cost/benefit analysis.
 - (c) Identification of positive aspects of inspection.
- D. Follow-up actions to ensure conditions are corrected.
1. The results of the staff inspection will be discussed at a meeting with the Chief of Police, staff inspector(s), and Division Commander(s).
 2. Division Commanders will be responsible for development of an action plan for the implementation of the staff inspection report recommendations ordered by the Chief of Police.
 3. A follow-up inspection to ensure conditions are corrected will be conducted following implementation of the action plan.
 - (a) The Chief of Police will determine the frequency of any additional follow-up inspection(s) which may be required in any continuing re-evaluation process.
- E. Frequency of staff inspections.
1. All organizational components will receive a staff inspection at least every three (3) years.
 2. On an as needed basis, the Chief of Police may direct more frequent staff inspections of key organizational components.

V. RESPONSIBILITIES

- A. The overall inspection process of this Bureau is a responsibility of supervisors at all levels of authority.
1. Staff inspections are administrative in function, and as such, are the primary responsibility of the Office of Internal Affairs, or as directed by the Chief of Police.
 2. Line inspections are a command function, and as such, are the responsibility of supervisors at every level of command, and are an ongoing activity to ensure that employees are adhering to Bureau requirements on appearance, use and

maintenance of equipment and facilities, and adherence to Bureau policies and procedures.

3. Roll Call inspections are the responsibility of the Roll Call supervisor.
4. Firearms inspections rest with the Commanding officer of the respective platoon, section, or unit of the officer being inspected.
5. Special Category inspections rests with the personnel as designated by existing general orders.
6. Formal Roll Call inspections rests with the Lieutenant/Officer in Charge, or the ranking officer present at the inspection formation.

VI. FIREARMS INSPECTIONS

A. Policy

1. All sworn Police Bureau personnel will be subject to inspection of his/her duty firearm at random, unannounced intervals, but not less than once per month per officer.
2. The responsibility for the firearm inspection rests with the Commanding Officer of the respective Platoon, Section, or Unit of that officer being inspected.
3. Command personnel will have their respective firearms inspected by the Firearms Instructor during Annual Firearms Qualifications.

B. Procedure

1. At a time determined by the respective Commanding Officer, the officer to be inspected will present himself/herself at a location in the Public Safety Building specified by the Lieutenant/O.I.C.
2. At no time during weapons inspection will the officer being inspected place any of his/her fingers inside the trigger guard housing on his/her respective firearm.

C. Semi-automatic pistol.

1. Unloading
 - (a) With the weapon strapped in place in the holster, remove the magazine by depressing the magazine release button. Place the magazine between the belt and outer garment, with the open end down.
 - (b) Draw the weapon from the holster and place the muzzle of the weapon in the clearing barrel.
2. Using the proper method for manually operating the slide, forcefully rack the slide to the rear and engage the slide stop to lock the weapon open. Make no attempt to interfere with the extraction and ejection of the chambered round. DO NOT attempt to catch the round with your hand. Let it fall to the carpeted floor, which should prevent damage to the bullet. The officer shall then verify the chamber is empty by

visual inspection.

3. The weapon may then be presented to the inspecting officer.
4. Upon completion of the weapons inspection, the weapon will be returned to the officer. The officer will place the muzzle of the weapon in the clearing barrel, and reload the weapon. Fully decock the weapon, prior to removing it from the clearing barrel.
5. Remove the weapon from the clearing barrel and return it to the holster, snapping it in place.

VII. SPECIAL CATEGORY INSPECTIONS

A. Frequency

1. Daily
 - (a) Holding Facility/Cell Blocks
 - (b) Night Court Facilities
 - (c) Building Facilities
2. Weekly
 - (a) Sanitation
 - (b) Security
 - (c) Fire Equipment
 - (d) First Aid Kit
3. Monthly
 - (a) Special Operations Equipment (Mobile Command Post)
 - (b) Equipment Ready Room
 - (c) Holding Facility – Fire Detection and Alarm Equipment, Sanitation Inspection

VIII. FORMAL ROLL CALL INSPECTION

A. Policy

1. The Lieutenant/O.I.C. of each platoon will be responsible for the daily appearance and fitness for duty of all personnel under his/her Command. The Lieutenant/O.I.C. will make a personal inspection of all personnel forming for street duty. Should some other duty require his/her attention away from headquarters at the time of the inspection, the Senior Patrol Supervisor will conduct the inspection.

2. In the event a ranking officer is present at the inspection formation, he/she may exercise the prerogative to inspect and/or address the platoon.

B. Procedure

1. At the designated time for inspection, the Sergeant will place himself/herself in front of the roll call podium and await orders from the Lieutenant.
2. When forming for inspection, an eight (8) officer front (when possible) will be maintained. The distance between ranks will be forty eight (48) inches.

(a) Lieutenant Commands:

“Sergeant, form your platoon”

Sergeant salutes and executes an about face.

(b) Sergeant Commands:

“Platoon, fall in”

* Personnel will assemble, executing an automatic close interval dress, right dress. If space is available a normal interval may be employed.

* The Sergeant will then proceed to verify the alignment of each rank, and then return to a position one pace to the right and parallel to the front rank.

(c) Sergeant then commands: “Ready Front-attention to roll call”

At the command, FRONT, the arms are dropped smartly and quietly to the sides, heads are turned to the front.

(d) The Lieutenant/O.I.C. will call roll for duty assignments.

(e) Lieutenant then commands: “Sergeant, prepare your platoon for inspection”

(f) Sergeant commands: “Secure Batons”

At the command, BATONS, the baton is placed under the left arm pit. Left Handed personnel will place their baton under the right arm pit.

NOTE: If the collapsible baton is carried, it shall remain in the belt holder.

3. The Lieutenant will leave his/her position from behind the roll call podium, approaches the Sergeant, and followed by the Sergeant, they will inspect each officer as to their personal appearance and equipment; weapons will not be inspected during this procedure.
4. As officers are inspected they will then immediately ready themselves with notebook and pen in preparation for taking orders of the day.

5. At the completion of the inspection, the Sergeant will take his position on the right flank and one pace from and parallel to the front rank. The Lieutenant returns to his/her position behind the roll call podium.
 - (a) Sergeant commands: "At ease, attention to orders"
 - * Only necessary and pertinent orders will be read, keeping in mind that time is of the essence.
 - (b) Lieutenant commands: "Sergeant, take charge of your platoon"
 - * There will be an exchange of salutes.
 - (c) Sergeant commands: "Platoon, attention, carry batons; platoon, dismissed"
6. If for any reason it is necessary for a police officer to return to the Roll Call room, he/she will wait until after the platoon has been dismissed from Roll Call/Inspection, before entering or passing through the Roll Call room.

AUTHORIZED SIGNATURE _____
CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: February 19, 2002	Effective Date: February 19, 2002	General Order #: 02-40	Expiration Date: Until Amended/Rescinded
Subject: LINE OF DUTY INJURIES OR DEATHS		Distribution: All Personnel	Amends: 91-40
Reference: CALEA Accreditation Chapter 55			Rescinds: 91-40

I. POLICY

It shall be the policy of the Harrisburg Bureau of Police to provide reasonable, caring and compassionate assistance to the immediate family of an Officer seriously injured or killed in the line of duty. This assistance shall include, at a minimum, emotional support, providing assistance with hospital or funeral arrangements, and ensuring the Officer's family is fully informed of and receives medical and survivor benefits as expeditiously as possible.

II. DEFINITIONS

- A. Serious Injury: Any injury incurred by an Officer in the line of duty that requires immediate medical attention and is potentially life threatening to the Officer.
- B. Line of Duty Death: Any action that claims the life of an Officer in the line of duty. (NOTE: At the discretion of the Mayor or Chief of Police, sections of this directive may apply in cases involving the natural death of an Officer).

III. PROCEDURES

A. Notifications:

1. The senior ranking Officer at the related incident scene shall ensure the Chief of Police, Mayor's Office and applicable immediate supervisor are notified in the event an Officer is seriously injured or killed in the line of duty.
2. The immediate supervisor of the injured/deceased Officer, accompanied by the Chief of Police or applicable Division Commander if feasible, shall notify the injured/deceased Officer's family of the incident.
3. The senior on-scene Officer shall be responsible for making the preceding notification, or assigning two Officers to perform this duty, in the event the injured/deceased Officer's immediate supervisor, Chief of Police and Division Commander are unavailable.
4. Injury/death notifications shall be made in person by at least two Officers, with due regard for the possibility that a member of the injured/deceased Officer's family may have a preexisting medical condition (e.g., heart condition, stress-related condition, etc.) that may be aggravated by the notification. If a member of the injured/deceased

Officer's family has a known and potentially life-threatening medical problem, arrangements shall be made to have an ambulance present during the notification.

5. Injury/death notifications shall be made in a direct but caring and compassionate manner.
 6. In the event an injured/deceased Officer's family resides beyond a reasonable distance outside the Police Bureau's jurisdiction, the local law enforcement agency or Pennsylvania State Police having jurisdiction in the family's residential area shall be requested to make the injury/death notification.
- B. Press Releases: The Mayor's Office shall be responsible for releasing information to the media regarding the serious injury or death of an Officer in the line of duty, which under no circumstance shall be done prior to the notification of the Officer's family. Unless prior approval from the Mayor's Office or Chief of Police has been received, no Officer shall release any information to the media regarding the serious injury or death of an Officer in the line of duty.
- C. Assistance:
1. Serious Line of Duty Injuries:
 - a. The Officers making the notification to the seriously injured Officer's family shall offer to transport or escort the family to the hospital.
 - b. The seriously injured Officer's immediate supervisor shall:
 - (1) Endeavor to meet appropriate medical personnel at the hospital to ascertain the injured Officer's condition, and ensure such information is not released to the media prior to the arrival of family.
 - (2) If possible, arrange for a private waiting room at the hospital for the injured Officer's family and fellow Officers.
 - (3) Inform administrative personnel at the hospital that related medical bills should be sent to the City of Harrisburg, i.e., not the Officer's family.
 - (4) Endeavor to remain with the injured Officer's family at the hospital, and offer to transport or escort the family members back to their residence upon their departure.
 2. Line of Duty Deaths:
 - a. The Police Bureau's Special Events Coordinator shall:
 - (1) Endeavor to assist the deceased Officer's family with funeral arrangements.
 - (2) Advise the deceased Officer's family that the Officer is entitled to a

"law enforcement" funeral.

- (3) If applicable, coordinate the scheduling of the law enforcement funeral.
 - (4) In the event a "law enforcement" funeral is requested by the deceased Officer's family, assist in planning the funeral by meeting with the:
 - (a) Deceased Officer's family.
 - (b) Applicable Division Commander.
 - (c) Press Information Officer.
 - (d) Priest, Minister or Chaplain.
 - (e) Funeral Director.
 - (5) Ensure the Mayor's Office, Chief of Police, command staff and other Police Bureau personnel are informed of the funeral arrangements.
 - (6) Provide reasonable assistance to the deceased Officer's family during the wake and funeral.
 - (7) Act as liaison and offer to schedule a meeting between the deceased Officer's family and the Bureau of Human Resources to expedite the provision of survivor benefits.
- b. The Chief of Police shall designate a member of the Police Bureau, preferably an individual of the deceased Officer's family's choosing, to serve as a family advocate by maintaining long-term liaison with the deceased Officer's family. The family advocate shall:
1. Ensure the family remains informed of the status of related criminal proceedings, if applicable.
 2. Offer to accompany the family to criminal proceedings, if applicable, or if unavailable, ensure another member of the Police Bureau offers to accompany the family to the proceedings.
 3. Inform the family of the availability of support group or other services.
 4. Ensure that the family is informed that they may continue to attend various Police Bureau social activities.

5. Periodically contact the family to provide additional assistance, if requested.
6. Ensure that flowers are sent on behalf of the Police Bureau to the deceased Officer's gravesite on the anniversary date of the Officer's line of duty death.

AUTHORIZED SIGNATURE_____

CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: April 4, 2002	Effective Date: April 4, 2002	General Order #: 02-46	Expiration Date: Until Amended/Rescinded
Subject: NON-DISCRIMINATION & ANTI-HARASSMENT POLICY		Distribution: All Personnel	Amends: 89-46
Reference: Mayoral Executive Order			Rescinds: 89-46

I. POLICY

It is the continuing policy of the Harrisburg Bureau of Police to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, ancestry, national origin, place of birth, sex, handicap or disability, marital status, familial status, sexual preference/orientation, age, association with or advocacy on behalf of groups protected by this policy, or any other characteristic protected by law. This policy prohibits any such acts of discrimination or harassment.

II. DEFINITIONS

- A. Employee: All sworn and non-sworn personnel.
- B. Protected Characteristics: Race, color, religion, ancestry, national origin, place of birth, sex, handicap or disability, marital status, familial status, sexual preference/orientation, age, association with or advocacy on the behalf of any group protected by this policy, or any other characteristic protected by law.
- C. Discrimination:
1. In the workplace is the different treatment of an individual because of a protected characteristic. Discrimination action against an applicant or employee based on any protected characteristic is prohibited. Such action may include, but is not limited to different treatment with respect to compensation, hiring, promotion and/or terms or conditions of employment.
 2. In public accommodation is the different treatment of an individual because of a protected characteristic. Discriminatory action may include, but is not limited to different treatment in regard to full use of services provided by the Bureau.
- D. Harassment: Harassment is verbal or physical conduct that demeans or shows hostility or aversion toward an individual and that;
1. Has the purpose or effect of creating an intimidating, hostile or offensive work environment.
 2. Has the purpose or effect of unreasonably interfering with an individual's work

performance.

3. Otherwise adversely affects an individual's employment opportunities or adversely affects an individual's full use of services provided by the Bureau.

NOTE: Harassment on any basis is strictly prohibited.

Harassment may include a range of subtle and more direct behaviors. Certain physical acts constitute harassment, including but not limited to un-welcomed touching, assault, physical intimidation, defacing or damaging property, and interference with freedom of movement.

Certain purely verbal or symbolic expression may also constitute harassment, including but not limited to "fighting words" and un-welcomed sexual conduct.

- a. "Fighting words" include negative epithets; threats of violence, slurs, negative stereotyping, demeaning jokes, and other abusive expressions that tend to incite an immediate breach of the peace.
- b. Un-welcomed sexual conduct, involving individuals of same or different gender, includes un-welcomed sexual advances, requests for sexual favors, sexual jokes, comments and innuendo (including those about an individual's body), leering, whistling, and other physical or visual conduct of a sexual nature.
- c. Symbolic expression, such as written or graphic material that demeans or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the Bureau's premises or circulated in the workplace, may also constitute harassment.

III. RESPONSIBILITIES

- A. Employees: Any employee who believes they have experienced discrimination, harassment, or retaliation shall immediately:
 1. Document in writing exactly what occurred, including verbal exchanges, names of witnesses or participants, date and location of incident(s).
 2. Notify their immediate supervisor and/or
 3. A personnel officer and/or
 4. Any other individual designated to handle employee complaints.
- B. Commanders and Supervisors: Commanders and Supervisors shall be responsible for:
 1. Preparing and forwarding a report regarding an alleged incident of discrimination, harassment, or retaliation to the Chief of Police. (NOTE: Until the complaint is validated, the identity of all involved parties shall remain confidential).

2. Initiating disciplinary action related to incidents of discrimination, harassment, or retaliation, if warranted.
3. Taking immediate action to limit any further contact between the involved parties.

IV. RETALIATION PROHIBITION

The Bureau encourages reporting of all perceived incidents of discrimination or harassment. It is the policy and practice of the Bureau to investigate such reports. Retaliation against an individual for reporting discrimination or harassment or for participating in an investigation of a complaint is a violation of policy. Retaliatory behaviors include but are not limited to inappropriate and/or threatening verbal or physical conduct, changes in work assignments, denial of benefits enjoyed by other employees, and other forms of subtle or overt punishment. Acts of retaliation will be subject to disciplinary action.

V. CONFIDENTIALITY

Confidentiality will be maintained throughout the investigatory process to the maximum extent consistent with adequate investigation and appropriate corrective action. Although the confidentiality cannot be guaranteed. All investigations will be conducted fairly, so as to protect the rights of the complainant, the accused, and the witnesses.

AUTHORIZED SIGNATURE _____
CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: March 6, 2002	Effective Date: March 6, 2002	General Order #: 02-48	Expiration Date: Until Amended/Rescinded
Subject: DIRECTED FOOT PATROL		Distribution: All Personnel	Amends: 89-48
Reference: CALEA Accreditation Chapter 41			Rescinds: 89-48

I POLICY

Directed foot patrol (DFP) is established to provide maximum police protection to the community and to serve as a community relations function of policing.

II PROCEDURE

A. Deployment:

1. DFP personnel will be deployed on the basis of crime and crime related problems and will fluctuate in time according to crime patterns in individual districts.
2. Each assigned officer will on foot, patrol a specific area, for a time to be determined by the circumstances.

B. Platoon Commanders will:

1. Check crime patterns in each District daily and ensure that subordinate supervisors deploy DFP accordingly.
2. After review of each District crime pattern, assign actual hours of participation for each DFP unit. No unit will be assigned DFP activities for more than four hours during any shift.
3. Reassign personnel to DFP when necessary.
4. The Platoon Commander has the authority to utilize all available Uniformed Patrol Personnel to accomplish DFP.
5. Ensure that no more that fifty percent of operating fleet on any shift, is engaged in DFP activities.
6. Maintain communications with subordinate supervisors relative to crime patterns and other District problems.

C. Platoon Sergeants will:

1. Provide direct supervision for DFP personnel.
 - a. Ensure that personnel do not leave assigned area without approval.

- b. Ensure that personnel do not remain in vehicle while assigned to DFP.
- c. Maintain communication with subordinate personnel relative to crime patterns and other District problems.

D. Field Officers will:

- 1. Park vehicle in a proper manner at a conspicuous and observable location.
- 2. Advise Communications Center of unit, badge number, DFP assignment number and exact time, before exiting vehicle to engage in DFP.

EXAMPLE: "Unit #5, Badge #007, commencing Directed Patrol Beat 5-1, at 1800 hours."

- 3. Lock vehicle and assume foot patrol of assigned area.
NOTE: Vehicle remains in-service
- 4. Encourage communications with citizens.
- 5. Make periodic visual checks of police unit but will not loiter in the general vicinity of the vehicle.

- 6. Be observant for violations of City ordinances and/or state laws.
- 7. Remain alert for the following calls for service necessitating response, via vehicle, to another location.

- a. Assist Officer
- b. Robbery in Progress
- c. Burglary in Progress
- d. Rape in Progress
- e. Any assignment which the Platoon Commander directs response.

- 8. Be informed relative to crime patterns and other District problems.
- 9. At completion of specific DFP assignment, notify Communications Center.

EXAMPLE: "Unit #5, Badge #007, terminating DFP Beat 5-1 at 1900 hours."

- 10. Immediately notify Communications Center when leaving assigned DFP area for any reason.

AUTHORIZED SIGNATURE_____

CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: March 6, 2002	Effective Date: March 6, 2002	General Order #: 02-51	Expiration Date: Until Amended/Rescinded
Subject: FUGITIVE ARRESTS		Distribution: All Personnel	Amends: 88-51
Reference: General Order 50			Rescinds: 88-51

I. POLICY

The Policy of the Harrisburg Bureau of Police for Fugitive Arrest will be to work closely with the Dauphin County District Attorney's office and the Office of the Dauphin County Detectives and use the following guidelines.

II. DEFINITION

A Fugitive is an individual who is wanted for a crime, convicted of a crime, has absconded from another state to avoid prosecution, incarceration or due process of law.

III. PROCEDURE

A. Fugitive(s) wanted by another state

1. When a fugitive from another state is apprehended in our jurisdiction an orderly process shall be adhered to, so that all the necessary paperwork is completed in a timely fashion and extradition procedures can be initiated.
2. When a fugitive is taken into custody and teletypes have been received verifying the fugitive status, a file folder and paperwork check list will be maintained by the "Booking Officer". The check list will include:
 - a. Teletypes
 - (1) The "Hit"
 - (2) Confirmation from the out-of-state agency concerned.
 - (3) Extradition confirmation information.
 - b. Fugitive Information Sheet (completed by arresting officer)
 - c. Criminal Complaint Typing (completed and reviewed by on-duty supervisor)
 - d. Arrest Report and Probable Cause Affidavit
 - e. Check for completion of processing.

- f. District Justice paperwork.
 - (1) Criminal Complaint
 - (2) Commitment
 - (3) Rights Sheet
 - (4) Docket Transcript - Comm. of Penna.
 - g. Forward all paperwork to Central Records Center no later than next business day.
 - h. Signatures of persons involved in the process and noted on the checklist.
 - (1) Arresting Officer _____
 - (2) Booking Officer _____
 - (3) On-Duty O.I.C. _____
 - (3) Communications Center Supervisor _____
3. When fugitives are taken into custody at night, on weekends or during holidays and there are no other charges, and extradition cannot be verified, a fugitive warrant will be initiated by the arresting officer to secure the fugitive until such verification can be made.
- a. When a fugitive is taken into custody and the Harrisburg Police have other charges to file against the individual, these charges should be used to secure the fugitive until such time, that the fugitive status can be verified and extradition is assured.

B. Fugitive(s) wanted by this jurisdiction

- 1. When subjects who have been entered in N.C.I.C. by this jurisdiction are apprehended in another state, the following guidelines shall prevail:
 - a. A teletype will be sent to the inquiring agency verifying that there is a legitimate felony warrant on file and that we will extradite.
 - b. Also included in the outgoing teletype will be: The office hours and telephone number of the Dauphin County Detectives and that inquiries will be handled by the County Detectives who will arrange extradition.
 - c. A copy of the warrant will be sent to the inquiring agency.
 - d. The Communications Center Supervisor will ensure that all copies of teletype correspondence and a notation of the time and date that the warrant copy was sent out is forwarded to the Court Liaison Officer the next working day.

- e. The Court Liaison Officer will be responsible for taking all the paperwork to the Office of the Dauphin County Detectives.

NOTE: If any problems are encountered, the "Duty" District Attorney is to be contacted for additional guidance.

- 2. When sufficient information exists, Misdemeanor and Felony warrant(s) will be entered into the C.L.E.A.N. System by Communications Center Personnel. A copy of the teletype(s) will be attached to the warrant prior to filing it.
- 3. When notification is received from another agency within the Commonwealth of Pennsylvania the following procedure will be used by the Communications Center Supervisor:
 - a. The Communications Center Supervisor will notify the on duty O.I.C. of the teletypes indicating that another agency has taken into custody an individual wanted by the Harrisburg Police.
 - b. The on duty O.I.C. will arrange for transportation and authorize return of the subject to our jurisdiction. Proper notification to the inquiring agency will be made, indicating what arrangements are in place and the probable time table.

AUTHORIZED SIGNATURE_____

CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue:	Effective Date:	General Order #:	Expiration Date:
March 6, 2012	March 6, 2012	02-52	Until Amended/Rescinded
Subject: HOUSING AUTHORITY LIAISON		Distribution:	Amends:
		All Personnel	93-52
Reference:			Rescinds:
			93-52

I. POLICY

- A. It is the policy of the Harrisburg Bureau of Police to provide adequate police service to all citizens who dwell herein. Additionally, the Bureau Housing Authority Liaison Officer shall ensure that service is equitably received within the residences of the Housing Authority.

II. PURPOSE

- A. The purpose of the Housing Authority Liaison Officer is to ensure the coordinated efforts between the Harrisburg Bureau of Police and the Harrisburg Housing Authority, to provide assistance in reducing the amount of criminal activity within public housing, to reduce the number of calls for service to areas of public housing for nonessential reasons, and to further enhance the relationship between all entities involved.

III. DEFINITION

- A. Housing Authority Liaison Officer: a Bureau Officer in a supervisory capacity and any subordinate Bureau member assigned to perform duties specifically directed towards any Public Housing Community, which has an agreement with the City of Harrisburg, and the Harrisburg Bureau of Police, for such services.

IV. RESPONSIBILITIES

- A. The Liaison Officer shall conduct thorough and complete criminal history verifications on all that apply for public housing.
- B. The Liaison Officer shall be responsible for providing the Housing Authority with documentation on all reported police activity within public housing. However, pursuant to law, reports listing juveniles as the suspect or the accused shall not be provided unless the juvenile has been adjudicated as an adult. All such requests for information shall be referred to the Commander, Juvenile Offender Section.
- C. The Liaison Officer shall be responsible for attending resident association meetings, and providing police management, as well as the Housing Authority with reports as to the contents of the meeting.
- D. The Liaison Officer will be responsible, in the capacity of this assignment, to interact with the following sites:

- | | | |
|----|---------------------------|-----------|
| 1. | M.W. Smith Homes | Grid 4-8 |
| 2. | Hillside Village | Grid 4-7 |
| 3. | William Howard Day Homes | Grid 4-8 |
| 4. | George A. Hooverter Homes | Grid 7-6 |
| 5. | John A. F. Hall Manor. | Grid 7-11 |

V. PROCEDURE

- A. Various calls for service may be handled in different ways. The following establishes procedure in specific incidences. The Liaison Officer shall be contacted immediately when any incidents occur during his/her tour of duty; however, the responding officer shall complete their investigation pursuant to policy.
- B. It shall be the Records Center Supervisor's responsibility to assure that copies of all reports of incidents within a public housing site as noted in Section III D be forwarded to the Liaison Officer.
- C. Reports of Violations of Act 64
1. Calls in progress: It shall be handled by the responding officer as prescribed by policy. Copies of all reports shall be forwarded to Liaison Officer, who will, in turn, forward a recommendation to the Housing Authority based on the facts of the case.
 2. Calls not-in-progress: The appropriate reports shall be completed by the responding officer pursuant to policy. Copies of all reports shall be forwarded to the Liaison Officer. Those calls first received as not-in-progress shall be handled by the Report Expeditor Unit.
 3. Act 64/Search Warrant Service: The Liaison Officer should be notified of the service, so as to provide support (i.e., entry/access), as well as to have first hand knowledge. The Liaison Officer shall then prepare a report of what occurred, with specificity. Said report will be submitted to the Liaison Supervisor, for review.
- D. Reports of Neighborhood Problems
1. Calls in progress: It shall be handled by the responding officer pursuant to policy, additionally referring all parties to the Liaison Officer. Copies of all reports shall be forwarded to both the Liaison Officer and the Community Relations Unit.
 2. Calls not-in-progress: The responding officer (when no injury or property damage exist) may refer the complainants to the Liaison Officer and/or the Community Relations Unit for disposition.

NOTE: When referrals are made regarding issues within this general order, the officer shall advise the dispatcher, along with the name of the agency or individual to whom the complainant was referred. The dispatcher will notate this information in the narrative portion of their call screen.

E. Reports of Domestic Disputes

1. Calls in progress (Act 10): It shall be handled by the responding officer pursuant to policy. Copies of all reports shall be forwarded to the Liaison Officer.
2. Calls in progress (all others): It shall be handled by the responding officer. Discretion may be utilized by the officer to refer the case to the Liaison Officer in cases where no actual crime has occurred, i.e., no injury or property damage.
3. Calls not in progress (Act 10): It shall be handled by the responding officer pursuant to policy. Copies of all reports shall be forwarded to the Liaison Officer.
4. Calls not in progress (all others): If no injury or property damage exists, the case may be referred to the Liaison Officer. In those cases where the aforementioned exists, it shall be handled by the responding officer and reports forwarded as noted above.

NOTE: IN NO INCIDENTS OF ACT 10 SHALL THE RESPONDING OFFICER SUMMARILY REDUCE THE NATURE OF THE INCIDENT. ALL INCIDENTS OF ACT 10 SHALL BE COMPLETED AS MANDATED BY POLICY BY RESPONDING OFFICER.

F. Reports of Criminal Mischief to Public Housing Property:

1. Calls in progress: It shall be handled by the responding officer pursuant to policy, with copies of all reports forwarded to the Liaison Officer.
2. Calls not in progress: The responding officer, when informational only in nature, may refer the case to the Liaison Officer. When the incident has occurred within a time period that affords the officer the ability to initiate an investigation, the appropriate reports shall be completed, with copies being forwarded to the Liaison Officer.

G. Felony and Misdemeanor Violations:

1. All calls for service that result in a misdemeanor or felony violation shall be handled by the responding officer. Copies of all reports shall be forwarded to the Liaison Officer.
2. All felony or misdemeanor violations that are in-progress and may be life threatening in nature or catastrophic (i.e., structure fire, serious assault, riotous conditions), the Housing Liaison Supervisor shall be notified at that time.

H. Summary Violations:

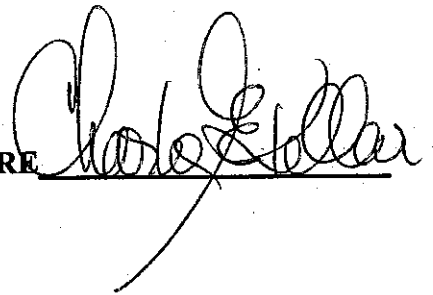
1. The responding officer, when solvability factors exist, shall complete the investigation pursuant to policy, forwarding copies of all reports and/or citations to the Liaison Officer.
2. When no solvability factors exist, the case may be referred to Liaison Officer for informational purposes.

I. Point of Contact

Housing Authority Liaison

1. The Liaison Officer will utilize In 19 J Hall Manor.
The appropriate phone numbers shall be:
Office phone: 717-238-6724
Direct phone: 717-238-5859
2. The Liaison Officer will be available on a 24 hours basis for emergency contact by pager at the following number: 717-237-3260.
3. The radio call sign for the liaison officer shall be H-1.

AUTHORIZED SIGNATURE
CHARLES G. KELLAR
CHIEF OF POLICE

A handwritten signature in black ink, appearing to read "Charles G. Kellar", is written over a horizontal line. The signature is fluid and cursive.



Stephen R. Reed

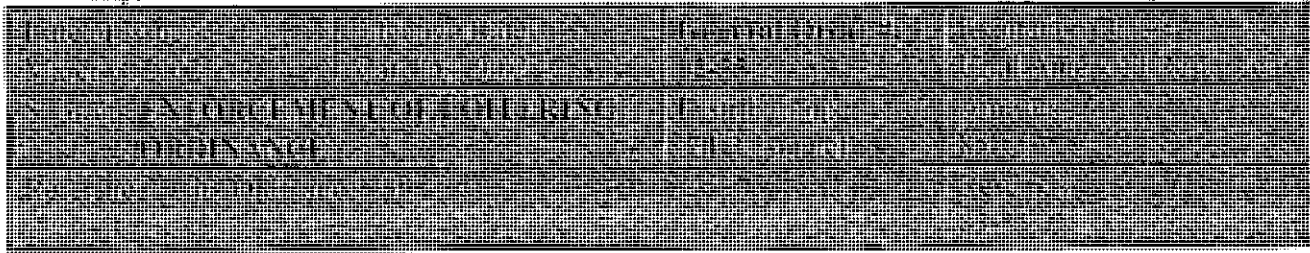
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar

Chief



I. PURPOSE

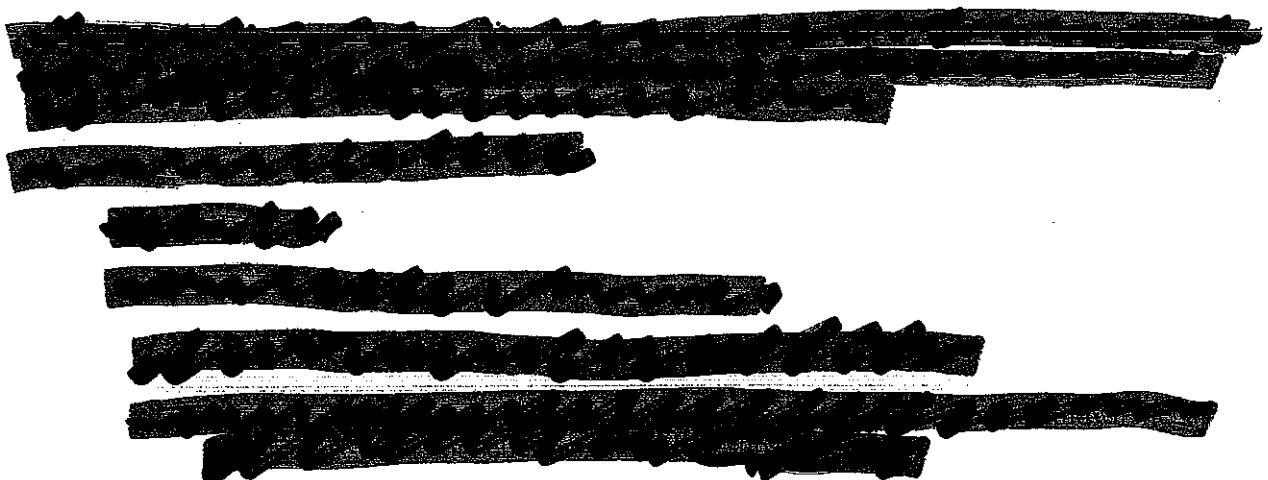
To establish a set of guidelines for police officers in the enforcement of City Ordinance #739, "Loitering with the intent to illegally use, possess or sell controlled substances". (See Appendix A; City Ordinance #739).

II. DISCUSSION

If used properly, City Ordinance #739 will be very helpful in combating street drug sales.

- A. It is important that the law is not abused. Therefore, the ordinance is not to be used as a reason to stop a person unless that person exhibits characteristics such as those described in the ordinance.
- B. Until the department and the courts have some experience in enforcement of the new ordinance and subsequent legal challenges, only those officers specifically designated and trained are permitted to take action based on that ordinance. No other officer shall confront anyone based on the new law. If any error is made in enforcement of this ordinance, it must be toward releasing the suspect within nothing more than completion of a field interview.
- C. **Designated officers at this time include only officers assigned to the Organized Crime and Vice Control Unit.**

III. GUIDELINES





[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

AUTHORIZED SIGNATURE _____

CHARLES G. KELLAR

CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: May 6, 2002	Effective Date: May 6, 2002	General Order #: 02-56	Expiration Date: Until Amended/Rescinded
Subject: SPECIALIZED ASSIGNMENT		Distribution: All Personnel	Amends: N/A
Reference: CALEA Accreditation Chapter 16			Rescinds: N/A

I. POLICY

This policy of the Harrisburg Bureau of Police will provide for and establish a means for governing specialized assignments, as well as procedures related to the announcement of openings, and the specification of selection criteria related to the specialized assignments.

II. PURPOSE

Specialized assignment requires officers with knowledge, skills, and abilities more advanced in specific subject areas than that of generalist officers.

This general order provides for guidelines concerning the establishment of specialized assignment positions within the department and the process whereby officers are selected to staff those positions.

III. ANNUAL REVIEW

- A. The Chief of Police, or his designate, shall review annually, during the budget preparation process, each specialized assignment within the department for the purpose of determining whether it should be continued during the following fiscal year.
- B. Specialized assignments shall be defined as positions within the department characterized by increased levels of responsibility and specialized training, but within a given position classification.
 1. Specialized assignments will include the following positions:
 - (a) K-9 Officer
 - (b) Traffic Safety Officer
 - (c) Mounted Officer
 - (d) Motorcycle Officer
 - (e) Crisis Response Team Officer

- (f) School Resource Officer
 - (g) Community Police Power Shift Officer
 - (h) Honor Guard Officer
 - (i) Public Housing Officer
- C. This review shall include, at a minimum:
 - 1. A listing of the agency's specialized assignments.
 - 2. A statement of purpose for each listed assignment.
 - 3. The evaluation of the initial problem or condition that required the implementation of the specialized assignment.
- D. Command staff shall be advised of the review and their comments solicited for consideration.

IV. ANNOUNCEMENTS OF OPENINGS AND SELECTION PROCESS

- A. Announcements of openings.
 - 1. When an opening occurs in a specialized assignment within the Bureau, the Chief of Police shall distribute a Special Order inviting all interested personnel to apply.
- B. Selection process.
 - 1. Following the Chief's announcement of a position opening, officers shall have an opportunity to respond, via an Inter-Departmental Communication to the Office of the Chief of Police, indicating their interest in the position.
 - 2. When new specialized assignments are required, selections to the position shall be made in accordance with reviewing all of the responses to the announced opening.
 - 3. The Chief of Police may select the assessment technique(s) he feels most appropriate to judge the candidate(s).
 - (1) Length of service with the department.

- (i) Seniority shall not be the sole determining factor for such an assignment.
- (2) Special skills, general knowledge, and experience in the area of assignment.
- (3) Interest and attitude toward their current assignment.
- (4) Level of performance as determined by a review of their performance evaluation, discipline records, and other material deemed appropriate.
- (5) May include interviews.

V. TEMPORARY ASSIGNMENTS

A. The Chief of Police shall, by personnel order, assign any temporary positions for sworn personnel within the department.

1. Temporary assignment, for purposes of this section, shall mean assignment to specialized responsibilities within the officer's same classification but outside a normal platoon assignment. These are full-time assignment to the responsibilities of the position.

(a) Positions available for temporary assignment include:

- (1) U.S. Marshal Task Force
- (2) FBI Task Force
- (3) Background Investigators
- (4) Special Operations
- (5) Auto Theft

B. The duration of assignments.

1. The Chief of Police shall determine the duration of any temporary assignment and shall designate the duration as a condition of the assignment as part of the personnel order.

C. Criteria and procedures for selection of personnel for the positions.

1. Selection of officers for temporary positions shall follow the criteria and procedures established under Section IV, Sub-section B. of this general order.

AUTHORIZED SIGNATURE_____

CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: March 6, 2002	Effective Date: March 6, 2002	General Order #: 02-57	Expiration Date: Until Amended/Rescinded
Subject: BUILDING SECURITY		Distribution: All Personnel	Amends: 89-57
Reference: CALEA Accreditation Chapters 53, 72, 81, 82, & 84			Rescinds: 89-57

I PURPOSE

To provide for the security of the Public Safety Building and the documents, data, information and property contained therein.

II POLICY

- A. The Harrisburg Police Bureau collects, stores and maintains information in document and computerized form. The Bureau is responsible to protect the information from a breach of confidentiality so that only those persons entitled by law to receive such information do so, under appropriate circumstances.
- B. The Police Bureau is entrusted with certain City-owned properties and must protect those properties from theft.
- C. Therefore, in order to achieve maximum security of the Public Safety Building and the property and information contained therein, all personnel will adhere to the procedures established in this Directive.

III BUILDING SECURITY

A. Property Room

- 1. The Evidence Officer is directly responsible for security of the evidence room.
- 2. The evidence room will be locked whenever the Evidence Officer is not present.
- 3. The outer door will also be locked and the alarm set during the Evidence Officer's absence from the room.
- 4. Only authorized personnel may enter the evidence room.
 - a. The following personnel are authorized to enter the evidence room.
 - 1. Chief of Police
 - 2. Technical Services Division Commander
 - 3. Evidence Officer

4. Quartermaster
5. Internal Affairs, for inspectional services only.

B. Lower Garage Area

1. Activity in the lower garage is monitored in the Booking Area via the surveillance camera mounted in the area to prevent theft.
2. Booking Area Personnel will be responsible to ensure that adequate surveillance is maintained and to immediately dispatch police to the area whenever suspicious activity is observed.

C. First Floor Lobby

1. Activity on the first floor of the Public Safety Building is monitored in the Communications Center via a surveillance camera mounted in the lobby.
2. Communications Center supervisors will be responsible to ensure that adequate surveillance is maintained and to immediately dispatch police to the area whenever suspicious activity is observed.

D. Night Court Office

1. The Night Court office door, located in the hallway across from the Communications Center, will be kept locked at all times.
2. Personnel will refrain from using this room as a passageway to the booking and garage areas.
3. When Night Court personnel are not present, both doors to the office will be kept locked.

E. Platoon Lieutenant's Office

1. The on-duty Platoon Commander will be responsible to ensure that the office door is locked at all times.
2. No unauthorized person will enter the Communications Center via the Lieutenant's Office.

F. Communications Center

The on-duty Communications Center supervisor will be responsible to ensure that all doors to the Communications Center remain locked at all times and that admittance thereto is restricted to authorized personnel only.

G. Booking Area

1. The on-duty Platoon Commander, or designee, will be responsible for overall security of the booking area.
2. Only authorized persons may enter the booking area.

3. The steel doors to the booking and garage areas will remain locked at all times and will be opened only to permit authorized persons entrance or exit.
4. Persons entering and leaving the booking area will not leave the doors ajar. Personnel assigned to the booking area will be responsible to enforce this provision.
5. No weapons are permitted in the Booking Area. (lockers at either entrance are provided to secure weapons.)
6. Surveillance cameras and a speaker system are mounted at each of the steel doors.

Entrance or exit to the area is controlled at the booking desk. Personnel assigned to the area will admit persons only after being assured of proper identification and authorization of the person to enter.

H. Other Offices

1. All Unit Offices will be kept locked when not occupied by authorized personnel.
2. Personnel assigned to work stations located in open areas will be responsible to ensure adequate security measures to guard against the loss of personal property and/or sensitive material(s).
3. No emergency doors (equipped with crash bars) may be blocked open.

I. Central Records Center

1. The Central Records Center supervisor will be responsible to ensure only authorized personnel are admitted to the facilities.
2. After 1700 hours, and/or whenever it is closed, only Command Staff and Communications Center personnel are authorized admittance to the Central Records Center.

J. 1700 to 0800 Hours, Weekends and Holidays

1. The on-duty Platoon Commander will be responsible to ensure that doors to offices throughout the Public Safety Building are locked and secure.
2. All City personnel seeking admittance to the building after 1700 hours and on weekends and holidays will be cleared for admittance at the Communications Center window.

IV INFORMATION SECURITY

- A. Central Records Center personnel only will be authorized to copy reports that are eventually stored in the Records Center. Only police personnel following up a reported incident, may copy a report prior to forwarding it to Central Records.
- B. The Central Records Center will maintain a log containing the signatures of those personnel requesting and/or obtaining copies of reports, to include the type of report and intended purpose.

AUTHORIZED SIGNATURE _____

CHARLES G. KELLAR

CHIEF OF POLICE

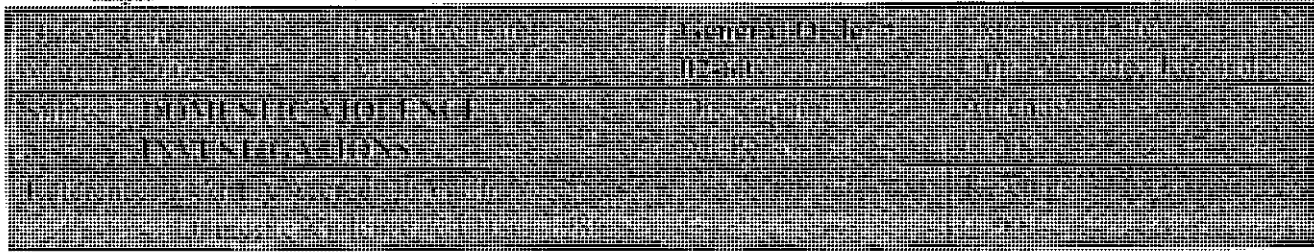


Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief



I. PURPOSE

To reduce the incidents of domestic violence by utilizing the resources of both criminal justice and social agencies in a concerted effort to identify and prosecute abusers under the threat of court sanction.

II. POLICY

The Bureau recognizes the importance of improving our efforts to reduce violence in the home. It shall be the policy of this Bureau to thoroughly investigate all matters dealing with domestic abuse and take proper action to hold accountable those who commit domestic violence. This order establishes case responsibility when investigating all complaints of domestic violence:

- A. Charges which will be handled by Patrol Officers
- B. Cases which will be followed up by the Domestic Violence Detective, Criminal Investigation Division.

III. PROCEDURES

- A. All cases of reported domestic violence will require the dispatching of a police supervisor along with the reporting patrol officer to the call.
 - 1. The **police supervisor** will ensure:
 - a. The crime scene is secured and protected.
 - b. A complete and thorough investigation has been done.
 - c. A complete and thorough collection of evidence has been done.
 - d. All witnesses have been identified with addresses and phone numbers when possible.
 - e. Detailed written, tape recorded, or video recorded statements are taken when possible.
 - 2. Forensics or patrol personnel will ensure:

- (a) The crime scene is photographed to include any damages to property, any broken items, weapons, children, etc.
 - (b) The victim is photographed to show any injuries that may have occurred.
 - (c) Any weapons encountered are photographed and collected, not only gun and knives, but also makeshift weapons such as furniture, curtain rods, electrical cords, glassware, etc.
- B. When an officer responds to a domestic violence call, a report will be prepared on an Initial Crime Report (ICR) when an arrest is made. If an arrest is not made after the officer has conducted an investigation and has determined that no actual physical violence, including physical menace, has occurred, **the officer will document the reason for no arrest along with pertinent information in the comment section of the call-in DCAD. Under no circumstances will the police officer ask the victim if he/she wishes to press charges.** The decision to prosecute is made by the Police Bureau in cooperation with the District Attorney's Office. For reporting purposes, the following UCR numbers shall be used:
- | | |
|------------------------|--------|
| Simple Assault | - 0460 |
| Aggravated Assault | - 0470 |
| Recklessly Endangering | - 0480 |
- C. It will be the responsibility of the **police supervisor** to ensure that the YWCA Crisis Team are contacted for **all** Aggravated Assaults and **any** Simple Assault that the supervisor deems appropriate for a Team response. This includes the notification of the Domestic Violence Detective, and the District Attorney's Office. Communications Center personnel will contact the YWCA for all domestic violence cases in which serious assault has occurred.
- D. If there is a Protection from Abuse Order on file in the Communications Center or NCIC, it must be served.
- E. Any defendant who is a minor and who is charged with indirect criminal contempt for allegedly violating a Protection from Abuse Order will be considered to have committed a delinquent act as the term is defined in the Crimes Code (42 Pa. C.S. Sections 6302) and will be processed for referral to Juvenile Court for such delinquent act.

IV. ENFORCEMENT OF LAW IN DOMESTIC VIOLENCE INCIDENTS

3

[REDACTED]

[REDACTED]

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[REDACTED]

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AUTHORIZED SIGNATURE _____

CHARLES G, KELLAR

CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: March 7, 2002	Effective Date: March 7, 2002	General Order #: 02-64	Expiration Date: Until Amended/Rescinded
Subject: CONFISCATION OF SUSPENDED VEHICLE OPERATOR LICENSE		Distribution: All Personnel	Amends: 88-64
Reference: Chapter 227 – Adaptation to 67 PA CODE			Rescinds: 88-64

I PURPOSE

To assist the Commonwealth confiscate motor vehicle operators licenses that have been revoked and/or suspended by the Pennsylvania Department of Transportation (PennDOT).

II PROCEDURE

- A. A computer printout (provided by PennDOT) identifying those persons who reside in Dauphin County and who failed to surrender their motor vehicle license will be kept at the booking desk.
- B. Whenever an individual is brought in for processing, the booking officer will search the computer printout for that person's name.
- C. If the individual is listed and is in possession of the license, the booking officer will confiscate the document.
- D. The actual license will then be attached to an Acknowledgement of Seized Drivers License/Vehicle Registration Form (DL-640). (See sample attached).
- E. The date and time of confiscation, corresponding incident number, computer printout date and page number which justified such action, as well as any other information deemed relevant will be placed in the upper right hand corner of each DL-640 form.
- F. Parts 1 and 2 of the DL-640 form will be directed to the Evidence Storage Unit with the item(s) confiscated. Part 3 will be given to the Defendant
- G. Upon receipt, the Evidence Storage Unit will file the report along with a copy of the license in appropriate file, by incident number, month and year.
- H. Each Friday, before 1200 hours, the Evidence Storage Unit will deliver all confiscated licenses to PennDOT before the end of the workday and Part 2 of the PennDOT receipt will then be forwarded to the Central Records Center.
- I. Whenever a Friday is declared a legal holiday, this transaction will be completed on the last work day immediately preceding the holiday.

AUTHORIZED SIGNATURE _____

CHARLES G. KELLAR

CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: April 4, 2002	Effective Date: April 4, 2002	General Order #: 02- 65	Expiration Date: Until Amended/Rescinded
Subject: ANNUAL GOALS & OBJECTIVES		Distribution: All Personnel	Amends: 97-65
Reference: CALEA Accreditation Chapter 13			Rescinds: 97-65

I.

PURPOSE

This directive establishes policy and procedures for formulating, monitoring, evaluating, updating and distributing annual goals and objectives for the Police Bureau.

II. DEFINITIONS

- A. Goals: Goals are broad statements of intent that provide a general sense of direction for the Police Bureau in the pursuit of its mission. Goals identify enforcement and service priorities, as determined by the Chief of Police, which shall guide the formulation of Police Bureau objectives. For the purpose of this directive, goals are formulated on an annual basis, and may not be applicable to every organizational segment.
- B. Objectives: Objectives are specific, measurable actions/activities that the Police Bureau must implement to accomplish its goals. Objectives are intended to be definitive steps leading to the achievement of Police Bureau goals, and shall establish time frames or deadlines in which specific actions are to occur.

III. POLICY

The Police Bureau's annual goals and objectives shall encompass the precepts of Commission on Accreditation for Law Enforcement Agencies (CALEA) standards and sound strategic planning principles. Annual goals and objectives shall be formulated on the basis of input from all organizational segments and the citizens of the City of Harrisburg.

IV. CITIZEN SURVEY

A survey of the citizens of the City of Harrisburg shall be prepared, distributed and analyzed every three years, the results of which shall be considered by the Chief of Police in formulating yearly goals. The surveys shall address citizen attitudes and opinions with respect to Police Bureau performance, the competence and behavior of personnel, concerns over public safety, and any suggestions/recommendations for improvement in Police Bureau administrative or operational procedures.

V. RESPONSIBILITIES

A. Chief of Police:

1. Define the Police Bureau's goals, the needs of Police Bureau personnel and the citizens of the City of Harrisburg.
2. Ensure the Police Bureau's goals are communicated to Division Commanders/Office Managers no later than October 1 of each year.
3. Annually evaluate the Police Bureau's objectives and year-end reports submitted by organizational segments to determine their relevancy to future operations.

B. Division Commanders:

1. Ensure the Police Bureau's goals are posted at conspicuous, accessible locations no later than October 15 of each year.
2. Formulate Division objectives derived from applicable Police Bureau goals, and disseminate these objectives to all personnel under their command by posting at conspicuous locations no later than October 31 of each year.
3. Review and discuss Police Bureau goals and Division objectives, with supervisors of organizational segments under their command.
4. Ensure supervisors of organizational segments under their command formulate written objectives that support Police Bureau goals and Division objectives no later than November 15 of each year.
5. Review and approve objectives submitted by supervisors of organizational segments under their command no later than November 30 of each year.
6. Forward Division and organizational segment objectives to the Chief of

Police no later than November 30 of each year.

7. Evaluate the progress of Division and organizational segment objectives, and forward progress reports to the Chief of Police, no later than May 15 and August 15 of each year.
8. Submit a final report to the Chief of Police indicating overall progress made toward achieving Division objectives no later than January 31 of the following year.

C. Office Managers:

1. Post the Police Bureau's annual goals at a conspicuous location no later than October 15 of each year.
2. Formulate Office objectives derived from applicable Police Bureau goals, and post these objectives at a conspicuous location no later than October 31 of each year.
3. Forward Office objectives to the Chief of Police no later than October 31 of each year.
4. Evaluate the progress of Office objectives, and forward progress reports to the Chief of Police, no later than May 15 and August 15 of each year.
5. Submit a final report to the Chief of Police indicating overall progress made toward achieving Office objectives no later than January 15 of the following year.

D. Unit Supervisors:

1. Formulate Unit objectives derived from applicable Police Bureau goals and Division objectives, and forward these objectives to Division Commanders no later than November 15 of each year.
2. Review and discuss Unit objectives, and their relevance to Police Bureau goals and Division objectives, with personnel under their command.
3. Post Unit objectives at a conspicuous, accessible location, no later than November 15 of each year.
4. Evaluate the progress of organizational segment objectives, and forward progress reports to the applicable Division Commander, to be received by

May 1 and August 1 of each year.

5. Submit a final report to Division Commanders indicating overall progress made toward achieving Unit objectives no later than January 15 of the following year.

AUTHORIZED SIGNATURE _____
CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: February 19, 2002	Effective Date: February 19, 2002	General Order #: 02-68	Expiration Date: Until Amended/Rescinded
Subject: SELECTION RESPONSIBILITIES		Distribution: All Personnel	Amends: 93-68
Reference: CALEA Accreditation Chapters 31 & 32			Rescinds: 93-68

I. POLICY

It shall be the policy of the Harrisburg Bureau of Police to select the most qualified candidates, while maintaining compliance with applicable federal, state and local guidelines, and the requirements of the Police Bureau's Recruitment Manual.

II. RESPONSIBILITIES

A. Director, Bureau of Human Resources: The Director, Bureau of Human Resources shall:

1. Act as liaison between the Police Bureau and the Civil Service Board.
2. Receive and store all applications and related information.
3. Coordinate the scheduling and administration of applicant testing.
4. Calculate the final scores of applicants.
5. Establish, maintain and prepare an eligible candidate list for submission to the Civil Service Board.
6. Determine, with the assistance of the Chief of Police, whether applicants with questionable elements in their background investigations shall be accepted or rejected.
7. Ensure that selection materials are securely stored within the Bureau of Human Resources.
8. Ensure the secure disposal of selection materials.
9. Ensure the records of candidates not appointed to probationary status are properly disposed of, consistent with privacy, security, and freedom of information considerations and the requirements of applicable statutes.

B. Chief of Police: The Chief of Police shall:

1. Supervise the recruitment process.

Selection Responsibilities

2. Determine, with the assistance of the Director, Bureau of Human Resources, whether applicants with questionable elements in their background investigations shall be accepted or rejected.
 3. Select a list of candidates for appointment from the Certified Eligibility List and submit to the Mayor for final approval, in accordance with the requirements of the Third Class City Code and the Civil Service Act.
- C. Internal Affairs: The Internal Affairs Unit shall:
1. Assist the Bureau of Human Resources in the scheduling and administration of applicant testing.
 2. Conduct thorough and objective background investigations of eligible applicants, in accordance with the requirements of the Police Bureau's Recruitment Manual, and report findings and recommendations to the Chief of Police.
- D. Other Personnel: Other Police Bureau personnel involved in any aspect of the selection process shall ensure that all elements of are administered, scored, evaluated, and interpreted in a uniform manner.

AUTHORIZED SIGNATURE _____
CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: February 25, 2002	Effective Date: February 25, 2002	General Order #: 02-70	Expiration Date: Until Amended/Rescinded
Subject: ASSIGNMENT TO CRIMINAL INVESTIGATION DIVISION		Distribution: All Personnel	Amends: 89-70
Reference: CALEA Accreditation Chapters 16, & F.O.P. Contract			Rescinds: 89-70

I. POLICY

To enhance the efficiency, effectiveness and professionalism of interested and qualified personnel, it shall be the policy of the Harrisburg Bureau of Police to temporarily or permanently assign Patrol Division Officers to the Criminal Investigation Division, contingent on administrative and operational considerations.

II. SELECTION

- A. Chief of Police: The Chief of Police shall have final authority for the selection of personnel for temporary assignment to the Criminal Investigation Division.
- B. Criteria: Career development-based selections shall be made from among Officers having the three highest scores on their most recent performance evaluations, and on a consideration of the following factors:
1. Knowledge of Police Bureau goals & objectives.
 2. Report writing and investigative skills.
 3. Performance criteria and work record (e.g., sick leave record, disciplinary record, etc.).
 4. Seniority (a minimum one-year permanent status is required).
 5. Potential benefit to Police Bureau operations.
 6. Interviews, for which candidates will be notified, in writing, at least three working days prior to the interview. The composition of the interviewing body shall be:
 - a. Chief of Police.
 - b. Patrol Division Commander.
 - c. Criminal Investigation Division Commander.
- C. Equal Employment Opportunity: The Police Bureau shall endeavor to ensure equity in the selection process by adhering to equal employment opportunity and affirmative action

Assignment to the Criminal Investigation Division

guidelines and objectives.

1. Career Development Selections:

- a. Eligible candidates shall express their interest in being selected for a career development-based temporary assignment to the Criminal Investigation Division by:
 - (1) Informing their immediate supervisor of their interest during the annual performance evaluation.
 - (2) Submitting an IOM, via the chain of command, to the Chief of Police, in response to a Personnel Order announcing available positions.
- b. Rating supervisors shall record the candidate's interest on the Police Bureau's Skills, Knowledge and Abilities form, and forward a copy to the Training Unit.
- c. The Training Unit shall provide a list of candidates interested in being selected for a career development-based temporary assignment to the Criminal Investigation Division to the Chief of Police, who shall ensure a Special Order is issued when a temporary position vacancy in the Criminal Investigation Division exists. The Special Order shall include a:
 - (1) Description of qualifications.
 - (2) Duration of assignment
- d. The duration of career development-based assignments to the Criminal Investigation Division shall be:
 - (1) A minimum of forty hours.
 - (2) A maximum of three calendar months.

D. Removals: Officers who have been temporarily assigned to the Criminal Investigation Division may be removed for "just cause", which may include:

1. Inappropriate appearance.
2. Inappropriate conduct.
3. Inadequate performance and/or productivity.

III. SALARY AUGMENTATION

A. Assignments: Assignments to the Criminal Investigation Division shall entitle candidates to an Detective's salary, subject to the basic labor agreement.

B. Career Development-based Assignments:

1. If the duration of the temporary assignment exceeds ten days in any quarter, or twenty days in any calendar year, the candidate shall be entitled to an Detective's salary, as described above.
2. If the duration of the temporary assignment is less than that described then there shall be no salary augmentation.

C. Limitations:

Temporary assignments to the Criminal Investigation Division shall comply with the basic labor agreement.

AUTHORIZED SIGNATURE _____

CHARLES G. KELLAR

CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: March 7, 2002	Effective Date: March 7, 2002	General Order #: 02-71	Expiration Date: Until Amended/Rescinded
Subject: GENERAL MANAGEMENT		Distribution: All Personnel	Amends: 94-71
Reference: CALEA Accreditation Chapter 13			Rescinds: 94-71

I. GENERAL MANAGEMENT

A. General

1. An essential part of a management information system is the process of collecting and summarizing administrative and operational facts so that information is systematically stored and readily accessible, trends can be identified, and comparisons made to review weaknesses and to assist in developing plans. To this end, a standardized method of collecting crime data is encompassed in the Bureau's Field Reporting System. Other needs of the Bureau which are administrative in nature, i.e., fiscal matters (budget), dissemination of information (policies and procedures), property inventories, i.e., shall be prepared in a standardized format and distributed through official channels.
2. The use of computers provides flexibility, speed and accuracy in compilation of data for monthly reports, for summaries and for statistical studies. Accordingly, this Bureau is committed to computerization as the means of managing information in a manner perceived to be accurate and efficient.

II. Collecting Data: Source documents needed to collect and record essential police data are described as follows:

A. Initial Dispatch Data - Each request for police service will be documented on the Computer Aided Dispatch system.

1. Type of Service
2. Name of Complainant
3. Location of Incident
4. Unit and Officer Assigned
5. Response Time
6. Incident Number (control)
7. Type of Report(s) Generated

8. Miscellaneous Information
- B. Field Reports - Investigations conducted by police officers which require reports will be documented in the METRO Computer Aided Dispatching and Field Reporting System specifically intended to record the following:
 1. Crimes
 2. Property (stolen, recovered, lost, found)
 3. Vehicles (stolen, recovered)
 4. Miscellaneous Incidents
 5. Traffic Accidents
 6. Supplemental Information
 7. Arrests
 8. Citations (Traffic, Non-traffic)
 9. Worthless Documents
- III. Compiling Data: Computerized files are updated on-line (24 hours per day) relevant data from source documents as follows:
 - A. Uniform Crime Classification (UCR)
 - B. Date
 - C. Time
 - D. Day
 - E. Incident Number
 - F. Location (Grid Number)
 - G. Names (Complainant, Accused, Suspect, etc.)
 - H. Badge Number (Officer)
 - I. Property Description
 - J. Values (Monetary)
 - K. Codes (Descriptions)
 - L. Full Narrative Explanation
 - M. Other Miscellaneous Data

- IV. Summarizing Data: Computer programs have been specifically designed to disseminate gleaned data in printed formats which reflect categories, frequency, productivity, monetary values, race, sex, age, locations, police effectiveness and related variables which are meaningful to police management.
- A. Operational Data - Computer printouts will be generated weekly that will identify crime trends throughout the jurisdiction by:
1. Location
 2. Crime Classification
- Additionally, officers via computer communications both in the vehicles and at their desks are able to look at a synopsis of all crimes occurring in specific districts and grids on an as needed basis.
- B. Administrative Data - Computer printouts will be generated monthly which will reflect financial allocations in each authorized category along with corresponding expenditures to date. These documents will be monitored by police management as a means of controlling fiscal affairs.
- C. Disseminating Information - All policies and procedures which take the form of general orders and special orders will be prepared in a standardized format and distributed through official channels.
- V. Administrative Reporting: The Bureau must maintain a reporting system that ensures information is communicated up and down the chain of command and one that furnishes key personnel with information summaries in a timely manner. This will be accomplished in the following fashion:
- A. Press Release - This computer-entered report reflects the major events confronted by operational (line) personnel during the preceding 24-hour period and includes major crimes, arrests, disturbances, accidents and related incidents of significance. This form is forwarded daily to the Chief of Police and all Division Commanders for review and appropriate action.
1. The Press Release Form, when completed, will be made available to members of the news media.
- B. "Brooks-Looks" - This is a daily crime release bulletin for the preceding 24 hours. Targeted crimes, such as robbery and auto theft, will be indicated. Information includes crime, victim, suspect, location, time and a brief synopsis of events.
- C. Personnel Duty Assignment Sheets
- A form able to be generated from the METRO computer system at will is used to show the number of officers available for duty and where they are assigned, as well as the number of officers on day off, vacation, holiday, sick leave and etc.
- D. Monthly Reports - The Bureau shall compile activity data on a monthly basis and provide key personnel with copies for analysis and comparison. Such reports shall reflect the following information:
1. Number of call for service

2. Number of crimes reported
3. Number of crimes cleared by arrest
4. Number of persons arrested (by race, sex, age)
5. Disposition of cases adjudicated
6. Description and value of property (stolen/recovered)
7. Number of officers assaulted
8. Number of accidents reported
9. Number of Warrants Served

E. Annual Report - The Annual Report shall contain a summary of the year's activity, using as source material the monthly reports. Additionally, the annual report is intended to show the achievements and productivity of the various divisions, as well as the overall accomplishments of the Bureau as a whole.

VI. Accountability for Agency Forms: The Bureau of Police will maintain and operate a systematic administrative filing system which ensures accountability and ready access to information contained in police files, i.e., records, reports, criminal histories and related police documents.

Documents will be filed according to classification and control number.

A. Classification -

1. Intelligence gathering reports include:
 - Initial Crime Reports
 - Miscellaneous Incident Reports
 - Worthless Document Reports
 - Property Record Reports
 - Stolen Vehicle Reports
 - Interoffice Memos
2. Motor Vehicle Accident Reports
3. Traffic Citations
4. Non-traffic Citations
5. Warrants
6. Criminal History Jackets
Arrest Reports
7. Administrative Correspondence

B. Control Numbers -

1. Incident Numbers (assigned)
 2. Arrest Numbers (assigned)
 3. Warrant Numbers (pre-printed)
 4. Citation Numbers (pre-printed)
- C. Incident Numbers - All incident numbers shall be assigned by the Computer Aided Dispatching System. Incident numbers shall consist of nine (9) digits (e.g., 87-04-12564). The first two digits will indicate the year, the third and fourth the month, and the remaining five the number of that specific incident in sequential order of those reported during the month. Four to five years of dispatch data is maintained on line.
- D. Arrest Numbers - All arrest numbers are assigned at the booking site. These are seven (7) digit numbers issued on the basis of numeric sequence. This becomes the permanent control number assigned to the person arrested and is automatically entered into computer memory and placed on the individual's criminal history jacket. The jackets are then filed in numeric sequence. Each time an individual is arrested a computer check will identify the arrest number and automatically update the computerized criminal history file and will show the location of the criminal history jacket, which is then updated accordingly.
- E. Warrant Numbers - Filed according to pre-printed or computer generated control number.
- F. Citations - Filed according to pre-printed number.
- VII. Reporting Tracking: All police field reports are documented via the METRO Computer Aided Dispatching/Field Reporting System.

An on-line "log screen" allows a supervisor to approve reports before they are able to be disseminated. The full report including the narrative is maintained on the Department's computer system.

AUTHORIZED SIGNATURE _____

CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: March 7, 2002	Effective Date: March 7, 2002	General Order #: 02-76	Expiration Date: Until Amended/Rescinded
Subject: FIELD INTERVIEWS		Distribution: All Personnel	Amends: 89-76
Reference: CALEA Accreditation Chapters 41 & 42			Rescinds: 89-76

I POLICY

- A. A Field Interview Program may deprive actual and potential offenders of some of the initiative of selecting the time, place and circumstances for the commission of crimes, therefore, the Bureau will institute such a Field Interview Program.
- B. A Field Interview is defined as stopping and questioning of a person by a Law Enforcement Officer, for the purpose of:
 - 1. Obtaining information on: Crime, suspects, witnesses and etc.
 - 2. Crime Prevention
 - 3. Identifying a suspect

II GUIDELINES

- A. Courts have identified three levels of governmental intrusion which require an increasing degree of justification to withstand constitutional scrutiny. The least offensive of these intrusions occurs when a police officer approaches a citizen and directs a question to him when there is some objectively credible reason not necessarily indicating criminality. This is sometimes referred to as the "common law right of inquiry" or "Field Interview".
 - 1. Field Interviews are important because, in many instances, information gathered by one officer and having no significance to him/her, may mean a great deal to another officer who has other facts that when combined with the new information could provide solutions to criminal activity.
 - 2. In many cases, information gleaned from a field interview, may provide the "reasonable suspicion" that is the essence of the "Terry Stop" which is the next level of intrusion.
- B. A more severe form of governmental intrusion occurs when a police officer detains an individual by means of physical force purpose or a show of authority for the of investigation based upon a reasonable suspicion that criminal activity may be afoot and

Field Interviews

that the person detained is involved. This is sometimes referred to as a "Terry Stop" or "Investigative Stop".

- C. The most severe form of governmental intrusion is a warrantless arrest, which requires that the police officer possess probable cause to believe that a crime has been (is being)(is about to be) committed and that the person to be arrested is the culprit.

III THREE LEVELS OF POLICE INTRUSION, THEIR BASIS AND RELATED ACTIONS:

A. Common Law Right of Inquiry (Field Interview)

- 1. Basis: An objectively credible reason not necessarily indicating criminality.
- 2. Action: Suspect is not detained, is free to walk away, need not respond to officer's questions regarding identification or explain his actions.
- 3. Miranda: Warnings not required.
- 4. Search: Not permissible.

B. Terry Stop (Investigative Stop)

- 1. Basis: A reasonable suspicion (must be articulable) based on the officer's experience that criminal activity may be afoot and that suspect is involved.
- 2. Action: Forcible detention (even at gunpoint) for a brief period to maintain the status quo, obtain identification, conduct an on-the-scene investigation. "Brief" in PA has in one case been as long as one hour and ten minutes so long as the police diligently pursue a course of investigation; suspect may not be moved from the scene (victim or witnesses must be brought to place of detention).
- 3. Miranda: This is a grey area. Safe practices is to Mirandize suspect after preliminary questioning.
- 4. Search: Limited to a pat-down of the outer clothing (i.e., a frisk) for weapons. Permissible only if the officer has a reasonable suspicion that suspect is presently armed and dangerous.

C. Warrantless Arrest

- 1. Basis: Probable cause that a crime has been, is being, or is about to be committed and that the arrestee is the culprit.
- 2. Action: Forcible detention and transportation for interrogation or preliminary arraignment.

Field Interviews

3. Search: At the scene of arrest, a full search of the person and the area into which he might reach to obtain a weapon or conceal or destroy evidence (the leap-lunge

area)(the passenger compartment of a car or the room from which defendant is taken).
4. Miranda: Yes, before any custodial interrogation begins.

D. All three levels of police intrusion should be documented on a Field Interview Card.

IV DISTRIBUTION

- A. Circumstances of the field interview should be documented and forwarded via the Chain of Command on the Bureau's Field Interview Card.
- B. The Field Interview Card, outlining a Field Interview Stop by an officer will be forwarded to the Central Records Section for entry.

V PURGING THE RECORD

- A. Field Interview Cards are computerized and assigned UCR Number 4423. In January of Each year the Commander of the Technical Services Division shall cause those records which have been on file for one year to be purged.

AUTHORIZED SIGNATURE _____
CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: March 7, 2002	Effective Date: March 7, 2002	General Order #: 02-77	Expiration Date: Until Amended/Rescinded
Subject: TRAFFIC ADMINISTRATIVE PARKING ENFORCEMENT		Distribution: All Personnel	Amends: 93-77
Reference: CALEA Accreditation Chapter 62			Rescinds: 93-77

I. INTRODUCTION

- A. The Parking Enforcement Unit of the Harrisburg Bureau of Police has the responsibility of providing civilian personnel to monitor on-street parking in the City of Harrisburg.
- B. The Unit is comprised of an Administrator, one (1) Administrative Assistant, one (1) Data Entry Operator and eight (8) Enforcement Personnel.
- C. The Administrator's duties consist of coordinating and monitoring Unit activities, making duty assignments of field personnel and performing all other functions related to the overall administration of the Parking Enforcement Unit.
 - 1. Additionally, the Administrator shall also be responsible for the conduct, personal appearance and welfare of all personnel assigned to the Parking Enforcement Unit.
 - 2. The Administrator shall be responsible to the Deputy Chief of Police for the correct performance of his/her duties.

II. TRAFFIC ADMINISTRATION FIELD PERSONNEL

- A. Policy
 - 1. Field Personnel assigned to foot and motor patrol will:
 - (a) Issue parking tickets to vehicles found parked in restricted areas as indicated by signs or codified ordinances.
 - (b) Monitor parking meters within an assigned district and issue parking tickets to vehicles parked in violation.
 - (c) Monitor vehicles parked in time restricted zones. Time restricted zones are listed as but not limited to:

- (i) Loading Zone
- (ii) Handicap Zone
- (iii) Limited Time Zone
- (iv) Residential Parking
- (d) Answer parking complaints within assigned districts, dispatched from the Communications Center or on street complaints.
- (e) Answer private property complaints, within assigned districts, dispatched from the Communications Center. Additionally, these complaints will be handled as follows:
 - (i) Personnel will speak to the complainant and obtain a description of the vehicle.
 - a. Make
 - b. Color
 - c. Model
 - d. License number
 - (ii) Inspect the signs and determine if the lot is properly posted.
 - (iii) Obtain vehicle owner information via license plate or VIN (vehicle identification number) from the Communications Center.
 - (iv) Complete all necessary information on a ticket or citation and place the defendant's copy of the citation on the windshield of the vehicle.
 - (v) In the event the vehicle has been removed from the property before parking enforcement personnel arrive:
 - a. The procedures in Section 11, A, 1, e (i)(ii) will be followed.
 - b. Section II, A, 1, E (iv) will be followed in part, except the defendant's copy of the citation will be forwarded by mail.

- (vi) Parking enforcement personnel will not cause any vehicle to be towed from private property.
 - a. Property owners will be advised of the procedures for the removal of vehicles from private property as stated in Section 3353 C of the Pennsylvania Motor Vehicle Code.
- 2. In addition, personnel assigned to motor patrol only, will:
 - (a) During the months of May through October, monitor street cleaning in designated zones.
 - (b) Post temporary no parking signs and parking meter bags as instructed by the Parking Enforcement Office.

III. TOWING OF VEHICLES

A. Policy

- 1. Parking Enforcement Personnel are not authorized to tow any vehicle, however, if in their opinion a vehicle should be towed, the following procedure will be followed:
 - (a) Tow away reasons are listed as but not limited to:
 - (i) Vehicles blocking a garage.
 - (ii) Vehicles blocking a lane of traffic.
 - (iii) Traffic hazard.
 - (iv) Fire hazard.
 - (v) Temporary "No Parking" zone.
 - (vi) Bagged meter.
 - (vii) Unloading zone.
 - (viii) Posted "No Parking" zone.
 - (viii) Scofflaw Violators
- 2. If a vehicle is parked in a restricted area, and Parking Enforcement Personnel believe the vehicle should be towed, they will:
 - (a) Issue a parking ticket for the appropriate violation.

- (b) Obtain the vehicle owner's information via license number or VIN (vehicle identification number) from the Communications Center.
- (c) Attempt to locate the vehicle owner. If the owner is located, he/she will be notified that the vehicle must be removed from the restricted area.
- (d) In the event the owner cannot be located, Personnel will contact the Communications Center by radio and request a police unit be dispatched to their location to determine if the vehicle should be towed.
- (e) Furnish the vehicle information to the officer arriving at the scene.
- (f) Inform the investigating officer that an attempt was made to locate the vehicle owner and the results of that attempt.
- (g) Inform the Communications Center when a decision about the vehicle has been made and request a tow service if necessary.

IV. VOIDING OR CANCELLATION OF PARKING TICKETS

A. Policy

- 1. It is the policy of the Department of Public Safety that only authorized persons may void or cancel a traffic ticket.
- 2. The authority to void or cancel a traffic ticket shall rest with:
 - (a) Mayor
 - (b) Chief of Police
 - (c) Acting Chief of Police
 - (d) Parking Enforcement Administrator
- 3. The authority to void or cancel parking tickets issued to Police Bureau Vehicles or the personal vehicles of Bureau employees is restricted to the Chief of Police or his designee.

B. Procedures

- 1. Voiding or Cancelling Procedures.
 - (a) When a parking ticket is voided or cancelled, the authorized person will prepare a single copy of an official "Voidance or Cancellation of Parking Ticket Form". Additionally, the authorized person will sign his/her name on the parking ticket. This form, along with the parking ticket, will be forwarded to the Parking Enforcement Unit for disposition.

2. Citizen Complaints

- (a) Citizens wishing to discuss a particular parking ticket should be directed to the Parking Enforcement Administrator or Administrative Assistant or in their absence, one of the personnel listed in Section IV A2. Disposition of the parking ticket will generally fall into one of the following categories:
 - (i) Voiding or Cancelling.
 - a. If the citizen presents a valid or justified excuse, the parking ticket may be voided or cancelled. However, the procedures listed in Section IV, B 1, must be followed.
 - (b) Valid Charge - Citizen Satisfied.
 - (i) If the citizen's complaint does not appear to be valid, the reasons should be explained.
 - (c) Valid Charge - Citizen Unsatisfied.
 - (i) If after the violation is explained to the citizen, and he/she is not satisfied, the following procedures for requesting a hearing at the District Justice level shall be explained.
 - a. Do not pay the parking ticket.
 - b. Do not pay the late notices.
 - c. Upon receipt of a citation for the parking ticket, contact the appropriate District Justice to set up a hearing.

V. USE OF THE WHEEL LOCKING DEVICE (BOOT)

A. Policy

- 1. The wheel locking device will be used on vehicles owned by persons who fail to pay parking tickets which have reverted to arrest citations. The vehicle owner must have accumulated no less than (3) citations.

B. Procedure

- 1. Upon receiving information that the owner of a particular vehicle has accumulated three (3) or more citations and the vehicle has been found parked on a street within the City of Harrisburg, Parking Enforcement Personnel will:
 - (a) Verify the vehicle owner's information via license number or VIN (Vehicle Identification Number) through the Communications Center.

- (b) Notify the Parking Enforcement office via the Communications Center and relate the vehicle's location.
 - (c) Verify that vehicle has accumulated three (3) or more citations. This information can be verified by the hand-held parking ticket units and/or computer generated data available at the Parking Enforcement office.
 - (d) Verify the vehicle owner's information.
 - (e) Install the Wheel Locking Device on a front wheel of the vehicle.
 - (f) Place a "WARNING DO NOT MOVE" notice on the vehicle's left front windshield glass and left front door glass.
 - (g) After forty-eight (48) hours, and if the vehicle owner has failed to appear at the Parking Enforcement office by 4:30 p.m. or the Communications Center (between the hours of 4:30 p.m. and 8:30 a.m.) to pay the outstanding citations/warrants and costs, request a Tow Service to impound the vehicle.
2. Removal of the Wheel Locking Device:
- (a) In the event the vehicle owner appears at the Communications Center and pays the outstanding citations/ warrants and costs, the Wheel Locking Device may be removed.
 - (b) If removal is requested during Parking Enforcement Personnel working hours, the device will be removed by them. During other hours or Parking Enforcement Personnel days off, Police Bureau personnel will remove the device.

AUTHORIZED SIGNATURE _____

CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: March 7, 2002	Effective Date: March 7, 2002	General Order #: 02-80	Expiration Date: Until Amended/Rescinded
Subject: BIAS INCIDENT PROCEDURE		Distribution: All Personnel	Amends: 94-80
Reference: Act of 1990; Federal Hate Crime Act			Rescinds: 94-80

I. PURPOSE

To ensure a coordinated police response and a thorough investigation and analysis of all bias motivated incidents.

II. POLICY

It is the policy of this Police Bureau to thoroughly investigate any and all incidents occurring on the basis of a person's race, religion, belief, or sexual preference.

III. DEFINITIONS

Bias Incident - Any offense or unlawful act that is motivated by the person's race, religion, ethnicity or sexual preference.

IV. PROCEDURE - When any member of the Bureau is dispatched to the scene of a reported incident, he/she will:

- A. Evaluate the condition and determine if possibility exists that incident is racially, ethnically, religiously or sexually motivated. If so, take police action appropriate for stabilization of the area, if necessary.
- B. Request Duty Lieutenant/O.I.C. to respond if bias incident is suspected.
- C. Determine if additional personnel are required to stabilize the situation.
- D. Notify Communications Center of the Incident.
- E. Prepare an Initial Crime Report concerning incident along with a Hate Crime Incident Report.
- F. If confirmed as Bias Motivated Incident by Duty Lieutenant/O.I.C., his duties shall be as follows:
 1. Request additional resources, if required to stabilize the location or defuse the incident (Community Relations Officer and Crime Prevention Officer).

2. Notify Commander of Criminal Investigation Division, who will assign a detective to conduct an immediate investigation.
3. Notify the Chief of Police and the Mayor.

NOTE: This notification to be made ONLY after careful assessment that the dignity and Public Safety has been placed at risk; e.g., graffiti on religious buildings, etc. Otherwise, a Major Incident Report will suffice.

4. Direct Crime Prevention Officer to personally contact and advise complainant concerning actions to take to prevent recurrence.
5. Forward duplicated copy of both Complaint and Report and completed investigation to the Chief of Police.

AUTHORIZED SUGNATURE _____

CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: March 7, 2002	Effective Date: March 7, 2002	General Order #: 02-84	Expiration Date: Until Amended/Rescinded
Subject: ANIMAL CONTROL OFFICER		Distribution: All Personnel	Amends: 97-84
Reference: City Ordinance – Animal Control			Rescinds: 97-84

I. POLICY

It is the policy of the Harrisburg Police Bureau that all public areas within the City are free of stray, unlicensed, roving dangerous dogs and other animals. (For definition of dangerous animal refer to City Ordinance "Animal Control"). In order to effectively comply with this policy, the Bureau shall employ a full-time civilian Animal Control Officer.

II. PURPOSE

The purpose of the Animal Control Officer is to ensure that all calls-for-service involving animals are handled in an efficient and effective manner. Furthermore, by employing the services of an Animal Control Officer to handle all animal related calls-for-service, Patrol Officers will be made available to respond to more serious calls-for-service.

III. RESPONSIBILITIES

- A. The Animal Control Officer is in a Public Safety position. Work responsibilities will include the enforcement of City Ordinances and State Law pertaining to the control and proper licensing of dogs and other animals. The Animal Control Officer will place emphasis on enforcing the City Ordinance governing the owning and responsibilities of dangerous animals defined in this Ordinance (Chapter 3-513 of the Animal Control Ordinance). This Ordinance was amended to reflect the "owning and responsibility" of dangerous animals.
- B. Although the Animal Control Officer will work independently, he/she will be under the general supervision of the 2nd shift on duty Supervisor of the Police Uniformed Patrol Division. The general responsibilities of the Animal Control Officer will be as follows:
 - 1. Patrols the City for the purpose of enforcing City Ordinances and State Law pertaining to dogs and other domesticated animals. He/she will be especially concerned with enforcing the Ordinance of the Dangerous Animal Act and the criteria listed therein.
 - 2. Follows up on all animal complaints.
 - 3. Picks up dogs roving at large and delivers them to animal shelters.

4. Cites dog law violators and attends hearings when required to do so.
5. Posts notices of dog laws and companion regulations.
6. Monitors and maintains records pertaining to complaints and their adjudication.
7. Performs related work as required.

IV. PROCEDURE

- A. When animal complaint call-for-service is received, the Animal Control Officer will be dispatched to the call.
- B. If the Animal Control Officer is not working at the time of the call, and the call is not an emergency situation, the Call Taker will obtain as much information about the call and enter it into the CAD under the Animal Control Officer's badge number through the Messages to Badge menu in the METRO System. The Animal Control Officer can then get this message and follow up on the call.
- C. If the Animal Control Officer is not working at the time of the call, and the call is an emergency situation (i.e. dangerous animal), he/she should be called at home. If he/she cannot be reached by phone, he/she should then be paged through their pager number (257-6205). If the Animal Control Officer does not respond to his/her pager, the Humane Society should then be called to handle the situation.
- D. Particular attention should be given to the City's "Dangerous Animal Ordinance" and all Animal Control Officers, Police Officers, and Communications Center employees will become familiar with this law to ensure strict adherence to this policy and procedure.
- E. It must be noted that the Ordinance governing the ownership and keeping of dangerous animals within the City limits requires strict guidelines and policies related to this ownership. Strict regulations relative to this ownership have been placed upon individuals possessing these types of animals and extreme penalties will be placed upon anyone violating any article within this Ordinance.
- F. Included in this order is Chapter 3-513 "Dangerous Animals" amendment to the Animal Control Ordinance.

AUTHORIZED SIGNATURE _____
CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: March 7, 2002	Effective Date: March 7, 2002	General Order #: 02-86	Expiration Date: Until Amended/Rescinded
Subject: COMMUNITY POLICING CENTER	Distribution: All Personnel	Amends: 93-86	Rescinds: 93-86
Reference: CALEA Accreditation Chapter 41			

I. MISSION

Community Policing is based on a number of principles. These provide the basis for all the activities undertaken, from establishing objectives in the beginning to responding to the community's request for information on the success of the initiative.

- A. **To maintain social order:** This can be achieved by actively involving the community and maintaining an open-line of communication from the Police to the community and vice versa.
- B. **To safeguard individual's rights:** The Police are responsible for more than just the investigation and prevention of criminal activity. We are responsible to the people we work for and with.
- C. **To enforce the laws:** The backbone of the C.O.P. is proactive policing. This does not mean that if a crime is brought to our attention we turn away. However, care should be taken to have the C.O.P. Officer avoid being involved in lengthy investigations that will remove him/her from the community for extended periods of time.
- D. **To respond to calls for service:** Methods have been developed for prioritizing calls responded to. However, calls of minor significance may be postponed. All calls, no matter how insignificant, will be handled, either by a phone call or a personal visit.
- E. **To develop community involvement:** This will be achieved through the Community Policing Committee, which involves major components of the community, churches, schools, businesses, service clubs and action groups. The formation of the committee shall be the last phase of the program and shall evolve gradually as the officers become familiar in the neighborhood and vice versa.
- F. **To prevent crime and negative conduct in the community-**This has always been the responsibility of the police, who can now be assisted by the Community Policing Center.
- G. **To investigate, detect, and prosecute criminal activity-**this is nothing new to police, however, it will become much easier as the flow of information between the community and the police grows with the support of this initiative.

II. POLICY

It is the policy of the Harrisburg Police Bureau to operate a Community Policing Center at the locations of 313 South 15th Street and North 6th and Pepper Streets.

III. PROCEDURE

A. Personnel

It is at the Chief of Police's discretion to select officers to operate and maintain the Community Policing Center. Furthermore, based on operational needs and demands, the Chief of Police has the discretion to add officers to or delete officers from the operation of the Center.

B. Officer-in-Charge

A Sergeant will be designated as the officer-in-charge of the patrol officers operating out of both Community Policing Centers.

C. Responsibilities

It is the responsibility of the officers assigned to the Policing Center to:

1. Provide police services to the area and residents surrounding the Center;
2. Provide access to the center to residents for various activities and functions, such as:
 - a. Mediation Meetings
 - b. Neighborhood Crime Watch Meetings
 - c. Training for youths and adults (i.e., Drug and Alcohol Abuse, Fire Safety, Bicycle Safety, Beware of Strangers, Child Abuse, Personal Protection, Crime Prevention Techniques)

***NOTE:** The Crime Prevention/Community Relations Unit will assist the officers assigned to the Center with the aforementioned training.

3. Provide assistance in resolving minor neighborhood issues.

D. The Community Policing Center will not be utilized for:

1. A place to search or detain suspects and/or prisoners;
2. A place to store evidence of any nature; or
3. A quasi-communications center.

AUTHORIZED SIGNATURE: _____
CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: March 7, 2002	Effective Date: March 7, 2002	General Order #: 02-90	Expiration Date: Until Amended/Rescinded
Subject: SPECIAL EVENTS PLANNING		Distribution: All Personnel	Amends: 99-90
Reference: CALEA Accreditation Chapter 46			Rescinds: 99-90

I. POLICY

To facilitate order maintenance in the community and to insure the safety of both Police personnel and the public, it will be the policy of the Harrisburg Bureau of Police to research and develop an operational plan for all special events occurring within its jurisdiction and at the discretion of the Chief of Police, requiring police involvement beyond what is considered to be "routine patrol".

II. PROCEDURES

With the goals of increased accountability and maximum efficiency, all agencies, groups, organizations and individuals, both from within the Government of the City of Harrisburg and from any external entities will be directed to contact the Office of the Chief of Police to facilitate the formal arrangements for Bureau involvement in any and all special events.

Upon initial review of the proposed special event the Chief of Police will assign the task of developing an operational plan to Bureau personnel he/she determines has the expertise, experience and training most relevant to the needs and logistical demands of the proposed special event. The Bureau personnel assigned to develop the operational special event plan will prepare it in the format of a Special Order.

The operational plan will be developed utilizing all available information from the event organizer(s), Bureau personnel and records, outside agency information and any other information available and pertinent to the planned event.

III. CONTENTS OF OPERATIONAL PLAN/SPECIAL ORDER

A. The planning for the event will, at a minimum, address the following issues.

1. The designation of the Officer-In-Charge and/or coordinator for the coverage of a given event.

2. A written estimate of traffic, crowd control, and crime problems as applicable, expected for any given event.
 3. A contingency plan for traffic direction and control with specific points of control/direction as needed.
 4. The use of special operations personnel, both from within the Bureau and from other agencies, if any.
 5. Any logistical/support requirements or considerations.
 6. The coordination of multi-agency events, both inside and outside the Bureau.
 7. The communications protocol for the event.
 8. After-action reports as needed.
- B. The Special Order should, as applicable to the planned event, address at a minimum, the following problems, issues and special circumstances.
1. The ingress and egress of vehicles and pedestrians.
 2. Approved and/or prohibited parking.
 3. Spectator/crowd control.
 4. Public transportation issues.
 5. Alternate traffic routes.
 6. Temporary road closures and traffic controls.
 7. Media related issues.
 8. Emergency vehicle access if needed.
 9. Communications issues.

IV. VIP/DIGNITARY PROTECTION PROTOCOL

- A. In as much as the City of Harrisburg serves as Capitol of Pennsylvania, the Bureau may be called upon to assist in providing VIP protection and/or security. The

Harrisburg Bureau of Police will, as stated by this policy, assure it's cooperation with all other agencies involved in providing VIP protection.

In the event that the Harrisburg Bureau of Police is tasked with providing primary jurisdiction during VIP security events, the Bureau may solicit the assistance of other agencies in its planning and operations.

In addition to the considerations previously noted in this General Order for special events, all Special Orders and planning for VIP security events will be developed with the following additional considerations.

1. The designation of a single person or position as the supervisor and coordinator of the given detail.
2. Equipment requirements, to include consideration of vehicles, body armor for VIP's and officers and weapons for officers.
3. Instructions for planning and reconnoitering travel routes and alternates.
4. Advance inspection for gathering intelligence information.
5. Coordination of operations with the Harrisburg Bureau of Police and with outside agencies.
6. Identification of emergency first-aid, ambulance and medical facilities.
7. Inter and intra-agency communications.
8. Special identification devices, e.g. lapel pins.

V. REVIEW & APPROVAL

A final draft of the event Special Order will be submitted to the Chief of Police for his/her review. If he/she approves the Special Order it will be signed by the Chief of Police or his/her designee and will then become effective as noted on the Order.

AUTHORIZED SIGNATURE _____
CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: December 18, 2003	Effective Date: December 18, 2003	General Order #: 03-69	Expiration Date: Until Amended/Rescinded
Subject: FITNESS FOR DUTY		Distribution: Bureau Personnel	Amends: 02-69
Reference: CALEA Accreditation Chapter 22			Rescinds: 02-69

I. PURPOSE

- A. To establish a policy for requiring Police Officers employed by the City of Harrisburg, Bureau of Police, to submit to medical or psychiatric examination, evaluation and/or testing to determine their fitness-for-duty.

II. POLICY

- A. In order to promote the interests and safety of the public and the members of the City of Harrisburg, Bureau of Police ("the Bureau"), the Police Chief may order any Police Officer who has suffered an injury, or contracted an illness, disease and/or any medical or psychiatric condition which reasonably could affect their ability to perform their assigned duties, or which poses a health and safety risk to the public or to other employees of the Bureau, to undergo reasonable medical or psychiatric examination, evaluation and/or testing with a medical or psychiatric examiner of the Bureau's choosing to determine fitness-for-duty.
1. The City will consider any concerns voiced by the FOP with regard to the examiner chosen by the Bureau to conduct the Fitness-for-Duty examination. However, the ultimate decision with regard to the selection of the examiner will rest with the Bureau of Police.
 2. The examiner may request records pertaining to a Police Officer's past treatment. However, information pertaining to the Officer's medical and/or psychological history, if not related to the Officer's present fitness-for-duty, or to conditions which do not impact the Officer's present fitness-for-duty, will not be disclosed to the City.
 3. Any collateral information provided to the examiner will be balanced. For example: if the City wishes to provide the examiner with the Officer's disciplinary history, the Officer's entire personnel file will be provided to the examiner.

- B. In the alternative, when any conditions cited in Section II (A) above exist, a Police Officer may be required by the Police Chief to obtain and submit a complete medical report from his/her physician concerning his/her physical or mental condition. The report shall include a detailed diagnosis and prognosis of the injury, illness, or condition, and any other pertinent information which would aid the Bureau in evaluating the Police Officer's fitness-for-duty.
- C. In the event that the fitness-for-duty examination, evaluation and/or testing determines that the Police Officer is fit for duty, he/she will be returned to work, unless there is a legitimate and valid reason, other than the fitness-for-duty issue, that would prohibit the Officer from returning to work.
- D. In the event that the fitness-for-duty examination, evaluation and/or testing determines that a Police Officer is not fit for duty, that Police Officer shall not be allowed to perform regular duties until the medical or psychiatric provider who has performed the examination, evaluation, and/or testing certifies that the Police Officer is fit for duty. In the event that a Police Officer is found not to be fit for duty, the Collective Bargaining Agreement between the City of Harrisburg and FOP Capital City Lodge No. 12 ("the collective bargaining agreement") will govern the status and rights of the Police Officer, including Article IX, Section 5, Light Duty, which states that light duty assignments will not be made for non-work-related injuries.
 - 1. A Police Officer who is found to be unfit for duty may exhaust his/her contractual and FML leave entitlements. The Officer may also apply for Catastrophic Leave.
 - (a) Approval for Catastrophic Leave will be granted in accordance with the City's policy which stipulates the Catastrophic Leave will only be approved for conditions which are imminently life threatening. The maximum amount of time an Officer may be approved for Catastrophic Leave is six (6) months.
- E. If it is determined that a Police Officer is permanently unfit for duty and no causal issue exists, the City may terminate the employment of the Officer within ninety (90) days notice. The Officer may utilize any applicable leave entitlements for this ninety (90) day period.

III. Procedure

- A. In the event a Police Officer is ordered to submit to a fitness-for-duty examination, evaluation, and/or testing, said order will be issued in writing by the Police Chief to the Police Officer, and said order will state the reasons that the fitness-for-duty examination, evaluation, and/or testing is required.

- B. The written order from the Police Chief will also provide the Police Officer with the name and address of the medical or psychiatric provider who will perform the examination, evaluation and/or testing and the date and time of the examination, evaluation and/or testing.
- C. The police Officer shall be entitled to a copy of the report of the examination, evaluation, and/or testing performed.
- D. The cost of any examination, evaluation, and/or testing required by the City of Harrisburg will be borne by the City.
- E. In the event that the results of the fitness-for-duty examination, evaluation, and/or testing determine that the Police Officer is not fit for duty, he/she will be notified in writing of that determination by the Police Chief.

AUTHORIZED SIGNATURE _____
CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: February 24, 2003	Effective Date: February 24, 2003	General Order #: 03-88	Expiration Date: Until Amended/Rescinded
Subject: ARREST WITHOUT WARRANT		Distribution: All Personnel	Amends: 02-88
Reference: Title 18; 42 Pa. C.S. 8902, Act 1995-25			Rescinds: 02-88

I. POLICY

- A. In accordance with 42, Pa.C.S. 18, Section § 8902, the following shall be the policy of the Harrisburg Bureau of Police when affecting arrests without warrants for the following offenses.
- B. § 8902. Arrest without warrant.
 - (1) General rule - For any of the following offenses, a police officer shall, upon view, have the right of arrest without warrant upon probable cause when there is ongoing conduct that imperils the personal security of any person or endangers public or private property:
 - (a) Under Title 18 (relating to crimes and offenses) when such offense constitutes a summary offense:
 - 18 Pa.C.S. § 5503 (relating to disorderly conduct).
 - 18 Pa.C.S. § 5505 (relating to public drunkenness).
 - 18 Pa.C.S. § 5507 (relating to obstructing highways and other public passages).
 - 18 Pa.C.S. § 6308 (relating to purchase, consumption, possession or transportation of liquor or malt or brewed beverages).

II. PROCEDURAL GUIDELINES

- A. The following procedural guidelines, as mandated by Pa.C.S. § 8902, are essentially those outlined in Pa. Procedural Law, and Third Class City Law.
- B. A police officer may make a warrantless arrest for a summary offense if the Pennsylvania Legislature has authorized such an arrest for that summary offense, or for the conduct underlying that summary offense; specifically the offenses germane to Pa.C.S. § 8202, as stipulated in I, B.

Arrest without Warrant

1. Rule 400 of the Pennsylvania Rules of Criminal Procedure sets forth the various types of action police may take in summary cases. Rule 400 provides:

Criminal proceedings in summary cases shall be instituted either by:

- (a) issuing a citation to the defendant; or
- (b) filing a citation; or
- (c) filing a complaint; or
- (d) arresting without a warrant when arrest is specifically authorized by law.

2. Rule 440, which is intended to ensure that police officers will identify their authority before effecting a warrantless summary arrest, provides further:

- (a) When an arrest without a warrant in a summary case is authorized by law, a police officer who exhibits some sign of authority may institute proceedings by such an arrest.

Summary cases that may be instituted by warrantless arrest, shall not be instituted by warrantless arrest unless there are **"exceptional circumstances such as those involving violence, or the imminent threat or violence, or those involving a danger that the defendant will flee."**

3. Following warrantless arrests of summary offenders, the police must follow Rule 441 of the Pennsylvania Rules of Criminal Procedure. The text of Rule 441, which is self-explanatory, is as follows:

- (a) when a defendant has been arrested without a warrant, the defendant shall be either released from custody pursuant to paragraph (b) or taken before the proper issuing authority under paragraph (c).

The defendant shall be transported to the booking facility where he/she shall have an arrest report completed and be fingerprinted and photographed. This will give all documentation necessary to track each step of the arrest.

- (b) When a defendant has been arrested without a warrant, the arresting officer may, when the officer deems it appropriate, promptly release the defendant from custody when the following conditions have been met:

- (1) the defendant is a resident of the Commonwealth;
- (2) the defendant poses no threat of immediate physical harm to any other persons or to himself or herself;

- (3) the arresting officer has reasonable grounds to believe that the defendant will appear as required; and
- (4) the defendant does not demand to be taken before an issuing authority; however, the defendant shall be transported to the booking facility where he/she shall have an arrest report completed and be fingerprinted and photographed. This will give all documentation necessary to track each step of the arrest.

A citation shall be issued to the defendant at the time of release and thereafter the case shall proceed in accordance with Rules 405-409 as if the proceedings had been instituted by issuing a citation to the defendant.

- (c) When the defendant has not been released from custody under paragraph (b), the defendant shall be taken without unnecessary delay before the issuing authority where a citation shall be filed against the defendant. The defendant shall be given an immediate trial unless:

- (1) the Commonwealth is not ready to proceed or the defendant requests a postponement, and in either event the defendant shall be given the opportunity to deposit collateral for appearance on the new date and hour fixed for trial; or
- (2) the defendant's criminal record must be ascertained before trial as specifically required by statute for purposes of grading the offense charged, in which event the defendant shall be given the opportunity to deposit collateral for appearance on the new date and hour fixed for trial, which shall be after the issuing authority's receipt of required information.

- 4. The proper issuing authority as referred to in Rule 441 is governed by Rule 130, which provides:

All criminal proceedings shall be brought before the issuing authority for the magisterial district where the offense is alleged to have occurred or before an issuing authority on temporary assignment to serve such magisterial district, subject, however, the following exceptions:

- (a) A criminal proceeding may be brought before any issuing authority of any magisterial district within a judicial district whenever the particular place within the judicial district where the offense is alleged to have occurred is unknown.

- (b) Whenever an arrest is made without a warrant for any summary offense arising under the Vehicle Code, which allegedly occurred on a highway of the Pennsylvania Turnpike System or any controlled or limited access highway, or any right-of-way of such system or highway, or any other highway or highways of the Commonwealth, the defendant shall be taken and the proceeding shall be brought either where the offense allegedly occurred, or before the issuing authority for any other magisterial district within the same judicial district which, in the judgment of the arresting officer, is most convenient to the place of arrest without regard to the boundary line of any magisterial district or county.
- (c) Where any offense is alleged to have occurred within 100 yards of the boundary between two or more magisterial districts of a judicial district, the proceedings may be brought in either or any of the magisterial districts without regard to the boundary lines of any county.
- (d) Where the President Judge designates a magisterial district or a location in that district in which certain classes of offenses, which occurred in other specified magisterial districts, may be heard.

III. THIRD CLASS CITY CHARTER LAW

- A. In addition to the foregoing, Harrisburg Police officers have, under the Third Class City Code Section 2005, legislative authorization to make warrantless arrests for summaries offenses that fall under the following provision:

Policemen shall be ex-officio constables of the city, and shall and may, within the city or upon property owned or controlled by the city or by a municipality authority of the city within the Commonwealth, without warrant and upon view, arrest and commit for hearing any and all persons guilty of breach of the peace, vagrancy, riotous or disorderly conduct or **drunkenness, or who may be engaged in the commission of any unlawful act tending to imperil the personal security or endanger the property of the citizens, or violating any** of the ordinances of said city for the violation of which a fine or penalty is imposed.

- B. The appellate courts of Pennsylvania have held that this provision permits officers to make warrantless on-view summary arrests for 18 Pa.C.S. § 5503 (disorderly conduct), see, Commonwealth v. Williams, 390 Pa. Super. 493, 568 A.2d 1281 (1990); 18 Pa.C.S. § 5505 (public drunkenness), see, Commonwealth v. Shillingford, 231 Pa. Super. 407, 332 A.2d 824 (1975); and 75 Pa.C.S. § 3550 (pedestrian under the influence), see, Commonwealth v. Neuffer, 264 Pa. Super. 553, 400 A.2d 596 (1979).

- C. The appellate courts have held that police officers may not make a warrantless summary arrest for the offense of underage drinking, 18 Pa.C.S. § 6308, **where the person's conduct does not amount to breach** of peace, disorderly conduct, etc. See, e.g., Commonwealth v. Bullers, Pa. Super. -, 599 A.2d 662 (1991). However, this is under appeal as of 4/30/96, as § 8902 permits such arrest unequivocally.

AUTHORIZED SIGNATURE _____

CHARLES G. KELLAR

CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: January 15, 2004	Effective Date: January 15, 2004	General Order #: 04-42	Expiration Date: Until Amended/Rescinded
Subject: SICK LEAVE SWORN PERSONNEL		Distribution: All Personnel	Amends: 02-42
Reference: Basic Labor Agreement – Article IX			Rescinds: 02-42

I POLICY

- A. Police Bureau sworn personnel will be granted authorized, paid sick leave as follows:
1. Non-service related illness or injury.
 2. Exposure to contagious disease.
 3. For treatment of illness or injury, to the extent of time required to complete same.
 4. To care for any immediate family member living in employee's home who is ill or injured. Immediate family members are defined as: spouse, child, mother and/or father.

II SICK LEAVE ACCRUAL

- A. Personnel will accrue sick leave at the rate established in the F.O.P. Collective Bargaining Agreement.
- B. Maximum sick leave accrual will be established in accordance with the F.O.P. Collective Bargaining Agreement.

III USE OF SICK LEAVE

- A. Personnel reporting off sick on a scheduled workday will be charged against accrued sick leave.
- B. Personnel beginning a tour of duty but unable to complete that tour due to illness will have sick leave deducted for the period of absence.
- C. Personnel are not permitted to work extra-duty employment nor engage in activity inconsistent with officer's status while on sick leave.

IV REPORTING ILLNESS

A. All police personnel utilizing sick leave will:

1. Notify his/her immediate supervisor or the Communications Center not less than one hour prior to the time he/she is scheduled to report for duty.
 - a. Notification will include the expected date of return, location at which he/she will be staying, and
 - (1) include name of the person reporting absence, if not officer.
 - b. In cases of emergencies when personnel are unable to make proper notification not less than one hour prior to the time he/she is scheduled to report to duty, then he/she will notify his/her immediate supervisor of the emergency, which prevented proper notification as soon as possible.
2. Notify his/her duty supervisor, or the Communications Center, prior to leaving the residence for any reason and indicate expected time of absence. If the officer knows of expected absences at the time he/she calls off, notification may be provided at that time.
3. Notify his/her duty supervisor upon return to the residence.

Example: At 0930 hours the officer telephones headquarters to report that he/she has a doctor's appointment at 1000 hours. At 1130 hours, the officer again telephones and informs the duty supervisor of his/her return.
4. The supervisor so notified will enter this information in an electronic message to the Commanding Officer of the sick employee immediately upon obtaining this information. This message will be sent utilizing the DMET computer system.
5. Officers using sick leave will submit an Inter-Departmental Communications report entitled "Use of Sick Leave," upon returning to duty. The report is to memorialize the fact that the officer called off sick and to state the number of sick days used. If an emergency existed which prevented the one-hour notification, an explanation must be included in the report. The report will be submitted to the Duty Commander and forwarded, through channels to the Office of the Chief of Police.
6. All police personnel will report any off-duty injuries by preparing and submitting an Inter-Departmental Communication to the Section/Platoon Commander within two (2) working days of occurrence. If the injured employee is hospitalized or physically unable to prepare the document, completion of the report will be the responsibility of the first supervisor receiving notification of the injury.

V ABUSE OF SICK LEAVE

A. Abuse of Sick Leave will be established by:

1. proof of actual abuse, or,

Sick Leave

2. a pattern of use of sick leave either immediately prior to or following holidays and/or other scheduled days off so that such pattern indicates the possible abuse of sick leave.

B. "Pattern" as used in paragraph (V) (A) (2) above will mean the use of sick leave as referred to in same paragraph on more than five (5) occasions within a twelve month period. In accordance with paragraph (V) (A) (2) above, such twelve-month period will only apply when sick leave is used in conjunction with holidays and/or any other scheduled day off. Instances of sick leave not used in conjunction with holidays and/or any other scheduled days off will not be considered for the purposes of establishing a pattern of sick leave abuse. The twelve-month period specified above will commence on the first occasion an officer calls off sick on the day before or after a holiday and/or any other scheduled day off, and will end twelve months later. For example: if an officer is scheduled off June 5, 1995 and calls off sick June 6, 1995, the twelve-month period begins on June 6, 1995 and ends on June 5, 1996.

1. Continued use of sick leave in conjunction with scheduled days off to the total of six or more days, **SHALL** result in disciplinary action.

VI DOCTORS EXCUSE

- A. Personnel on sick leave absence for three (3) or more consecutive working days will submit a doctor's excuse upon return to duty. The excuse must cover each day of absence.
- B. Personnel will submit to their immediate supervisor all doctor excuses relevant to the entire period of absence.

VII NON-WORK RELATED ILLNESS OR MEDICAL CONDITION

- A. Upon confirmation of a non-work related illness or medical condition, the officer will notify his/her Commanding Officer of his/her condition in writing, without any unnecessary delay.
- B. Non-work related illness or medical condition leave will commence when:
 1. It is deemed by a competent medical authority that the officer is no longer able to perform all of the duties required by his/her position.
 2. The officer believes it is no longer safe to work.
- C. Officers with non-work related illness or medical conditions may utilize accrued, paid sick leave until it is exhausted.

VIII. USE OF NON-WORK RELATED ILLNESS OR MEDICAL CONDITION LEAVE

- A. The officer will prepare and submit an Inter-Departmental Communication in triplicate requesting non-work related illness or medical condition leave of absence. This communication will contain the commencement date and expected date of return to duty. Distribution will be as follows:
 1. 1st copy – Police Chief

Sick Leave

2. 2nd copy – Commanding Officer
 3. 3rd copy – Personal File
- B. The officer will furnish his/her Commanding Officer with written medical evidence verifying his/her condition, stating expected return to work date, and evaluating his/her ability to perform required job functions.

IX SICK LEAVE WHILE ON VACATION

- A. Police personnel who become ill while on vacation may request to use sick leave and take accrued vacation at a later date.
- B. To be effective, the request must be:
1. In writing,
 2. Accompanied by a doctor's excuse, and
 3. Forwarded for approval to the Police Chief via the chain of command as soon as possible after illness.

NOTE: A status change from vacation to sick leave can only be approved by the Police Chief.

- C. Officers in this status are subject to all sick leave regulations.

X SICK LEAVE VIOLATIONS

- A. Police personnel who violate provisions of this Directive are subject to immediate disciplinary action in accordance with The Code of Conduct.

AUTHORIZED SIGNATURE _____
CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: May 05, 2005	Effective Date: May 05, 2005	General Order #: 05-02	Expiration Date: Until Amended/Rescinded
Subject: PUBLIC INFORMATION		Distribution: All Personnel	Amends: 02-02
Reference: CALEA Accreditation Chapter 54			Rescinds: 02-02

I. POLICY

The Harrisburg Bureau of Police recognizes the public's right to be fully and accurately informed on all police matters, and the responsibility of the news media to report this information to the public. Therefore, the policy of the Harrisburg Bureau of Police shall be to maintain a relationship with the news media based on trust, cooperation and mutual respect that will generate a free flow of information between the Police Bureau and the news media. Too accomplish this end, the Harrisburg Bureau of Police will provide complete and accurate information as quickly as practicable to the news media, subject to legal investigatory, operational and safety limitations which, if exceeded, may interfere with or jeopardize and investigation or operation, or violate the civil rights or safety of an involved individual(s).

II. RESPONSIBILITIES

A. General: All affected personnel shall ensure that information released to the news media:

1. Is accurate and sufficiently detailed to provide an overall summary and current status of the incident.
2. Does not interfere with the successful conclusion of an investigation.
3. Does not pertain to a confidential investigation or operation, unless the release of such information has been authorized by the Chief of Police.
4. Is not prejudicial to the rights of the suspect or accused.
5. Does not pertain to a defendant's previous criminal record of arrest(s) and conviction(s). Criminal history record information may only be obtained in accordance with Act 47 of 1979, as amended (See Chapter 91 of Title 18, Crimes Code).
6. Does not pertain to a pretrial confession of guilt.
7. Does not include the existence or contents of any statement made by the accused, their refusal to give a statement or take a polygraph or voice stress analysis test, or the results of any such test(s) taken by the defendant.

8. Once charges are filed for DUI-related incidents, blood alcohol content results or a statement that an accused refused to submit to chemical testing shall be included in News Releases. A statement shall also be included indicating the penalty under Title 75, Vehicle Code, for individuals refusing to submit to chemical testing.
9. Does not include any inflammatory statements concerning the merits of the case or the character of the defendant(s), victim(s) or witness(es).
10. Does not include any information regarding the possibility that the defendant will plead guilty.
11. Does not include any photographs taken by authorities in which the defendant deliberately posed that would link the defendant to the scene of the crime.
12. Complies with the Juvenile Act and local Juvenile Court policy.
13. Does not include the name or address of a victim(s) or witness(es), or any other information which might lead to their identification, if the release of such information would jeopardize their safety.
14. Does not include the name or address of a suspect(s), unless the release of such information has been authorized by the Chief of Police. The release of such information may be authorized in specific situations, when public safety is a concern or the nature of an investigation requires it.

B. Chief of Police: The Chief of Police shall:

1. Coordinate with the Mayor's Office to ensure the release of information to the news media is accurate, complete, timely and in conformance with the requirements and limitations specified in this directive.
2. Be responsible for coordinating and authorizing the release of information regarding suspects, confidential investigations or operations to the news media in specific situations when public safety is a concern or the nature of an investigation requires it.
3. Maintain liaison and a good working rapport with representatives of the news media, and shall invite the involvement of the news media in the development of changes in policies and procedures relating to the public information function.

4. Ensure that information released to the news media by all personnel is complete, accurate, timely and in conformance with the requirements and limitations specified in this directive.
5. Determine whether public safety concerns or the nature of an investigation require the release of the name or address of a suspect(s) to the news media.
6. Solicit input from the news media in the development of changes in policies and procedures relating to the public information function.
7. Determine the reasonableness of requests by other law enforcement agencies/organizations for limiting, within legal limitations, the release of information to the news media.

C. Public Information Officer: The Public Information Officer shall:

1. Assist the Chief of Police and the Mayor's Office with the coordinated release of information to the news media.
2. Ensure information released to the news media is complete, accurate, timely and in conformance with the requirements and limitations specified in this directive.
3. Assist the Chief of Police in obtaining input from the news media in the development of changes in Police Bureau policies and procedures relating to the public information function.
4. Assist in the release of information regarding crisis situations within the Police Bureau.
5. Maintain liaison and a good working rapport with representatives of the news media.
6. Appraise the Chief of Police and Mayor's Office of incidents, circumstances, activities or human interest stories that the news media may determine are of potential use in newscasts or feature articles.

D. Division Commanders: Division Commanders shall:

1. Ensure the information released to the news media by personnel under their command is complete, accurate, timely and in conformance with the requirements and limitations specified in this directive.

2. Ensure a news release area for the news media is established when the nature of an incident indicates a significant media response is likely to be involved.
3. Ensure a secure perimeter is established for the news media and the public at incident scenes when legal, investigatory, operational or safety limitations make this appropriate and necessary.
4. Assist the Chief of Police in obtaining input from the news media in the development of changes in Police Bureau policies and procedures relating to the public information function.
5. Release routine information to the news media, in the event that the Chief of Police, Public Information Officer, Mayor or Mayor's press aide are absent from an incident scene.

E. Platoon Supervisors: Platoon Supervisors shall:

1. Ensure that information entered into the Metro System for possible release to the news media is complete, accurate, timely and in conformance with the requirements and limitations specified in this directive.
2. Ensure personnel under their supervision conform with the requirements and limitations specified in this directive.
3. Establish a secure perimeter for the news media and the public at an incident scene when legal or investigatory limitations, operational or safety-related considerations, make this appropriate and necessary.
4. Handle routine inquiries from the news media when the Public Information Officer cannot be reached after-hours or on weekends.
5. Establish a news release area for the news media when the nature of an incident indicates a significant media response is likely to be involved.

F. Mayor's Office: Affected personnel in the Mayor's Office shall:

1. Be available for on-call responses to news media requests for information regarding significant incidents and other newsworthy events.
2. Solicit input from the news media in the development of changes in policies and procedures relating to the public information function.

3. Prepare and distribute news releases for all significant criminal and traffic incidents, major fires, natural disasters and other catastrophic or noteworthy events.
 4. Arrange, and provide assistance to the media at news conferences.
 5. When appropriate/necessary, release information to all news media organizations simultaneously by mail. When rapidly changing or exigent circumstances preclude the mailing of news releases or the conduct of a news conference, the Mayor's Office, with the assistance of the Police Bureau's Public Information Officer, will release information to local news media organizations via telephone until a recorded message system can be established.
 6. Assist in the release of information regarding crisis situations within the Police Bureau.
 7. Ensure the release of information by the Mayor's Office conforms with the legal and investigatory requirements and limitations specified in this directive.
- G. Patrol Officers, Detectives and Employees: Patrol Officers, Detectives and employees shall not release information to the news media without the authorization of the Chief of Police (**NOTE:** The exception to this restriction is for Communications Unit personnel, who are only authorized to release information from the Metro System Press Release screens).

III. CONTENTS OF NEWS RELEASES

- A. Criminal Incidents: Affected personnel shall:
1. Ensure all information prepared for the news media is complete, accurate, timely and in conformance with the requirements and limitations specified in this directive.
 2. Ensure the Mayor's Office is kept fully informed of new developments in the course of the incident.
 3. Avoid the premature or inaccurate release of on-scene information. On-site inquiries by the news media shall be handled by the Mayor, Mayor's press aide, Chief of Police or the Public Information Officer. In the event these individuals are absent, the ranking superior officer at the scene may provide basic incident information to the news media. At the conclusion of on-site activities, the release of additional information to the news media shall be coordinated with the Mayor's Office.

4. Establish a secure perimeter for the news media and the public when legal or investigatory limitations, or operational or safety-related considerations, make this appropriate and necessary.
 5. Establish a news release area for the news media when the nature of an incident indicates a significant media response is likely to be involved.
- B. Major Fires, Natural Disasters or Other Catastrophic Events: Affected personnel shall:
1. Ensure the Mayor's Office is kept fully informed regarding new developments in the course of the incident.
 2. Avoid the premature or inaccurate release of on-scene information. On-site inquiries by the news media shall be handled by the Mayor, Mayor's press aide, Chief of Police or the Public Information Officer. In the event these individuals are absent, the ranking superior officer at the scene may provide basic incident information to the news media. At the conclusion of on-site activities, the release of additional information to the news media shall be coordinated with and conducted by the Mayor's Office.
 3. Establish a secure perimeter for the news media and the public when legal or investigatory limitations, or operational or safety-related considerations, make this appropriate and necessary.
 4. Establish a news release area for the news media when the nature of an incident indicates a significant media response is likely to be involved.
- C. Traffic Crashes: Affected personnel shall:
1. Release the names of persons involved in reportable traffic crashes to the news media as soon as accurate identification is made. In the event a fatality has occurred, the name(s) of the deceased shall be withheld pending notification of the next of kin. Information on the use of safety restraint systems by all drivers, front-seat passengers and children under four years of age shall also be released.
 2. Establish a secure perimeter for the news media and the public when legal or investigatory limitations, or operational or safety-related considerations, make this appropriate and necessary.
 3. Establish a news release area for the news media when the nature of an incident indicates a significant media response is likely to be involved.

4. Ensure the Mayor's Office is kept fully informed regarding the particulars of a major traffic crash incident.
- D. Routine Incidents: Affected personnel shall ensure information released to the news media via the Metro System is complete, accurate, timely and in conformance with the requirements and limitations specified in this directive.
- E. Multi-agency Incidents: For multi-agency incidents, the lead or primary jurisdiction agency, as determined by prior mutual agreement, shall be responsible for releasing information to the news media. If the Police Bureau is the lead agency, copies of a draft news release shall be made available to the other participating agencies for their review and comment prior to the issuance of the final news release. The final news release shall include an acknowledgment of the participation of all involved agencies. Requests by the news media for specific information regarding a participating agency or its involvement in the incident shall be directed to the applicable agency for response.

IV. ON-SCENE COVERAGE BY REPORTERS/PHOTOGRAPHERS

- A. Still and Video Photographers: Still and video photographers employed by the news media shall be provided visual access to accident scenes and on-going incidents within legal, investigatory, operational and safety-related limitations. Media photographers cannot be denied the right to take photographs of bodies at accident scenes on public highways. In the case of an incident on private property, media photographers interfering with an investigation at the scene, or at the request of the property owner, may be directed to leave the property, but may still take photographs from a location off the property.
- B. Admission of Reporters and Photographers to Incident Scenes: In the case of civil disorders, major disasters or other catastrophic events, reporters and photographers showing official media credentials issued by their employers shall, unless the scene is determined to be totally unsafe for anyone, be admitted to areas restricted to the general public to cover the story. If a scene is determined to be totally unsafe, every effort shall be made to establish an area for the news media at a location outside the restricted area where reporters and photographers can have visual access to the incident, subject to legal, investigatory, operational and safety limitations.
- C. Disputes With Reporters or Photographers: Incidents in which reporters or photographers have attempted to interfere with an on-scene investigation or response to an incident shall be brought to the immediate attention of the Chief of Police. Requests by reporters or photographers to interview an in-custody prisoner, photograph a prisoner in Police Bureau facilities, pose a prisoner at a crime scene, obtain the home address or telephone number of Police Bureau personnel or the

identity of a witness(es) shall be denied and brought to the immediate attention of the Chief of Police.

- D. Obtaining Photographic Prints or Videotapes: At the conclusion of on-scene activities related to a major Police Bureau operation, the Chief of Police, Public Information Officer or on-scene commander shall attempt to obtain photographic prints or videotapes taken by the news media at the scene.

V. NEWS CONFERENCES

News conferences shall only be called at the direction of the Chief of Police or the Mayor.

AUTHORIZED SIGNATURE _____
CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: May 17, 2005	Effective Date: May 17, 2005	General Order #: 05-06	Expiration Date: Until Amended/Rescinded
Subject: COMPUTER CRIME INVESTIGATIONS		Distribution: All Personnel	Amends: 02-06
Reference: CALEA Accreditation Chapter 83			Rescinds: 02-06

I. PURPOSE

The purpose of this General Order is to formulate standard procedures for the use of Police Bureau and other City Bureau resources during computer crime investigations, and establish policy regarding the duties and responsibilities of Police Bureau personnel.

II. POLICY

A computer crime investigation, though similar in nature to any other non-technical investigation, does involve some unique technical processes that must be followed properly if the investigation is to be brought to a successful conclusion. Therefore, in recognition of the unique nature of the electronic environment and applicable laws, Police Bureau personnel shall ensure that proper procedures and investigative tools are applied to computer crime investigations.

III. OBJECTIVE

The objective of this General Order is to establish proper procedures for the investigation of crimes facilitated through the use of computer equipment, or crimes that can be documented through the forensic evidence examination of computer equipment.

IV. DUTIES AND RESPONSIBILITIES

A. Criminal Investigation Division Commander: The Criminal Investigation Division Commander shall:

1. Ensure that the Forensic Unit provide appropriate assistance to Detectives in the conduct of computer crime investigations.
2. Ensure that the Forensic Unit receive appropriate and adequate training to establish and maintain proficiency in computer seizure and evidence recovery and examination procedures, and other processes related specifically to computer crime investigations.

3. Coordinate the investigation of computer crimes, and the conduct of warrant service and evidence recovery/examination procedures related to computer crime investigations.
4. Ensure all computer crime investigative methods and procedures are performed in accordance with established policies and procedures and the requirements of applicable federal and state laws regarding the search, seizure and examination of computer-related information and equipment.
5. Acquire, monitor the use and serviceability of, and maintain accountability for all computer-related devices used in the conduct of computer crime investigations.
6. Ensure that Detectives utilize the technical expertise of the Forensic Unit in the investigation of crimes facilitated through the use of computer equipment, or crimes that can be documented through the forensic evidence examination of computer equipment.
7. Ensure requests for assistance from the State Police or appropriate federal law enforcement agencies are initiated in investigations that exceed the technical or operational ability of the Forensic Unit.
8. Ensure that the Forensic Unit receive appropriate refresher training at least annually, to include legal and technical updates necessary to maintain operational efficiency and effectiveness.

B. Forensic Unit Supervisor: The Forensic Unit Supervisor shall:

1. Periodically evaluate operational and administrative needs of the Forensic Unit, and the investigative reports, methodologies and procedures of the Forensic Unit to identify future training needs and enhance operational efficiency and effectiveness.
2. Coordinate the scheduling of computer crime-related training and establish an approved list of instruction classes and materials for the Forensic Unit.
3. Assist in the coordination of ongoing computer crime investigations.
4. Act as liaison to other local, state and federal law enforcement agencies and authorities involved in the conduct of computer crime investigations, or in conjunction with requests for formal participation in computer crime task force operations.
5. Monitor the use and serviceability of, and maintain accountability for, all computer-

related devices used in the conduct of computer crime investigations.

6. Ensure the completion and submission of appropriate reports for computer crime investigations.
7. Maintain proficiency in computer seizure, evidence recovery and examination procedures and other specific processes related to the conduct of computer crime investigations.
8. Ensure all computer crime investigative methods and procedures are performed in accordance with policies and procedures and the requirements of applicable federal and state laws regarding the search, seizure and examination of computer-related information and equipment.
9. Notify the Criminal Investigation Division Commander of any training opportunities or materials that may be beneficial to the Forensic Unit, or Detectives.
10. Prioritize requests for investigative assistance or evidence recovery, based on the nature and severity of the incident.
11. Ensure requests for assistance from the State Police or appropriate federal law enforcement agencies are initiated in investigations that exceed the technical or operational ability of the Forensic Unit.
12. Coordinate the scheduling of appropriate refresher training for the Forensic Unit, a minimum of once per year, to include legal and technical updates necessary to maintain operational efficiency and effectiveness.

C. Forensics Unit Officers: Forensic Unit Officers shall:

1. Assist in the investigation of crimes facilitated through the use of computer equipment, or crimes that can be documented through the forensic evidence examination of computer equipment.
2. Perform all computer crime investigations and procedures in accordance with policies and procedures and the requirements of applicable federal and state laws regarding the search, seizure and examination of computer-related information and equipment.
3. Notify the Forensic Unit Supervisor of any training opportunities or materials that may be beneficial to the Forensic Unit, or Detectives.

4. Prioritize requests for investigative assistance, or evidence recovery, based on the nature and severity of the incident.
5. Complete and submit appropriate reports for computer crime investigations.

D. Criminal Investigation Division Detectives: Criminal Detectives shall:

1. Retain primary responsibility for the conduct of technical and non-technical investigations.
2. Request assistance from the Forensic Unit in computer crime investigations.
3. Brief the Forensic Unit, prior to the seizure of computer-related equipment, concerning all relevant facts of the investigation.
4. Be present at evidence examinations to assist with focusing the search for pertinent information related to their case.

V. PROCEDURES

- A. Investigations: Forensic Unit shall only be utilized for assisting in criminal or traffic investigations, unless otherwise directed by the Chief of Police.
- B. Administrative Investigations: The selection and assignment of a the Forensic Unit to administrative investigations requiring computer crime investigative techniques, procedures or evidence examinations shall be approved by the Chief of Police, and coordinated with the Chief of Police, Internal Affairs Office and the affected Division Commander.
- C. External Investigations: Requests for computer crime investigations or evidence recovery by other law enforcement agencies in routine criminal and traffic investigations shall be honored, subject to Police Bureau investigative needs and as resources permit. The Criminal Investigation Division Commander shall ensure the assignment of suitable Forensic Unit personnel and an Detective in cases requiring investigative or evidence recovery/examination activities outside the boundaries of the City of Harrisburg.

VI. EVIDENCE

- A. Definition: Computer-based evidence is any information found to be pertinent to a criminal investigation that lies directly or indirectly within any computer system. This includes both internal and external storage and includes any type of magnetic, physical, electronic, digital, or optical media that can be utilized within any computer-based device to store, produce, or utilize information for any direct or indirect activity. Due to the temporary and corruptible

nature of this information, affected personnel must exercise **extreme caution** during recovery. Cases have occurred where data has been corrupted, lost, or removed as a result of software programs or viruses. Proper duplication and authentication procedures must be followed to ensure evidence integrity for court.

- B. Procurement: Computers to be searched or seized shall be secured under the proper legal authority, and in accordance with the procedures specified in Appendage A. Affected personnel shall ensure these procedures are followed to preclude damaging the systems, altering the original evidence, or invalidating the information for court purposes. Once secured and inventoried per normal evidence procedures, the computer equipment shall not be activated except under the direction of the Criminal Investigation Division Commander, Forensic Unit Supervisor, or their designees.
- C. Extraction: Only qualified Forensic Unit personnel, or their designees, shall attempt to activate or operate any computer equipment seized in a criminal or traffic investigation for the purpose of extracting evidence or intelligence in that case. The procedures utilized will be in conformance to both Commonwealth and federal law and will follow established forensic guidelines governing the search and seizure of computer-based information.
- D. Uniformity: All computer crime evidence recovery and processing will be coordinated through the Forensic Unit. Detectives in need of these services for the furtherance of their investigation shall contact the Forensic Unit as soon as practical in the course of an investigation. Under no circumstances shall anyone attempt to examine computer-based evidence individually without the approval of either the Criminal Investigation Division Commander or the Forensic Unit.

AUTHORIZED SIGNATURE _____
CHARLES G. KELLAR
CHIEF OF POLICE

APPENDAGE A**I. INTRODUCTION**

After it has been determined that a computer system may be involved in the occurrence of criminal activity, the system must be secured through proper physical and technical procedures, dismantled and packaged properly, as to facilitate safe transportation and examination. These procedures shall be followed as closely as possible when the situation permits. It is recognized that investigative, physical, technical or exigent circumstances may exist that prohibit following these methods. In such an event, or when difficulties are anticipated or discovered, personnel shall contact the Criminal Investigation Division or Forensic Unit for further assistance.

II. DEFINITIONS

- A. CD-ROM: A computer disk that can hold up to 650 MB of data, images, movies, music, or information
- B. Coaxial Cable: A high quality communications line consisting of multiple twisted pair wires within a cable enclosure.
- C. CPU: The “box” that generally contains the processor module, motherboard, power supply, and disk drives.
- D. Hardware: Peripheral devices such as: monitor, keyboard, modem, scanner, printer, etc., that are used to convert logical operations to physical things through input or output operations.
- E. Software: Instructional operations that convert physical inputs into logical operations.
- F. Tapes: These are used for large storage systems or backup operations and come in a variety of styles and sizes.
- G. Diskette: A magnetic storage media encased in a protective plastic cover.
- H. DVD: CD-ROM like disk capable of holding significantly more data, including full digital movies.
- I. Keyboard: A peripheral device containing keys for entering data or commands into a computer system.
- J. Modem: Peripheral device that converts a digital signal to an audio signal for transmission to a remote computer system.

- K. Monitor: The display screen used to show the output of a computer.
- L. Mouse: Hand-guided peripheral device used to position the cursor and execute commands in a computer program or desktop.
- M. Network: Any system composed of two or more interconnected computers.
- N. Printer: Peripheral device used to output information in paper format.
- O. Programs: A series of logical instructions used within software to direct a computer to perform input, arithmetic, logical output, and storage operations.

III. SUSPECT "STAND ALONE" COMPUTERS WITH THE **POWER ON**

- A. DO NOT enter any input from the keyboard or mouse.
- B. Disconnect any phone or modem connection.
- C. Document the system with any or all of the following as necessary for your investigation:
 - 1. Photographs.
 - 2. Notations of screen content or messages displayed.
 - 3. Tagging of all cables and connectors with their ports.
- D. Disconnect power source, unplug from wall outlet. **DO NOT** turn off the power switch
- E. Disconnect printer power source. Disconnect marked cable from computer and printer.
- F. Disconnect monitor cable from rear of computer.
- G. Disconnect keyboard from computer.
- H. Disconnect mouse from computer.
- I. Box each of the above-listed items and prepare for evidence documentation and transportation.
- J. Collect all diskettes, CD-ROMS, tapes, papers, documents, manuals, or notes in and around the crime scene.

- K. Transport the computer and all related equipment in a timely and safe manner to the Evidence Room for storage pending processing.
- L. Do not transport the computer or any of its components in the trunk of any radio-equipped vehicle.
- M. Do not attempt to activate the computer or access the storage media in any way without following the procedures contained herein for the duplication and processing of evidence.

IV. SUSPECT STAND ALONE COMPUTERS WITH THE **POWER OFF**

- A. Do not attempt to activate the system.
- B. Disconnect any phone or modem connection.
- C. Document the status of the system with any or all of the following as necessary for the investigation:
 - 1. Photographs.
 - 2. Notations of screen content or messages displayed.
 - 3. Tagging of all cables and connectors with their ports.
- D. Disconnect power source, unplug from wall outlet.
- D. Disconnect printer power source.
- E. Disconnect marked cable from computer and printer.
- F. Disconnect monitor cable from rear of computer.
- G. Disconnect keyboard from computer.
- H. Disconnect mouse from computer.
- I. Box each of the above-listed items and prepare for evidence documentation and transportation.
- J. Collect all diskettes, CD-ROMS, tapes, papers, documents, manuals, or notes in and around the crime scene.

- K. Transport the computer and all related equipment in a timely and safe manner to the Evidence Room for storage pending processing.
- L. Do not transport the computer or any of its components in the trunk of any radio-equipped vehicle.
- M. Do not attempt to activate the computer or access the storage media in any way without following the regulations contained herein for the duplication and processing of evidence.

V. **SUSPECT NETWORKS, BUSINESS OPERATIONS OR ONLINE PROVIDERS**

Due to the complex legal and technical operation involved in seizing these types of systems, affected personnel shall call the Criminal Investigation Division or Forensic Unit for further assistance.



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: June 27, 2005	Effective Date: June 27, 2005	General Order #: 05-17	Expiration Date: Until Amended/Rescinded
Subject: DIRECTION		Distribution: All Personnel	Amends: 02-17
Reference: CALEA Accreditation Chapter 12			Rescinds: 02-17

I. GENERAL

The executive and administrative powers, authority and duties of the City of Harrisburg, a third class city, are distributed among Departments, one of which, the Department of Public Safety, is comprised of the Bureau of Police and the Bureau of Fire. As the City of Harrisburg's Chief Executive Officer, the Mayor has the authority to appoint the Chief of the Bureau of Police, who shall have full authority and responsibility for administering and directing all aspects of the Police Bureau in a professional, efficient and effective manner.

II. DIRECTION

A. Chief of Police: The Chief of Police shall be responsible for:

1. Assisting the Mayor by enforcing all laws and ordinances and preserving the peace within the Police Bureau's legal jurisdiction.
2. Exercising administrative, command and fiscal authority and responsibility on all matters of policy, operations and discipline of the Police Bureau.
3. Issuing lawful orders, prescribe training standards and otherwise exercises all lawful powers of the office as are necessary to ensure the Police Bureau maintains the highest proficiency in administration, training and operational activities.
4. Planning, directing, coordinating, controlling and/or staffing all activities of the Police Bureau to ensure its continued and efficient operation, the enforcement of all directives, the completion of such reports as may be required by competent authority, and the maintenance of positive and mutually beneficial relations with citizens, city government and other agencies.

5. Inspiring the confidence, loyalty, high morale and esprit de corps in all subordinates.
- B. Command Protocol: The command protocol for the Police Bureau shall be as follows:
1. Absence or Incapacitation of the Chief of Police: The order of precedence for the temporary assumption of command of the Police Bureau in the absence or incapacitation of the Chief of Police shall be the Commander, Patrol Division, followed by the senior remaining Division Commanders.
 2. Exceptional Situations: The command protocol for certain emergency or unusual occurrences and specific operational activities shall be predetermined on the basis of expertise, operational and administrative needs, and similar considerations and factors.
 3. Special Situations: Rank shall not be the sole criteria governing the supervisory needs of the Police Bureau. Under certain circumstances, the supervisor having the most expertise in a given area of specialization will be granted authority over a function or activity to ensure the proper direction of activities.
 4. Day-to-Day Operations: The Chief of Police, Commanders and Supervisors shall exercise their established command/supervisory authority in a manner that ensures the good order, conduct, discipline and efficiency of subordinates, subject to the direction and control of higher authority. In the absence of a Commander/Supervisor, the next highest-ranking authority shall be responsible for the proper exercise of command/supervisory authority in a given organizational segment, function or activity. Commanders and Supervisors may temporarily delegate command/supervisory authority to a capable subordinate when a situation, objective or the reputation of the Police Bureau necessitates such action (e.g., when personnel would otherwise be left unsupervised); however, if the Commander/Supervisor is not a member of the subordinate's regular chain of command, then the subordinate's regular Commander/Supervisor shall be notified of the temporary delegation of authority as soon as possible.
- C. Rank Structure: The rank structure within the Bureau of Police shall be as follows:
1. Chief of Police.

2. Captains.
 3. Lieutenants.
 4. Sergeants.
 5. Corporals.
 6. Patrol Officers/Detectives.
- D. Supervisors: Supervisors are empowered with the necessary authority to direct, control and monitor the day-to-day activities of subordinates via the report review/approval process, at incident scenes and roll calls, during performance evaluation reviews and informal/staff meetings, and other occasions, and shall be held accountable for the performance of all subordinates, but in particular, those subordinates within their span of control.
- E. Meetings:
1. Roll Calls and Informal Meetings: Supervisors shall conduct roll calls at the beginning of regularly scheduled shifts, and informal meetings when necessary, to facilitate communication, coordination, and cooperation among all functions by interacting with other Supervisors and subordinates.
 2. Staff Meetings: Supervisors shall conduct more formal staff meetings for facilitating communication, coordination, and cooperation among all functions. Staff meetings may be held on an as-needed basis; however, the Chief of Police and Division Commanders shall endeavor to conduct staff meetings on a monthly and weekly basis, respectively. Staff meetings must be planned with an agenda provided in advance and should convene and adjourn promptly. A clearly understood conclusion/agreement should be reached on each item of business, however, if this is not possible, the issue at hand should be tabled or postponed until another meeting can be scheduled. Staff meetings should be conducted in accordance with the following guidelines:
 - a. Select, prepare and schedule location, and prepare materials, supplies and agenda.
 - b. Identify leader(s) and participants and distribute agenda. (The agenda

may need to be disseminated ahead of time if the issue/problem is complex or requires prior review and analysis by participants).

- c. Call meeting to order, take roll and review minutes of previous meeting/committee reports, if applicable.
- d. Define issue/problem, list possible solutions, and solicit/discuss new solutions.
- e. Eliminate, rearrange, combine and select solutions/recommendations.
- f. Assign responsibilities for action and follow-up assignments.
- g. Plan and schedule follow-up meeting, if necessary, and adjourn meeting.

F. Administrative Reporting:

- 1. The Administrative Reporting Program will include:
 - a. A listing of all administrative reports.
 - b. A statement as to the person(s) responsible for the formulation of the report(s).
 - c. A statement of the purpose of the report(s).
 - d. A statement of the frequency of the report(s).
 - e. A statement of the distribution of the report(s).
- 2. All Division Commanders will submit the following reports to the Office of the Chief of Police.
 - a. Annual Goals and Objectives.
 - b. Annual Bureau Report.
 - c. Annual Budget Request.

- d. Annual Performance Evaluations.
- e. Annual Vacations/Days Off Schedule
- 3. All Supervisory/Unit Personnel will submit the following reports:
 - a. Daily Detail Roster – 10 days in advance.
 - b. Weekly Report to the Division Commander.
 - c. Disciplinary Action/Counseling Reports to Division Commander.
- 4. Incident Reporting – All Personnel thru the Chain of Command:
 - a. Occupational Injury Reports
 - b. Insurance Forms
 - c. Damage to City Property
 - d. Citizens Complaints
- 5. Analytical Reports:
 - a. Annual Workload Assessment – Resource Management
 - b. Monthly Statistical Report – Data Processing
 - c. Weekly Targeted Criminal Activity Report – Data Processing
 - d. Daily Brooks Looks – Data Processing
 - e. Daily Community Policing Report – Data Processing

G. Orders:

- 1. Lawful Orders: The failure or deliberately refusal to obey a lawful order given by higher authority, or public criticism of an order given by higher authority, may be deemed insubordination.

2. Unlawful Orders: Supervisors shall not knowingly issue, and personnel shall not be required to obey, an order that violates any law or ordinance. Affected personnel, however, shall be required to justify the basis for their refusal.
3. Unjust or Improper Orders: Personnel given an order they believe to be unjust or improper (i.e., in violation of existing directives) must first obey the order, and then may forward a written summary of the incident, via the chain of command, to the Chief of Police.
4. Conflicting orders: Upon receiving an order which conflicts with a previously issued order, personnel shall inform the individual issuing the second order that it conflicts with a previously issued order. The individual issuing the second order shall then be responsible for determining whether to countermand the original order. If the original order is countermanded, then personnel shall obey the second order. The individual who issued the second order shall also ensure the individual who issued the original order is informed of the conflict.

III. WRITTEN DIRECTIVES

A. Values and Mission Statement:

VALUES

TO BE A MISSION-ORIENTED AGENCY DEDICATED TO PROGRESSIVE LAW ENFORCEMENT, PUBLIC SAFETY, AND EFFICIENT SERVICE DELIVERY. TO ACT WITH INTEGRITY, FAIRNESS AND PROFESSIONALISM, MAINTAINING AN ENVIRONMENT THAT IS COMMITTED TO MEETING THE NEEDS OF PERSONNEL AND THE CITIZENS OF THE CITY OF HARRISBURG.

MISSION

THE MISSION OF THE HARRISBURG BUREAU OF POLICE IS TO:

- Effectively investigate crime and reduce criminal activity.
- Promote traffic safety, enforce traffic-related statutes and ordinances, eliminate traffic hazards, and encourage safe driving techniques.
- Provide investigative assistance and support to other law enforcement and criminal justice agencies.

- Maintain up-to-date law enforcement information.
- Provide effective service in emergency situations.
- Ensure personal protection and security for the Mayor and other designated persons.
- Promote public awareness of crime reduction and traffic safety strategies and practices.
- Promote and represent the City as an attractive, quality environment to live, work and visit.
- Promote ways to improve community relations by maintaining the integrity and professionalism of the Police Bureau.
- Enforce all other state statutes and city ordinances.

B. Authority:

1. Chief of Police: The Chief of Police is empowered to issue, modify, approve, revoke or supersede written directives governing the Police Bureau.
2. Division Commanders: Division Commanders are authorized to issue Special Orders and Memoranda governing their functional area of responsibility.
3. Mayor: The Mayor is empowered to issue, modify, approve, revoke or supersede Memoranda impacting Police Bureau operations.

C. Definitions:

1. Written Directives: General Orders, Special Orders, Personnel Orders, Memoranda, Operations Manuals, training handouts/bulletins, statutes, city ordinances, or other written documents that establish policy and/or procedure, convey information, guide or control personnel activities, and advance the Police Bureau's Values and Mission statements and the goals and objectives of all organizational segments. Written directives include:
 - a. General Order: A directive of policy or procedure, a General Order is issued on a Bureau level only and is signed by the Chief of Police. General Orders are permanent in nature until amended or rescinded.
 - b. Special Order: A directive that requires some action, a Special Order may be issued at the Bureau or Division level, and is either temporary or self-canceling in nature. A Special Order may be used as a

temporary change to a more permanent directive, pending the completion of amendments to the permanent directive.

- c. Personnel Order: A directive signed by the Chief of Police that announces a transaction involving personnel promotions, transfers, changes in status, etc. A Personnel Order is permanent in nature until amended or rescinded.
- d. Memorandum: A directive that is informational in nature, a Memorandum may be issued at the Bureau, Division or Unit level, or on an individual to individual basis, to:
 - (1) Serve as a “cover letter” to distribute material or information.
 - (2) Disseminate information that may not warrant the issuance of a General or Special Order or the conduct of specific action.
 - (3) Direct subordinate action in specific situations or circumstances at a level of command not authorized to issue General or Special Orders.
 - (4) Clarify or emphasize portions of previously issued written directives.
 - (5) Make an inquiry or request, or record a specific action/inaction.
- e. Operations Manual: A directive that outlines standard internal policies and/or procedures to be applied in specific operations, organizational segments or functional areas of responsibility, e.g., Traffic Safety Standard Operational Manual, Communications Center Standard Operational Manual, etc. An Operations Manual is permanent in nature until amended or rescinded.
- f. Training Handout/Bulletin: A directive that disseminates information, directs, guides, or advises personnel regarding the performance of activities in specific subject areas. Training handouts/bulletins, the contents of which may/may not be transferred to a more permanent directive format, are temporary or self-canceling in nature.

- g. Statue or City Ordinance: Self-explanatory.

D. Indexing, Purging, Updating, Revising, and Reviewing Directives:

1. Indexing:

- a. Indexing on General Orders, Special Orders, and Personnel Orders shall be as follows:

- (1) The acronyms “GO”, “SO” and “PO” identify the directive as a General Order, Special Order, or Personnel Order, respectively.
- (2) The first two digits appearing after GO, SO or PO indicate the year in which the directive was issued, and the remaining digits indicate the order of issuance of the directive; e.g., “GO 99-01” identifies the first General Order issued in 1999, “GO 02-01” identifies the first General Order issued in 2002, etc.

2. Purging:

- a. When any changes/revisions are made to General Orders, Special Orders, Personnel Orders, and Operations Manuals they will be forwarded to the Training Officer.
- b. The Training Officer will issue the changes/revisions to the Platoon Commanders, who will complete roll call training on the changes/revisions.
- c. The officers will be provided a copy of the changes/revisions and reminded to update their orders or manuals, purging the old pages of the orders or manuals.
- d. The Data Processing Personnel will be provided a copy of the changes/revisions of General Orders, so the electronic files can be updated, and purged of the old information.

3. Updating/Revising/Inspecting: The Chief of Police shall be responsible for ensuring that General Orders, Special Orders, Personnel Orders and Operations Manuals are inspected annually to ensure their accuracy, relevancy, timeliness, and proper indexing.

AUTHORIZED SIGNATURE _____
CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: January 12, 2005	Effective Date: January 12, 2005	General Order #: 05-41	Expiration Date: Until Amended/Rescinded
Subject: GRIEVANCE PROCEDURES		Distribution: All Personnel	Amends 02-41
Reference: CALEA Accreditation Chapter 25 F.O.P. & AFSCME Contracts			Rescinds: 02-41

I. POLICY

It is the policy of Harrisburg Bureau of Police to administer a grievance process that strikes an equitable balance between legitimate personnel grievances and operational and administrative considerations governing the Police Bureau.

II. RESPONSIBILITIES

A. Director, Mayor's Office for Labor Relations: The Director, Mayor's Office for Labor Relations shall be responsible for the:

1. Establishment, implementation and management of grievance procedures.
2. Maintenance of a grievance file in the Mayor's Office for Labor Relations.

B. Chief of Police: The Chief of Police shall be responsible for the:

1. Coordination of grievance procedures.
2. Satisfactory resolution of personnel grievances.
3. Annual review of the grievance file maintained in the Mayor's Office for Labor Relations.

III. PROCEDURES

A. Contracts: Current Fraternal Order of Police (FOP) and/or American Federation of State, County and Municipal Employees (AFSCME) contracts shall:

1. Identify those matters that are grievable.
2. Establish time limits for filing/presenting grievances.
3. Establish procedural steps and related time limits.
4. Establish criteria for employee representation.

B. Requirements: The contents of grievances shall include:

1. A written statement of the facts upon which the grievance is based.
 2. A written allegation of the specific wrongful act and harm done.
 3. A written statement of the remedy or adjustment sought.
- C. Responses: Responses to grievances shall include an:
1. Acknowledgement of the time, date, and name of the individual receiving the grievance.
 2. Analysis of the facts or allegations.
 3. Affirmation or denial, in writing, of the allegations in the grievance.
 4. Identification of the remedy or adjustments to be made, if applicable.

AUTHORIZED SIGNATURE _____
CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: July 14, 2005	Effective Date: July 14, 2005	General Order #: 05-91	Expiration Date: Until Amended/Rescinded
Subject: LANDLORD TENANT DISPUTES CIVIL DISPUTES		Distribution: Bureau Personnel	Amends: N/A
Reference: CALEA Accreditation Chapter 74			Rescinds: N/A

I. POLICY

Officers shall not become involved in and shall not take sides in landlord-tenant disputes and/or civil disputes. Officers are responsible for maintaining the peace and enforcing the Crimes Code.

II. DISCUSSION

The Harrisburg Bureau of Police shall not use their law enforcement authority in any landlord-tenant disputes or civil disputes unless there is a violation of the Crimes Code. Officers are responsible for maintaining the peace and enforcing the Crimes Code. A landlord-tenant relationship may occur with respect to a house, apartment, or rooming house and may or may not involve a written lease. It applies not only to situations where a written lease exists between the parties, but often it will also exist without a written lease. A landlord-tenant relationship can even be implied from the way the parties have dealt with each other over time. When an owner of a house, an apartment, or a rooming house wants to evict a tenant from his/her property, the owner must bring an eviction action in a district judge's court. If an order of possession is obtained from the district judge, this order may only be enforced by a constable or deputy sheriff. A district judge and a constable are available twenty-four (24) hours per day.

III. DUTIES AND RESPONSIBILITIES

A. Training Unit Supervisor:

1. Ensure landlord-tenant disputes/civil disputes policy, discussion and protocols are discussed at the time of initial implementation, during orientation for new hires and when required by the Chief.
2. Ensure recruit trainees and all officers (including Commanders and Supervisors) are trained in the landlord tenant disputes/civil disputes, discussion and protocols including a full discussion of landlord-tenant relationships and practical hypotheticals. Training will be repeated for all such officers and trainees at the discretion of the Training Officer, so long as such training is repeated at least once within two years of the initial training. Thereafter training will be repeated at

reasonable intervals at the discretion of the Training Officer.

3. Ensure training records of all officers, Commanders and Supervisors are maintained and updated to show conformity with the duties and responsibilities set out in this General Order.

B. Commanders and Supervisors:

1. Complete police bureau training on policy, discussion and protocols as set out in section A sub-sections 1 and 2 above.
2. Follow the “landlord-tenant disputes/civil disputes” general order, policy, discussion and protocols.
3. Sign a copy of the policy/general order acknowledging that they have reviewed and understand the landlord-tenant disputes/civil disputes general order.
4. Ensure officers under their command/supervision attend and complete scheduled police bureau training in the landlord-tenant disputes/civil disputes policy, discussion and protocols as set out in section A sub-sections 1 and 2 above.
5. Ensure officers under their command/supervision have civil dispute referral cards.
6. Respond to calls from officers requesting guidance in implementing this general order.

C. Officers:

1. Complete police bureau training on policy, discussion and protocols as set out in section A sub-sections 1 and 2 above.
2. Follow the “landlord-tenant disputes/civil disputes” general order, policy, discussion and protocols.
3. Sign a copy of the policy/general order acknowledging that they have reviewed and understand the landlord-tenant disputes/civil disputes general order.
4. Obtain civil dispute referral cards.
5. When necessary, request and follow guidance of supervisors as set out in the protocols.

IV. PROTOCOLS

- A. If called to respond to a violation of the Crimes Code and police upon arrival at the scene find no crime but a landlord-tenant dispute, police shall not use their law enforcement authority but police shall inform the parties that they may seek assistance from their district judge and/or constable and/or a lawyer regarding the landlord-tenant dispute and may give each party a civil dispute referral card.
- B. If called to respond to a violation of the Crimes Code and police upon arrival at the scene find both a violation of the Crimes Code and a landlord-tenant dispute are present, the police will only address the criminal action. The police also shall advise the parties that they may seek assistance from their district judge and/or a constable and/or a lawyer regarding the landlord-tenant dispute and the police may give each party a civil dispute referral card.
- C. If called to respond to a violation of the Crimes Code and police upon arrival at the scene, find a temporary shelter situation and after discussion with the involved parties it is clear and undisputed that no landlord-tenant relationship exists, the officer may tell the individual that he/she must leave or be charged with criminal trespass. Before taking such action, however, the officer shall get approval from his/her supervisor. Such request and approval shall be entered by the officer on the appropriate dispatch record. The temporary resident shall be given a reasonable opportunity to retrieve his/her personal belongings before departing the premises.

AUTHORIZED SIGNATURE _____

CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

Harrisburg Bureau of Police



Charles G. Kellar
Chief

Date of Issue: April 23, 2007	Effective Date: April 23, 2007	General Order #: 07-01	Expiration Date: Until Amended/Rescinded
Subject: ORGANIZATION		Distribution: All Personnel	Amends: 05-01
Reference: CALEA Accreditation Chapters 1, 11, & 12			Rescinds: 05-01

I. TABLE OF ORGANIZATION

- A. Authority: The Harrisburg Bureau of Police, as a component of the City of Harrisburg's Department of Public Safety, shall be governed by an executive officer having the title of Chief of Police. The person serving in this capacity shall be held responsible for coordinating the overall operations of the Police Bureau and will report directly to the Mayor.
- B. Mission Philosophy: The primary mission of the Police Bureau is the preservation of peace and the protection of life and property through the efficient, effective and professional delivery of police services throughout the City of Harrisburg. The organizational structure of the Police Bureau shall be maintained so as to ensure the maintenance of an efficient and effective chain-of-command, and the clear delineation of areas of responsibility and corresponding levels of authority.
- C. Definitions:
1. Organizational: References to organizational segments in Police Bureau directives shall conform to the following designations:
 - a. Division: An organizational segment of the Police Bureau comprised of Units that is supervised by a Division Commander accountable for the performance of subordinates, to whom commensurate authority is delegated to perform specific functions.
 - b. Office: An organizational segment of the Police Bureau that is managed by the senior office person accountable for the performance of subordinates, to whom commensurate authority is delegated to perform specific functions.
 - c. Unit: An organizational segment that is supervised by a Unit Supervisor accountable for the performance of subordinates, to whom commensurate authority is delegated to perform specific functions.

Organization

2. The following definitions shall apply when referring to the individuals employed by the Police Bureau:
 - a. Employee: A civilian member of the Police Bureau.
 - b. Officer: A sworn member of the Police Bureau.
 - c. Detective: A sworn member of the Police Bureau assigned to the Criminal Investigation Division.
 - d. Forensic Investigator: A sworn member of the Police Bureau assigned to the Forensics Technology and Identification Unit.
 - e. Personnel: Employees and Officers collectively.

II. ADMINISTRATIVE AUTHORITY AND ORGANIZATION

A. Chief of Police's Personal Staff:

1. Weed & Seed Officer
2. Community Policing Coordinator.
3. Confidential Secretary.
4. Internal Affairs Office.
5. Financial Development Officer.

B. Chief of Police's Command Staff:

1. Patrol Division Commander:
 - a. Platoons.
 - b. Special Services Unit.
 - c. School Resource Unit.
 - d. Power Shift Unit.
 - e. Animal Control Unit.
 - f. Parking Enforcement Unit.
2. Criminal Investigation Division Commander:

Organization

- a. Adult Offender Unit.
- b. Juvenile Offender Unit.
- c. Habitual Offender Unit.
- d. Organized Crime/Vice Control Unit.
- e. Forensics Technology and Identification Unit.
- f. Auto Theft Unit.
- g. Domestic Violence Unit.
- 3. Technical Services Division Commander:
 - a. Training Unit.
 - b. Warrant/Process Service Unit.
 - c. Court Liaison/Special Events Unit.
 - d. Abandoned Vehicles Unit.
 - e. Administrative Unit.
 - f. Property Management Unit.
 - g. Communications Center Unit.
 - h. Records Unit.
 - i. Accreditation Office/Analysis Unit/Resource Management Office.

III. FUNCTIONS AND RESPONSIBILITIES

The following section outlines the major functions and responsibilities of each organizational segment and level of command.

A. Chief of Police:

- 1. Assists the Mayor by enforcing all laws and ordinances and preserving the peace within the Police Bureau's legal jurisdiction.

Organization

2. Exercises final authority on all matters of policy, operations and discipline, including authority and responsibility for the fiscal management of the Police Bureau, subject to the approval of the Mayor.
 3. Issues lawful orders, prescribes training standards and otherwise exercises all lawful powers of his office as are necessary to ensure the Police Bureau maintains the highest proficiency in administration, training and operational activities.
 4. Exercises final administrative, command and fiscal authority and responsibility over the Police Bureau.
 5. Plans, directs, coordinates, controls and/or staffs all activities of the Police Bureau to ensure its continued and efficient operation, the enforcement of all rules and regulations, the completion of such reports as may be required by competent authority, and the maintenance of positive and mutually beneficial relations with citizens, city government and other agencies.
- B. Chief of Police's Personal Staff:
1. Community Policing Office:
 - a. Investigates neighborhood complaints and attempts to foster positive police-community relations.
 - b. Initiates and/or monitors programs intended to prevent crime by heightening community awareness and involvement.
 - c. Maintain liaison with Victim/Witness organizations.
 2. Financial Development Officer
 - a. Completes applications for local, state, and federal grants.
 3. Confidential Secretary
 - a. Confidential secretary for the Chief of Police.
 4. Internal Affairs Office:
 - a. Investigates complaints lodged against personnel, and reports investigative findings to the Chief of Police.
 - b. Conducts recruitment background investigations.
 - c. Conducts use of force analysis.

Organization

- d. Conducts evidence room spot inspections.
- C. Chief of Police's Command Staff:
 - 1. Patrol Division Commander:
 - a. Assumes command in the event of the Chief of Police's absence or incapacitation.
 - b. Directs and controls the functions and activities of all personnel under their command.
 - c. Assists the Chief of Police in the development of policies and procedures to achieve maximum efficiency in functional responsibilities and ensure maximum utilization of available resources.
 - d. Assists the Chief of Police in coordinating and supervising the administrative activities of the Police Bureau.
 - e. Attends seminars, conferences or programs when directed by the Chief of Police.
 - f. Conducts personal visits to Districts, Beats and Posts as directed by the Chief of Police and briefs the Chief of Police regarding the results of such visits.
 - g. Regulates the staffing of personnel to ensure adequate police coverage is maintained 24 hours a day.
 - h. Performs other duties as directed by the Chief of Police.
 - i. Commands and coordinates the activities of the following:
 - (1) Platoons:
 - (a) Deliver basic police services, investigate crimes against persons and property, accidents, breaches of the peace, disorders and other police incidents within a given beat, district, or assigned patrol area.
 - (2) Animal Control Unit:
 - (a) Ensure that all public areas of the City are free of stray, unlicensed, roving, dangerous, threatening or deceased dogs, cats and other domestic and non-domestic

animals.

- (b) Enforce city ordinances and state laws pertaining to the control and proper licensing of dogs.
 - (c) Investigate all complaints involving dogs, cats, and other domestic and non-domestic animals.
 - (d) Pick up and transport domestic and non-domestic animals and deliver them to approved animal shelters.
- (3) Parking Enforcement Unit:
 - (a) Enforces parking regulations.
 - (b) Maintains such records and reviews residential, handicap, and other parking permits.
 - (c) Maintains control of parking meters.
- (4) Special Services Unit:
 - (a) Conduct target-specific patrol and enforcement strategies in high traffic accident areas.
 - (b) Investigates accidents within the city limits.
- (5) School Resource Unit:
 - (a) Conducts school training programs. (i.e. Dare, and Anger Management)
 - (b) Handles all school related reports.
- (6) Power Shift Unit:
 - (a) Performs operational activities with probation and parole.
 - (b) Completes bar checks.

2. Criminal Investigation Division Commander:

- a. Assumes command in the event of the Chief of Police's absence or incapacitation.

Organization

- b. Directs and controls the functions and activities of all personnel under their command.
- c. Assists the Chief of Police in the development of policies and procedures to achieve maximum efficiency in functional responsibilities and ensure maximum utilization of available resources.
- d. Assists the Chief of Police in coordinating and supervising the administrative activities of the Police Bureau.
- e. Attends seminars, conferences or programs when directed by the Chief of Police.
- f. Ensures the timely and comprehensive conduct of follow-up investigations of criminal activity, and the identification, location, apprehension and prosecution of suspects/accused.
- g. Regulates the staffing of personnel to ensures adequate follow-up investigations are conducted.
- h. Performs other duties as directed by the Chief of Police.
- i. Commands and coordinates the activities of the following:
 - (1) Adult Offender Unit:
 - (a) Investigate crimes perpetrated by adult offenders.
 - (b) Bring about successful prosecutions through a gathering of evidence, arrest, and court testimony.
 - (c) The Unit shall operate on a seven-day per week basis and will conform to duty hours as may be directed by the Division Captain.
 - (2) Juvenile Offender Unit:
 - (a) Investigate crimes in which the offender is known to be a juvenile (a person under the age of 18 years).
 - (b) Operates in a manner similar to the Adult Offender Unit, but its personnel must remain knowledgeable in various aspects of law governing the handling of youthful offenders.
 - (c) Maintains juvenile records in a safe and

secure area.

- (3) Habitual Offender Unit:
 - (a) Maintain liaison with the District Attorneys Office to identify and successfully prosecute habitual criminal offenders.
 - (b) Works under the supervision of the Division Captain who will establish duty hours for personnel and conduct staff inspection of the Unit's work.
- (4) Organized Crime/Vice Control Unit:
 - (a) Suppress organized crime/vice activities, to include prostitution, gambling and narcotics trafficking.
 - (b) Work flexible hours under the direction of unit supervisors in order to meet immediate needs. The supervisor will coordinate unit activities with the Division Captain and keep the superior adequately informed of all unit activity.
 - (c) Maintains all informant records.
- (5) Forensics Technology and Identification Unit:
 - (a) Gather, record, process and preserve criminal evidence.
 - (b) Identify and process fingerprints.
 - (c) Provide expert testimony in legal proceedings.
 - (d) General supervision is the responsibility of the Division Captain who may delegate authority to oversee daily operations. Duty hours will be established by the Division Captain with provisions that will provide crime scene services as needed by line operations.
- (6) Auto Theft Unit:
 - (a) Investigates auto thefts.
 - (b) Performs inspections of vehicle service garages.

(7) Domestic Violence Unit:

- (a) Maintains a liaison with the District Attorney's Office.
- (b) Conducts follow-up investigations on domestic violence cases.

3. Technical Services Division Commander:

- a. Assumes command in the event of the Chief of Police's absence or incapacitation.
- b. Directs and controls the functions and activities of all personnel under their command.
- c. Assists the Chief of Police in the development of policies and procedures to achieve maximum efficiency in functional responsibilities and ensure maximum utilization of available resources.
- d. Assists the Chief of Police in coordinating and supervising the administrative activities of the Police Bureau.
- e. Attends seminars, conferences or programs when directed by the Chief of Police.
- f. Regulates the staffing of personnel to ensures the provision of satisfactory logistical and ancillary support for all elements of the Police Bureau.
- g. Performs other duties as directed by the Chief of Police.
- h. Commands and coordinates the activities of the following:
 - (1) Training Unit:
 - (a) Organizes and conducts in-service training.
 - (b) Maintains training records.
 - (c) Ensures the satisfactory mandatory qualification requirements are satisfied.
 - (d) Assists with recruitment activities, and promotions testing.

Organization

- (e) Coordinates annual awards program.
 - (f) Liaison with Human Resources, and Civil Services.
- (2) Warrant/Process Service Unit:
 - (a) Maintain liaison with the District Justice court system to ensure that all witnesses needed for court appearances are subpoenaed.
 - (b) Assists with the daily Treasury Detail.
- (3) Court Liaison/Special Events Unit:
 - (a) Maintain liaison with the Dauphin County and Federal court systems to ensure appropriate scheduling of officers for court appearances, consistent with the needs of prosecuting attorneys.
 - (b) Coordinates police-related activities for special events held within the City.
- (4) Administrative Unit:
 - (a) Coordinates and assists in the completion of purchasing activities of the Police Bureau.
 - (b) Assists with the equipment bid process.
- (5) Property Management Unit:
 - (a) Handle, store, secure and properly dispose of found, recovered and evidentiary property.
 - (b) Manage equipment maintenance inventory and control property owned and/or used by the Police Bureau, including uniforms and equipment specifications, purchases, maintenance of accounts, service contracts and providing for operational needs.
- (6) Communications Center Unit:
 - (a) Maintains and operates the Enhanced 911 and Cad Systems.
 - (b) Conducts all dispatching activities for the

Police Bureau.

- (7) Records Unit:
 - (a) Maintains all police investigative reports.
 - (b) Assists other law enforcement agencies with criminal history records.
- (8) Accreditation Office:
 - (a) Proposes, analyzes and assists in the generation of new or revising of existing policies and procedures in conjunction with the Police Bureau's accreditation by the Commission on Accreditation for Law Enforcement Agencies (CALEA).
 - (b) Coordinates the completion of the Police Bureau's re-accreditation contract, Agency Annual Report and other CALEA-required administrative reports.
 - (c) Briefs the Chief of Police and organizational segments of the Police Bureau regarding accreditation-related issues that may potentially jeopardize the accredited status of the Police Bureau.
 - (d) Maintains liaison with and provides accreditation-related information and assistance to other organizational segments.
 - (e) Maintains the Police Bureau's accreditation files.
 - (f) Coordinates the scheduling and conduct of CALEA's re-accreditation assessments of the Police Bureau.
 - (g) Maintains liaison with and provides accreditation-related guidance and direct assistance to other law enforcement agencies participating in the CALEA accreditation system.
 - (h) Participates in official and "mock" on-site assessments in conjunction with the CALEA accreditation system.
 - (i) Monitors the Police Bureau's compliance with

accreditation standards and accreditation-related policies and procedures.

(9) Analysis Unit/Resource Management:

- (a) Performs planning and research functions for the Police Bureau, which shall be organized or assigned.
- (b) Generates the Police Bureau's multi-year plan, which shall include long term goals and operational objectives, anticipated workload and population trends, anticipated personnel levels, anticipated capital improvements and equipment needs, and provisions for review/revision, as needed.
- (c) Generates analytical reports, and ensures their proper distribution to affected organizational segments.
- (d) Assists the Accreditation Office with the completion of Accreditation activities.

IV. COMMAND PROTOCOL

- A. Absence or Incapacitation of the Chief of Police: The order of precedence for the temporary assumption of command of the Police Bureau in the absence or incapacitation of the Chief of Police shall be the Commander, Patrol Division, followed by the senior remaining Division Commanders, or as designated by the Mayor or Chief of Police.
- B. Exceptional Situations: The Chief of Police shall ensure that the command protocol for certain emergency or unusual occurrences and specific operational activities is, whenever possible, predetermined on the basis of expertise, operational needs, and similar considerations and factors.
- C. Special Situations: Rank shall not be the sole criteria governing the supervisory needs of the Police Bureau. Under certain circumstances, the supervisor having the most expertise in a given area of specialization will be granted authority over a function or activity to ensure the proper direction of activities.
- D. Day-to-Day Operations: The Chief of Police, Commanders and Supervisors, in day-to-day operations, shall exercise their established command/supervisory authority in a manner that ensures the good order, conduct, discipline and efficiency of subordinates, subject to the direction and control of higher authority. In the absence of a Commander/Supervisor, the next highest-ranking authority shall be responsible for the proper exercise of command/supervisory authority in a given organizational

Organization

segment, function or activity. Commanders and Supervisors may temporarily delegate command/supervisory authority to a capable subordinate when a situation, objective or the reputation of the Police Bureau necessitates such action (e.g., when personnel would otherwise be left unsupervised); however, if the Commander/Supervisor is not a member of the subordinate's regular chain of command, then the subordinates regular Commander/Supervisor shall be notified of the temporary delegation of authority as soon as possible.

V. ORGANIZATIONAL PRINCIPLES

- A. Unity of Command: All organizational segments shall be under the direct command, supervision or control of only one person at a given time.
- A. Span of Control: The span of control for supervisors shall not exceed ten (10) subordinates per supervisor. If exigent circumstances temporarily result in an excess of ten subordinates per supervisor, additional supervisors may be "called-out" or "hold-over" to rectify the situation as soon as possible, as approved by the Chief of Police or the Captain of Uniform Patrol.
- B. Supervision: Supervisors shall be accountable for the activities of personnel under their immediate control.
- C. Commensurate Authority: Personnel shall be given authority commensurate to the requirements of their assignments, duties or responsibilities.
- D. Delegated Authority: Personnel to whom authority is delegated to complete an assignment, duty or responsibility shall be accountable for the proper use of such delegated authority.

VI. TERRITORIAL UNITS

- A. Districts: A geographical subdivision of the City so designated for patrol purposes.
- B. Beat: A length of street(s) so designated for patrol purposes.
- C. Post: A fixed point or location so designated for patrol purposes to which an officer is assigned for duty.

VII. TIME UNITS

- A. Shifts: A time division of the day for purposes of assignment.
- B. Platoons: Divisions having personnel on duty for more than one shift shall assign the personnel into platoons on the basis of their on-duty hours.

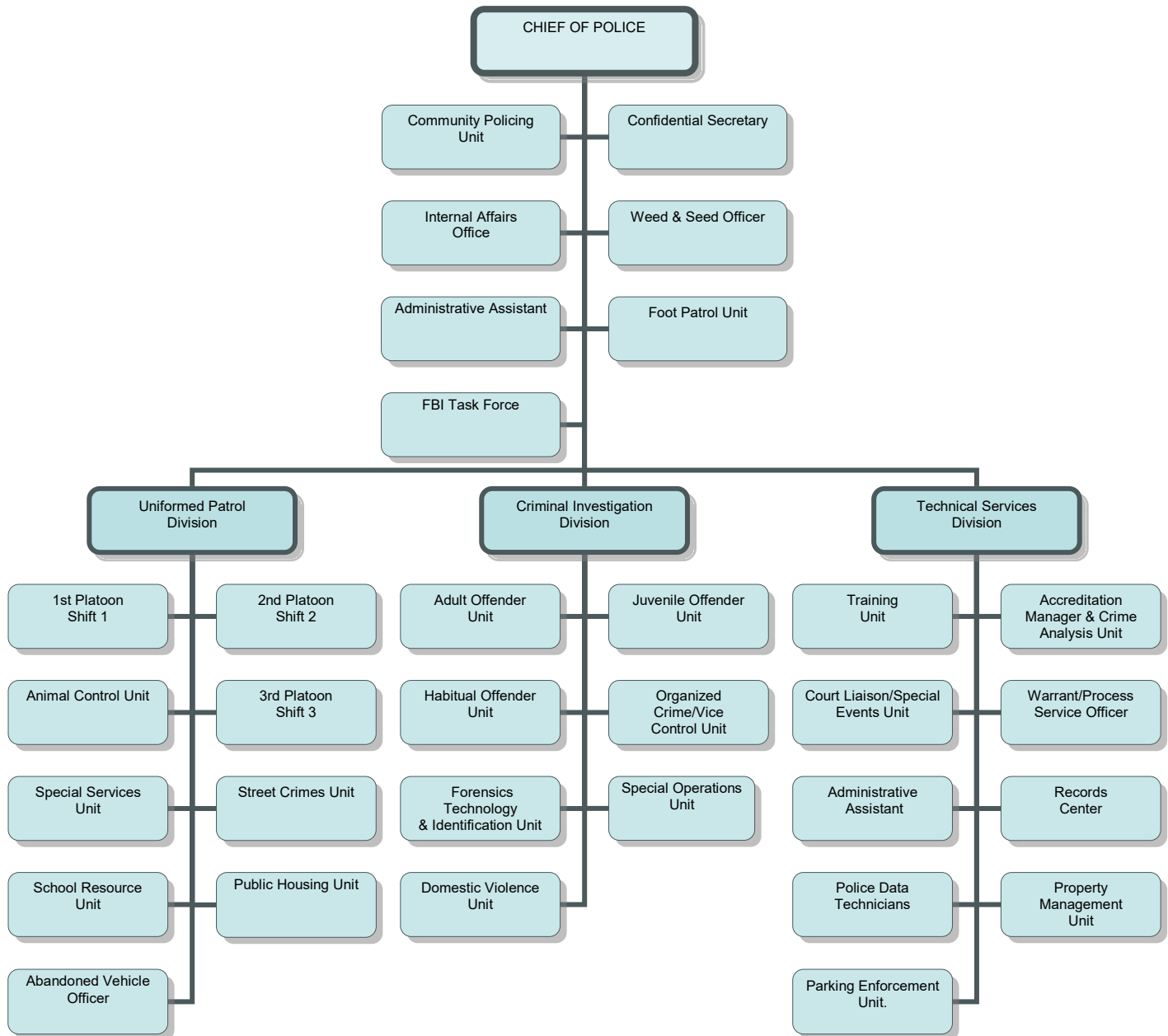
Organization

AUTHORIZED SIGNATURE _____
CHARLES G. KELLAR
CHIEF OF POLICE

APPENDAGE A

BUREAU OF POLICE

Organization



*The official organization chart is to be displayed at locations readily accessible to all personnel, and shall be reviewed annually, and updated as necessary.



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: May 17, 2007	Effective Date: May 17, 2007	General Order #: 07-05	Expiration Date: Until Amended/Rescinded
Subject: ACCREDITATION PROGRAM		Distribution: All Personnel	Amends: 02-05
Reference: CALEA Chapter 33			Rescinds: 02-05

I. PURPOSE

This General Order provides information about the accreditation system administered by the Commission on Accreditation for Law Enforcement Agencies (CALEA), and establishes policy and procedures governing the Accreditation Program of the Harrisburg Bureau of Police.

II. POLICY

All policies and procedures of the Harrisburg Police Bureau shall be maintained and adhered to in a manner consistent with both the letter and spirit of CALEA's Standards for Law Enforcement Agencies Manual.

III. DEFINITIONS

- A. Accreditation: The process relied on by professional organizations to establish, maintain and objectively verify the existence of high-quality policies and procedures.
- B. Accreditation Contact Persons (ACPs): Personnel assigned to the Police Bureau and other city bureaus who maintain liaison with the Accreditation Office, assist in the compilation of written documentation and perform other accreditation duties and activities, as necessary.
- C. Accreditation Process Book: The CALEA publication that serves as the principal source of information on the accreditation process.
- D. Agency Annual Report (AAR): The CALEA report used to determine a law enforcement agency's status between on-site assessments.
- E. Agency Self-Assessment Program (ASAP): The Windows-based, CALEA computer program used to generate a variety of accreditation forms and reports.
- F. Assessors: Individuals who conduct on-site assessments on behalf of CALEA.
- G. Assessor Manual: The CALEA publication that guides the actions of assessors during on-site assessments.

- H. CALEA: The independent, nonprofit organization founded in 1979 by the International Association of Chiefs of Police, National Sheriffs' Association, Police Executive Research Forum and the National Organization of Black Law Enforcement Executives.
- I. Commission: The 21-member board that provides overall guidance and direction to CALEA's operations, the Commission is composed of eleven law enforcement professionals and ten representatives of the public and private sectors.
- J. Individual Standard Status Reports (ISSRs): ASAP-generated forms that are used to identify proofs of compliance and record on-site assessment information.
- K. Pennsylvania Police Accreditation Coalition (PPAC): The coalition group that represents the interests of Commonwealth law enforcement agencies in the CALEA system. The Police Bureau is a member of PPAC.
- L. Proofs of Compliance: Policies, procedures, reports, state statutes, city ordinances and other documents that are used to establish compliance with standards. Using CALEA's terminology, proofs of compliance are defined as follows:
 - 1. Written Directive: Any policy, plan, procedure, rule, general or special order, training directive, or other document that is **binding** upon personnel. Examples of written directives used by the Police Bureau include, but are not limited to: General Orders, Personnel Orders, Special Orders, state statutes and city ordinances.
 - 2. Written Documentation: Any analysis, assessment, audit, budget document, evaluation, file, form, inspection report, inventory, investigation, plan, record, report, review, survey, or system that is used to validate or verify compliance with or adherence to the requirements of a written directive. Examples of written documentation used by the Police Bureau include, but are not limited to: investigative reports, warrants, Traffic and Non-traffic Citations, training records, lesson plans, performance evaluations and computer printouts.
 - 3. Interviews: Contacts with individuals having general or specific knowledge about a standard subject area, or, who are impacted by the requirements of a standard.
 - 4. Observation: Examinations of facilities, conditions, activities, objects, or equipment required by a standard.
- M. Reaccreditation Contract: The CALEA agreement that establishes the obligations an agency and CALEA have to each other between and during on-site assessments.
- N. Self-Assessment Manual (SAM): The CALEA guide to the performance of specific assignments and activities during the self-assessment stage of the accreditation process.

- O. Standards: The requirements, practices and procedures that an agency must comply with to achieve and maintain accredited status. Standards consist of three parts:
 - 1. Statement: An italicized, declarative sentence that places a binding requirement on an agency. Some standards also have italicized “bullet” phrases as part of the statement.
 - 2. Commentary: A sentence or paragraph(s) that is informational, supportive, and non-binding. The commentary is designed to explain or expand upon the standard statement, or provide guidance regarding methods for establishing compliance with a standard.
 - 3. Levels of Compliance: A series of bold letters between parentheses at the end of the commentary that denote whether compliance with a standard is mandatory (**M**), other-than-mandatory (**O**), or not applicable (**N/A**). The sequence of the letters corresponds to four agency-size categories; i.e., the first letter within the parentheses relates to agencies with 1-24 personnel, the second letter to agencies with 25-74 personnel, the third letter to agencies with 75-299 personnel, and the fourth letter to agencies with 300+ personnel. The Police Bureau is in the third category; consequently, its level of compliance for a given standard is identified by the letter appearing in the third position within the parentheses at the end of the commentary.
- P. Standards for Law Enforcement Agencies Manual: The CALEA publication that contains 439 standards organized into 38 chapters or subject areas.

IV. ACCREDITATION STANDARDS

- A. History: The First Edition Standards for Law Enforcement Agencies Manual drafted by CALEA's founding organizations was officially adopted and first applied to law enforcement agencies in 1983. Several editions of the Standards for Law Enforcement Agencies Manual have been issued since 1983. CALEA is now utilizing the Fourth Edition Standards for Law Enforcement Agencies Manual.
- B. Topics: The accreditation standards address six major law enforcement subjects:
 - 1. Agency role, responsibilities, and relationships with other agencies.
 - 2. Organization, management, and administration.
 - 3. Personnel administration.
 - 4. Law enforcement operations, operational support, and traffic law enforcement.

5. Prisoner security and court-related services.
 6. Auxiliary and technical services.
- C. Compliance: Law enforcement agencies that pursue and attain accreditation are required to comply only with those standards specifically applicable to them. Applicability is based on two factors: an agency's size, and the functions it performs. Applicable standards are categorized as: mandatory, i.e., those specifying essential operational or administrative policies in areas such as health, life or safety, Constitutional issues or applicable laws; or, other-than-mandatory, i.e., those dealing with desirable practices and exemplary activities. Agencies **must** comply with all applicable mandatory standards, and a minimum of 80% of applicable other-than-mandatory standards. In rare circumstances, waivers can be sought by an agency if legislation, labor agreements, court orders, or case law preclude establishing compliance with a standard.

V. REACCREDITATION PROCESS

Accredited agencies are required to maintain compliance with applicable standards over time, and in all organizational segments. Accredited agencies must submit AARs to the Commission attesting to continued compliance, and report changes or difficulties experienced during the year, including actions taken to resolve noncompliance. If necessary, the Commission may schedule interim hearings to consider continuing accredited status if noncompliance becomes a serious issue.

VI. GUIDING PRINCIPLES OF ACCREDITATION

CALEA has issued a series of Guiding Principles intended to provide guidance and direction to agencies in the accreditation system, and personnel serving as Accreditation Managers or assessors in on-site assessments. The Guiding Principles, and the subject areas to which they relate, are as follows:

A. Functions Performed or Delegated:

1. An agency that delegates functions to other agencies is held accountable for compliance with applicable standards governing those functions.
2. An agency for which functions are performed on its behalf by another entity is held accountable to verify compliance with applicable standards governing those functions.
3. An agency can be held accountable for functions governed by standards, if the Commission determines that an agency of its size and type should perform this function.

4. If an agency performs functions governed by standards designated as "not applicable," the agency must comply with those standards.
5. If an agency occasionally performs a function governed by standards, its operations in this regard must not be in violation of the applicable standards.

B. Standards:

1. An agency can exceed the requirements of a standard.
2. A standard may not be applicable if the agency does not have responsibility for the functions addressed by the standard, providing the Commission concurs.
3. Unless otherwise indicated, standards related to personnel matters apply to all agency employees.

C. Written Directives:

1. A written directive can be a directive, regulation, plan, procedure, training handout, statute, or other document that is ***binding*** upon agency personnel.
2. An agency does not need to have an individual written directive for each standard requiring a written directive. A single manual or directive covering multiple standards is acceptable.
3. A written directive presumes functional compliance with the directive.

D. Assessors:

1. May review documents other than those cited as proofs of compliance cited in the Assessor's Manual.
2. May literally go outside the agency to verify compliance.
3. Verify agency compliance with every standard listed by the Commission, and may verify compliance with any other standard they decide to assess.

VII. DUTIES AND RESPONSIBILITIES

A. Chief of Police:

1. Maintain familiarity with CALEA's Accreditation Process Book, Assessor Manual, Self-Assessment Manual, Standards for Law Enforcement Agencies Manual and CALEA Update periodical.

2. Monitor the contents of proposed policies and procedures of the Police Bureau and other affected city bureaus to ensure their adoption will not jeopardize the accredited status of the Police Bureau.
3. Monitor compliance with existing policies and procedures by personnel to ensure the accredited status of the Police Bureau is not jeopardized.
4. Ensure accreditation-related duties and activities are performed by organizational segments of the Police Bureau and affected city bureaus in a manner consistent with the letter and spirit of the Standards for Law Enforcement Agencies Manual.
5. Ensure compliance with the requirements of Appendages A through E by all organizational segments.
6. Ensure the Accreditation Office coordinates the completion of AARs, reaccreditation contracts and other CALEA administrative reports.

B. Accreditation Manager:

1. Bureau personnel assigned to this position shall receive specialized accreditation manager training within one year of being appointed.
2. Maintain expertise with CALEA's Accreditation Process Book, Assessor Manual, Self-Assessment Manual, Standards for Law Enforcement Agencies Manual and CALEA Update periodical.
3. Monitor, analyze and assist in the generation of proposed policies and procedures to ensure their adoption will not adversely impact the Police Bureau's accredited status.
4. Monitor compliance with existing policies and procedures by personnel to ensure the accredited status of the Police Bureau is not jeopardized.
5. Provide periodic reports regarding accreditation issues to the Chief of Police, organizational segments of the Police Bureau and other affected city bureaus.
6. Maintain liaison with, and provide guidance, information and assistance to the Chief of Police, organizational segments of the Police Bureau and other affected city bureaus to ensure the timely and satisfactory performance of accreditation duties.
7. Maintain liaison with, conduct initial and "mock" on-site assessments for, and provide information and assistance to law enforcement agencies participating in the CALEA accreditation system.

8. Ensure the adequate representation of Police Bureau interests by attending and actively participating in CALEA conferences.
9. Attend and actively participate in PPAC meetings.
10. Ensure that AARs, reaccreditation contracts, and other CALEA administrative reports are completed in a comprehensive, accurate, and timely manner.
11. Conduct accreditation briefings and training for Police Bureau and other affected city personnel.
12. Monitor compliance with the requirements of Appendages A through E by affected organizational segments.
13. Monitor the performance of accreditation duties and activities by Police Bureau and other affected city bureau personnel to ensure compliance with the letter and spirit of the Standards for Law Enforcement Agencies Manual.

C. Division Commanders, Office Managers and Unit Supervisors:

1. Maintain familiarity with the CALEA Standards for Law Enforcement Agencies Manual.
2. Analyze proposed policies and procedures prior to their submission for review/approval to ensure their adoption will not jeopardize the accredited status of the Police Bureau.
3. Monitor compliance with existing policies and procedures by personnel to ensure the accredited status of the Police Bureau is not jeopardized.
4. Ensure ACPs and other personnel under their command perform all accreditation-related duties and activities in a manner consistent with the letter and the spirit of the Standards for Law Enforcement Agencies Manual.
5. Ensure compliance with the requirements of Appendages A through E by the organizational segments under their command.
6. Ensure one noncommissioned officer or civilian under their command is designated as the Division, Office or Unit ACP, responsible for maintaining liaison with the Accreditation Office, compiling documentation for accreditation files, and performing other accreditation-related activities, as needed.

7. Ensure the names, ranks/positions and telephone numbers of ACPs under their command are provided to the Accreditation Office, via Inter-Office Memo, on an as-needed basis.
8. Ensure an Inter-Office Memo is submitted to the Chief of Police and the Accreditation Office whenever the accredited status of the Police Bureau is jeopardized by the inadequate performance or nonperformance of an accreditation duty or activity. The Inter-Office Memo shall identify the precipitating incident, reference the related accreditation standards, and describe proposed or actual action taken to restore the Police Bureau's compliance.
9. Maintain liaison with the Accreditation Office to help ensure accreditation duties and activities are performed in a comprehensive, accurate and timely manner.

D. Accreditation Contact Persons:

1. Maintain familiarity with the Standards for Law Enforcement Agencies Manual.
2. Maintain liaison with the Accreditation Office to help ensure accreditation activities are completed in a comprehensive, accurate and timely manner.
3. Analyze proposed policies and procedures prior to their submission for review/approval to ensure their adoption will not jeopardize the accredited status of the Police Bureau.
4. Assist in the compilation of written documentation for the Police Bureau's accreditation files, in accordance with Appendages A through E.
5. Provide periodic accreditation-related reports and other correspondence to Division Commanders, Office Managers, and Unit Supervisors.
6. Ensure all accreditation duties and activities are performed in a manner consistent with the letter and spirit of the Standards for Law Enforcement Agencies Manual.

AUTHORIZED SIGNATURE _____
CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: May 03, 2007	Effective Date: May 03, 2007	General Order #: 07-09	Expiration Date: Until Amended/Rescinded
Subject: DISCIPLINARY PROCEDURES		Distribution: All Personnel	Amends: 02-09
Reference: CALEA Accreditation Chapter 26			Rescinds: 02-09

I. POLICY

The Police Chief has the authority to issue a written reprimand or suspend a police officer, for disciplinary purposes, without pay, if an officer pleads guilty to charges or is found guilty by a Disciplinary Board, subject to the appeal process as set forth in existing labor agreements, i.e., FOP Labor Agreement.

- A. The Chief of Police has the authority to discharge a police officer.
- B. Any Captain, Lieutenant or Sergeant, with the approval of a higher ranking officer, may relieve an officer of duty when the officer's conduct is such, that relief of duty is necessary and in the Bureau's best interest. Examples of such conduct are, but are not limited to, demonstrably intoxicated; or, any articulable behavior so outrageous as to alarm the public or create an offensive work atmosphere; this is a judgmental Command decision.
 - 1. Any person so relieved of duty shall be instructed to report to the Office of the Chief of Police at 0900 hours on the next business day, unless the circumstances dictate a different course of action.
 - 2. The Captain, Lieutenant or supervising officer who relieved the officer of duty will report at the same time.
 - 3. The relieved Officer's Division Commander will be informed of all such actions and will also be present at the same time.
 - 4. The relieving officer shall prepare and submit appropriate reports to the relieved officer's Division Commander, with a copy to the Chief of Police, prior to 0900 hours the next business day.

5. Disciplinary Action, or further investigation by Internal Affairs may be directed by the Chief of Police who is vested with final authority and responsibility.

C. Supervisory personnel may take the following disciplinary measures:

1. Oral Reprimand at Platoon or Division level.
2. Relieve personnel of duty under circumstances in I., 2.
3. Written recommendation for other penalties; e.g., written reprimand, suspension, etc.

II. INVESTIGATION AND REPORTS - INDICTABLE OFFENSES

A. The Division Commander of personnel accused or suspected of violations of the Pennsylvania Crimes Code will conduct an investigation in cooperation with C.I.D. Adult Offender Section personnel, Dauphin County C.I.D., and the Pennsylvania State Police.

1. Personnel arrested for indictable offenses under the Crimes Code will be informed of the charges by his/her Division Commander, who will be the arresting officer when applicable.
2. When the accused officer is arrested, the Police Chief will be notified immediately.
3. The handling of warrants for, or arrests of, officers shall be privately administered; e.g., not at roll call; this will always be done in accordance with the provisions of item A & B above.
4. Constitutional warnings must be read to the accused prior to taking a statement.
5. In all instances where an officer is subject to a polygraph or voice stress examination, the testing procedures shall be prepared and administered by non-bureau personnel, e.g., Pennsylvania State Police or other appropriate agency. All such arrangements for Polygraph or voice stress Examinations will be facilitated by the Chief of Police or his designee.

III. INVESTIGATION AND REPORTS - VIOLATIONS OF BUREAU REGULATIONS

A. The Division Commander of personnel accused of violations of Bureau Regulations Will:

1. Conduct or cause to be conducted a thorough investigation and submit complete reports.

2. Obtain statements from civilian complainants and witnesses.

NOTE: REFUSAL OF COMPLAINANTS AND/OR WITNESSES TO APPEAR WILL NOT RELIEVE THE COMMANDING OFFICER OF THE RESPONSIBILITY TO CONDUCT A THOROUGH INVESTIGATION AND SUBMIT COMPLETE REPORTS.

3. No charges will be filed against any officer unless:

- (a) A sworn citizen's complaint is filed pursuant to City Ordinance No. 27 of 1987, or;
- (b) A member of the Police Bureau has initiated such charges as a result of an investigation or first hand knowledge.

- B. Upon completing the report, conclude by classifying the case into one of the following categories:

1. Unfounded: The investigation indicates that the act(s) complained of did not occur or failed to involve police personnel.
2. Exonerated: Act(s) did occur but were justified, lawful and proper.
3. Not Sustained: The investigation fails to discover sufficient evidence clearly prove or disprove the allegations made in the complaint.
4. Sustained: The investigation disclosed sufficient evidence to clearly sustain the allegations made in the complaint.
5. Policy Failure: Investigation reveals that the alleged act(s) did occur. However, the officer was acting in accordance with established Bureau Policy.

- C. Personnel charged with violations of Bureau Regulations will be permitted to plead guilty before the Chief of Police, who will advise the employee of the penalty which would be imposed should the guilty plea be accepted. Where the officer pleads guilty, the officer shall forfeit the right to appeal the disciplinary action in any manner, as per Basic Labor Agreement.

- D. Hearings before the Chief of Police:
1. Any officer can request a hearing before the Chief of Police, where they will be given the opportunity to present testimony, witnesses, and have the right to FOP representation.
 2. The Chief of Police will make the decision on what disciplinary action will be administered.
- E. All officers have the right to appeal the decision of the Chief of Police as per the Basic Labor Agreement. Any disciplinary termination or suspensions of five (5) days or less, upon the finding of guilt, can be imposed immediately by the Chief of Police.
- F. Disciplinary Information Report
1. Will be prepared in duplicate, signed by the accused and distributed as follows:
 - (a) Original - Chief of Police
 - (b) Copy - Accused Officer
 2. "Information/Narrative" section will include the following:
 - (a) SECTION: List the Section which was violated and what it says.
EXAMPLE: Section 3.03 - Absent Without Leave for less than five consecutive working days.
 - (b) DETAILS: Provide specific details of the occurrence to include dates and times.
EXAMPLE: Officer Smith failed to report for duty on 9-7-89 and 9-8-89, as scheduled.
 - (c) WITNESSES: Police Officers or civilian persons who can substantiate the charge should be listed by full name and/or title.
EXAMPLE: Susan B. Anthony
Lt. Carroll Wagner

(d) PENALTY/DEGREE: List applicable penalty and degree per Code of Conduct violation.

EXAMPLE: First offense - Reprimand to Three (3) days.

IV. INVESTIGATED/ARRESTED OFF DUTY - WITHIN CITY

A. When an officer is off duty and is investigated, cited, issued a summons, or arrested for any infraction of the PA Crimes Code, the officer shall immediately report the incident to the on-duty Platoon Commander.

B. When an officer is off duty and is investigated, cited, issued a summons, or arrested for any infraction of the PA Crimes Code, the Duty Lieutenant will:

1. Notify the arrested officer's Division Commander and the Chief of Police.
2. Retain officer's badge, identification card and weapons, pending the arrival of the officer's Commanding Officer.

NOTE: If any of the above items were used in the commission of the crime charged, the officer who first took custody of the items must maintain the chain of evidence and therefore is responsible.

(a) The Division Commander of the accused will:

- (1) Contact the Police Chief who will determine the officer's disposition, pending further action.
- (2) Take possession of the officer's effects that will not be used as evidence.

V. INVESTIGATED/ARRESTED OUT OF TOWN

A. Whenever an officer of the Bureau is investigated, cited, issued a summons, or arrested for any criminal infraction in another jurisdiction, he/she will personally notify his/her commanding officer as soon as possible, by whatever means available or request the arresting agency to notify the Commanding officer.

B. The notification will include:

1. Name of arresting agency or jurisdiction
2. Charge(s)

3. Date, time and location of arrest
4. Location of initial incarceration
5. Date, time and location of the initial judicial proceeding.

C. Commanding Officers, when notified of such an arrest, will immediately notify:

1. Division Commander
2. Chief of Police

VI. PERSONNEL TEMPORARILY ASSIGNED

- A. When personnel who are temporarily assigned to another unit commit infractions of Bureau Regulations, the Commanding Officer of the permanent assignment shall conduct the investigation and prefer charges.
- B. The Commanding Officer of the temporarily assigned personnel will submit a report of the violation to the Commanding Officer of the permanent assignment.

VII. HEARINGS

- A. Bureau personnel appearing as witnesses for the purposes of any disciplinary hearings, will be directed by notice to attend, and, if applicable, be compensated with overtime payment, as per the Collective Bargaining Agreement.

VIII. DISMISSAL

- A. When an investigation of misconduct is complete and results in the termination of an officer, the following information shall be provided to the dismissed officer:
 1. A statement citing the reason for dismissal.
 2. The effective date of dismissal.
 3. A statement of the status of fringe and retirement benefits after dismissal.

IX. DISCIPLINARY HEARING PROCESS

1. All hearings and investigations will be held in compliance with the Collective Bargaining Agreement.
2. In all non-criminal internal investigations, the officer being investigated will be given written notice of same.

3. Police personnel who are subjected to a Disciplinary Hearing will be notified, in writing, of the result, summarizing the facts at issue.
4. All records of disciplinary action against an employee will be forwarded to the City Bureau of Human Resources for inclusion in the employees personnel file.
5. Reckoning Period and Purging of Records will be consistent with Bureau Code of Conduct and applicable sections of the Collective Bargaining Agreement.

AUTHORIZED SIGNATURE _____
CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: July 23, 2007	Effective Date: July 23, 2007	General Order #: 07-11	Expiration Date: Until Amended/Rescinded
Subject: DISCIPLINARY CODE		Distribution: All Personnel	Amends: 02-11
Reference: CALEA Accreditation Chapter 26			Rescinds: 02-11

I. INTRODUCTION

- A. As a sworn police officer for the Harrisburg Police Bureau, you are responsible to prevent crime, protect life and property and to preserve the public and private peace.
- B. This disciplinary code contains a summary of your moral and legal responsibilities.
- C. It sets forth the rules of conduct which govern your daily activities and those to which you must adhere to maintain professional excellence.
- D. You have a solemn obligation to serve the public. Your ability to do so in an impartial, efficient and courteous manner, is limited only by your initiative and self-reliance.

II. DISCIPLINARY CODE

- A. The following list of penalties are a guide for the Police Chief to ensure uniformity and fairness relative to disciplinary code violations.
- B. Offenses not included will result in penalties similar to those specified for listed offenses of comparable seriousness.
- C. The "Reckoning Period" is that period of time during which an employee is expected to have a record free of the same offenses he/she was found guilty of previously..
- D. All Reckoning Periods will be computed from the date the first offense was committed. Second, third and subsequent violations of the same type during the reckoning period will be treated as second, third and subsequent offenses.

In order to charge for a second or subsequent offense, the present violation must be of similar conduct as the former charge for which an officer has been found guilty.

- E. The same type of offense committed after the reckoning period expires will count as the first offense.
- F. All proposed charges shall be reviewed by the appropriate designee of the Chief of Police for the purpose of determining whether such charges are in compliance with General order, as well as to prevent the pyramiding of charges. Every attempt will be made to charge the affected officer with the provision in the Code of Conduct which is most applicable to the situation being addressed.

G. Additional Remedies

1. Retraining

In addition to the penalties listed for infractions of the Disciplinary Code, supervisory personnel and the Chief of Police, may impose counseling and retraining as disciplinary tools to modify officer's behavior not consistent with prudent conduct.

Retraining shall be specific to the action being corrected and may be used when the infraction results from an officer's reckless use of equipment/material, or from apparent failure to follow established procedures.

2. Counseling

Counseling may be imposed when:

- (a) At the section/unit level, the infraction does not involve the initiation of Disciplinary Action Information Report. The supervisor will document action and make part of the officer's performance report file.
- (b) At the Division Commander level when the officer pleads guilty after initiation of the Disciplinary Action Information Report, or he/she is found guilty by the Chief of Police.
- (c) Utilizing outside social agency, i.e., Employee Counseling Service, and there is some other underlying problem contributing to the officer's job performance.

* Whenever the disciplinary penalty "counseling" is used in this Code of Conduct, refer to this section.

H. Disciplinary Penalties

Written Reprimand - is a written disciplinary action outlining the misconduct of the officer. A written reprimand is subject to the approval of the Chief of Police. A written reprimand becomes part of the officer's personnel file.

Suspension Without Pay - the officer is suspended from duty without pay for a period listed for particular infraction in this code. Subject to the approval of the Chief of Police.

Suspension Without Pay/work in Lieu of Pay - the officer is suspended from duty without pay for a period listed for particular infraction in this code. The officer may request to serve some or all of the suspension on his days off. Subject to approval of the Chief of Police.

Dismissal for Non-Probationary officers - the officer is dismissed from police service after hearing before the Chief of Police. Infractions for which dismissal may be sought are listed in the Disciplinary Code.

Discretion of the Chief of Police - includes penalty ranging from Counseling to Dismissal.

III. COMPLIANCE

Failure to comply with any provisions will result in disciplinary action in accordance with the disciplinary code:

ARTICLE I
CONDUCT UNBECOMING AN OFFICER

<u>SECTION</u>	<u>CHARGES</u>	1st Offense	2nd Offense	3rd Offense	Reckoning	Period
1.01	Failure to report circumstances of money gifts, offers of service, or any item of value which arises out of or involves performance of officer's duties, to Division Commander.	Reprimand	Reprimand to 3 Days	Reprimand to Dismissal	1 Yr	
1.02	Failure to obtain approval of the Chief of Police prior to participating in speaking engagement in the field of his/her professional expertise as a police officer, whether or not such engagement involves compensation.	Reprimand	Reprimand to 3 Days	Reprimand to 10 Days	1 Yr	
1.03	Failure to report, in writing, knowledge of offers of bribes or gratuities to permit illegal acts.	10 Days to Dismissal	Dismissal		2 Yrs	
1.04	Knowingly and willfully making a false entry in any Bureau written or computer report, record or information system.	5 Days to Dismissal	10 Days to Dismissal	Dismissal	2 Yrs	
1.05	Knowingly associating with persons engaged in or in furtherance of unlawful activities while not in the line of duty.	Reprimand to 5 Days	Reprimand to 10 Days	Reprimand to Dismissal	2 Yrs	
1.06	Fighting with members of the Bureau while one or both are on duty.	Reprimand to 5 Days	Reprimand to 10 Days	Reprimand to 15 Days	1 Yr	

ARTICLE I
CONDUCT UNBECOMING AN OFFICER

<u>SECTION</u>	<u>CHARGES</u>	1st Offense	2nd Offense	3rd Offense	Reckoning Period
1.07	Quarrelling with members of the Bureau, of the same rank, while one or both are on duty.	Reprimand	Reprimand to 3 Days	Reprimand to 5 Days	1 Yr
1.08	Soliciting for attorneys, bondsmen, or other business persona or firms for personal gain related to the performance of officer's duties.	10 Days to Dismissal	Dismissal		2 Yrs
1.09	Using profane, rude or insulting language or conduct offensive to the public while on duty.	Reprimand to 3 Days	Reprimand to 5 Days	Reprimand to 10 Days	1 Yr
1.10	Using profane or insulting language to another member of the Bureau public while on duty.	Reprimand to 3 Days	Reprimand to 5 Days	Reprimand to 10 Days	1 Yr
1.11	Releasing police information or policy without authority, acting in the capacity of speaking for the Bureau.	Reprimand to 3 Days	Reprimand to 5 Days	Reprimand to 10 days.	1 Yr
1.12	Any violations) of Bureau rules and regulations arising from any single serious incident, or any other course of serious conduct indicating that an officer has little or no regard for his/her responsibility as a member of the Police Bureau.	10 Days to Dismissal	10 Days to Dismissal	10 Days to Dismissal	2 Yrs
1.13	The use of a controlled substance by any member is prohibited except when prescribed in the care and treatment of a member of a licensed medical (doctor) practitioner.	Dismissal			

ARTICLE II
INTOXICATION

<u>SECTION</u>	<u>CHARGES</u>	1st Offense	2nd Offense	3rd Offense	Reckoning Period
2.01	Odor of alcohol on breath while on duty.	Counseling	3 to 5 Days	5 - 10 Days	1 Yr
2.02	Intoxication on duty.	Counseling to 10 Days	10-Days to Dismissal	Dismissal	2 Yrs
2.03	Off duty - In uniform or in part of the uniform , that readily identifies the officer as a member of the Bureau.	Counseling to 10 Days	10 Days to Dismissal	Dismissal	2 Yrs
2.04	Off duty - not in uniform and arrested	Counseling to 10-Days	10 Days to Dismissal	Dismissal	2 Yrs
2.05	Consumption of alcohol while on duty, whether in uniform or plainclothes, when such consumption is not in furtherance of officer's duties.	Counseling to 3 Days	3 - 5 Days	5 - 10 Days	1 Yr
2.06	Constructive possession of alcoholic beverages on the person, in police vehicle or other property, while on duty.	Counseling to 3 Days	3 - 5 Days	5 - 10 Days	1 Yr

ARTICLE III
NEGLECT OF DUTY

<u>SECTION</u>	<u>CHARGES</u>	1st Offense	2nd Offense	3rd Offense	Reckoning Period
3.01	Failure to take police action, on or off duty, in or out of uniform, within the jurisdiction of the City of Harrisburg.	Reprimand to 5 Days	Reprimand to 10 Days	Reprimand Dismissal	2 Yrs
3.02	Asleep on duty.	Reprimand to 3 Days	Reprimand to 5 Days	Reprimand to 10 Days	2 Yrs
3.03	Absence without leave.	Reprimand to 3 Days	Reprimand to 5 Days	Reprimand to 10 Days	1 Yr
3.04	Failure to comply with the Police Chief's orders, or any general orders, regulations, etc. or any oral or written orders of superiors.	Reprimand to 5 Days	Reprimand to 10 Days	Reprimand to 20 Days	2 Yrs
3.05	Failure to report as witness when duly notified or subpoenaed.	Reprimand to 3 Days	Reprimand to 5 Days	Reprimand to 10 Days	1 Yr
3.06	Allowing prisoner to escape through carelessness or neglect.	Reprimand to 3 Days	Reprimand to 5 Days	Reprimand to 10 Days	1 Yr
3.07	Failure to properly patrol beat or district; unauthorized absence from assignment; willful failure to respond to radio call; idle conversation or loafing.	Reprimand to 3 Days	Reprimand to 5 Days	Reprimand to 10 Days	1 Yr
3.08	Unreasonable failure to remove keys from police vehicle when unattended.	Reprimand to 3 Days	3 to 5 Days	5 to 10 Days	1 Yr

ARTICLE III
NEGLECT OF DUTY

<u>SECTION</u>	<u>CHARGES</u>	1st Offense	2nd Offense	3rd Offense	Period	Reckoning
3.09	If police vehicle is stolen due to unreasonable failure to remove keys from the vehicle.	3 to 10 Days	10 Days	Dismissal	1 Yr	
3.10	Loss or damage to Police Bureau property, or property of others, resulting from negligence or from failure to properly care for same.	Reprimand	Reprimand to 3 Days	Reprimand to 10 Days	1 Yr	
	<u>4th Subsequent Offense</u>	Discretion of Chief of Police				
3.11	Maliciously damaging Police Bureau property and/or equipment with the intent to hinder or disrupt the operations of the Bureau; Deliberate interference with Police Radio broadcasting and tampering with Police Radio equipment.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	2 Yrs	
3.12	Firearms-Carrying and Qualifying Willful failure to report as scheduled Firearms proficiency qualifications	1 to 3 Days	3 to 5 Days	5 to 10	1 Yr	Days
	Failure to qualify after the "30 day period" will result in suspension	1 to 10 Days				
	Failure to qualify after the "60 day period"	Termination				

ARTICLE III
NEGLECT OF DUTY

<u>SECTION</u>	<u>CHARGE</u>	1st Offense	2nd Offense	3rd Offense	Reckoning Period
3.13	Improper use, handling or display of firearms while on duty.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	2 Yrs
3.14	Improper discharge of firearms.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	2 Yrs
3.15	Failure to have external employment approval.	Reprimand to 3 days	Reprimand to 5 Days	Reprimand to 10 Days	1 Yr

ARTICLE IV
DISOBEDIENCE OF ORDERS

<u>SECTION</u>	<u>CHARGES</u>	1st Offense	2nd Offense	3rd Offense	Reckoning Period	
4.01	Soliciting money or any valuable thing without proper authorization, while on duty.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	1 Yr	
4.02	Conducting or engaging in Non-Police business for which officer receives or hopes to earn a pecuniary reward or any remunerative compensation, during his/her tour of duty.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	1 Yr	
4.03	Failure to notify the Law Bureau through the chief of Police when instituting civil action arising from police duty "Nothing in this rule shall preclude any officer from initiating an employment discrimination action in the absence of prior notification to the Law Bureau or Police Chief." (Intent of this section is to ensure notification rather than to prevent officer from instituting civil action)	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	1 Yr	of the Chief of
4.04	Failure to be home without legitimate reason, after reporting off sick.	Reprimand to 3 Days	Reprimand to 5 Days	Reprimand to 10	1 Yr	Days
4.05	Failure to obtain medical treatment or certificate while on sick leave when required.	Reprimand to 3 Days	Reprimand to 5 Days	Reprimand to 10	1 Yr	Days

ARTICLE IV
DISOBEDIENCE OF ORDERS

<u>SECTION</u>	<u>CHARGES</u>	1st Offense	2nd Offense	3rd Offense	Reckoning Period
4.06	Failure to follow bureau procedure for the handling of evidence, personal effects, and all other property taken into custody.	Reprimand to 3 Days	Reprimand to 5 Days	Reprimand to 10 Days	1 Yr
4.07	Failure to conduct proper, thorough, and complete investigation or failure to thoroughly search for, collect preserve and identify evidence.	Retraining to 3 Days	Reprimand to 5 Days	Reprimand to 10 Days	1 Yr
4.08	Failure to report on or off assignment as prescribed.	Reprimand to 3 Days	Reprimand to 5 Days	Reprimand to 10 Days	1 Yr
4.09	Tardiness	Reprimand to 3 days	Reprimand to 5 Days	Reprimand to 10 Days	1 Yr
4.10	Changing residence without giving 24 hour prior notification.	Reprimand to 3 days	Reprimand to 5 Days	Reprimand to 10 Days	1 Yr
4.11	Failure to carry required equipment, not in full prescribed uniform, and failure to present a neat appearance in prescribed uniform in accordance with Policy and Directive.	Reprimand	Reprimand to 3 Days	Reprimand to 5 Days	1 Yr
4.12	Omitting, altering, or abbreviating title in a disrespectful manner when addressing any superior officer.	Reprimand	Reprimand to 3 Days	Reprimand to 5 Days	1 Yr

ARTICLE IV
DISOBEDIENCE OF ORDERS

<u>SECTION</u>	<u>CHARGES</u>	1st Offense	2nd Offense	3rd Offense	Reckoning Period
4.13	Failure to properly salute, when in uniform, the Mayor, Police Chief, or a uniformed superior.	Reprimand	Reprimand to 3 Days	Reprimand to 5 Days	1 Yr
4.14	Communicating or imparting confidential police information either in writing or verbally, to unauthorized persons.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	2 Yrs
(Confidential information includes all official files, reports and information held by the Bureau or in the custody or control of Bureau personnel. Applicable records and information may be released to appropriate persons authorized by statute or Bureau rules, regulations and procedures).					
4.15	Failure to give prescribed identification when answering phone or refusal to give name and badge number when properly requested, while on duty.	Reprimand to 3 Days	Reprimand to 5 Days	Reprimand to 10 Days	1 Yr
4.16	No one will without being subpoenaed and previously notifying the Police Chief appear or give testimony as a character witness for any defendant in a criminal trial or inquiry.	Reprimand	Reprimand to 3 Days	Reprimand to 5 Days	2 Yrs
4.17	Failure to renew Pa. Operator's License.	Reprimand to 3 Days	Reprimand to 5 Days	Reprimand to 10 Days	2 Yrs

ARTICLE IV
DISOBEDIENCE OF ORDERS

4.18	Failure to notify Commanding Officer in writing knowing that Pennsylvania Motor Vehicle Operator's License has been revoked, or suspended.	Reprimand to Dismissal	Dismissal		
4.19	Police officer will have a telephone or access to a phone number where they can be reached in an emergency situation. Notification to Bureau within 24 hours after changing of telephone number.	Reprimand to 3 Days	Reprimand to 5 Days	Reprimand to 10 Days	1 Yr

ARTICLE V
SUPERVISORY MALFEASANCE

<u>SECTION</u>	<u>CHARGES</u>	1st Offense	2nd Offense	3rd Offense	Period	Reckoning
5.01	Failure to properly supervise subordinates; or to prefer disciplinary charges; or to take other appropriate disciplinary action.	Reprimand to 5 Days	Reprimand to 10 days or demotion	Reprimand to 20 days or demotion	2 Yrs	
5.02	Failure to maintain a working knowledge of Bureau Rules and Regulations, as supervisor.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	1 Yr	
5.03	Supervisor's failure to respond to major incidents, such as riots, accidents or homicides, when required by Bureau regulations.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	1 Yr	
5.04	Failure to direct, train, or guide subordinates in the performance of their duties.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	1 Yr	
5.05	Failure to issue orders in clear and understandable language.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	1 Yr	
5.06	Knowingly issuing an order which is in violation of law or Bureau regulations.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	1 Yr	
5.07	Failure to check patrol districts and officers assigned during a tour of duty.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	1 Yr	

ARTICLE V
SUPERVISORY MALFEASANCE

<u>SECTION</u>	<u>CHARGES</u>	1st Offense	2nd Offense	3rd Offense	Reckoning Period
5.08	Failure to conduct proper Roll Call; failure to communicate orders, and other correspondence; failure to inspect personnel prior to duty and correct deficiencies.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	2 Yrs
5.09	Failure to inspect vehicles as required.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	2 Yrs
5.10	Failure to review and sign or approve subordinate's reports when required; and to ensure that the reports are properly completed.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	2 Yrs
5.11	Failure to assign adequate supervision for section/unit.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	2 Yrs
5.12	Failure to counsel subordinates; failure to document counseling.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	2 Yrs
5.13	Failure to cooperate with other sections or units.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	2 Yrs

ARTICLE V
SUPERVISORY MALFEASANCE

<u>SECTION</u>	<u>CHARGES</u>	1st Offense	2nd Offense	3rd Offense	Reckoning Period
5.14	Failure to provide for proper relief of assigned personnel.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	2 Yrs
5.15	Failure to take command at the scene of and incident until relieved by higher authority.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	2 Yrs
5.16	Failure to supervise personnel regarding compliance with procedures for the custody of prisoners detained.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	2 Yrs
5.17	Failure to initiate commendatory actions of Section/Unit personnel.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	2 Yrs
5.18	Failure to ensure the service of subpoenas to Section/Unit personnel.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	2 Yrs
5.19	Failure to audit Bureau equipment for correctness.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	2 Yrs
5.20	Failure to complete administrative reports as required.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	2 Yrs

ARTICLE V
SUPERVISORY MALFEASANCE

<u>SECTION</u>	<u>CHARGES</u>	1st Offense	2nd Offense	3rd Offense	Reckoning Period
5.21	Failure to properly investigate citizen's complaints.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	2 Yrs
5.22	Failure to assign appropriate personnel to special details or other assignments.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	2 Yrs
5.23	Failure to ensure that investigative reports are submitted by subordinates as required by Bureau policy.	Discretion of the Chief of Police	Discretion of the Chief of Police	Discretion of the Chief of Police	2 Yrs

AUTHORIZED SIGNATURE _____

CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: June 27, 2007	Effective Date: June 27, 2007	General Order #: 07-19	Expiration Date: Until Amended/Rescinded
Subject: POLICE EARLY WARNING SYSTEM		Distribution: All Personnel	Amends: 02-19
Reference: CALEA Accreditation Chapter 35			Rescinds: 02-19

I. PURPOSE

The purpose of this general order is to provide members with guidelines on the Personnel Early Warning System.

II. POLICY

It is the policy of Harrisburg Bureau of Police to maintain a Personnel Early Warning System to provide systematic reviews of specific, significant events involving members. This system is necessary for the Bureau to exercise its responsibility to evaluate, identify, and assist members who exhibit signs of performance and/or stress related problems. The Personnel Early Warning System is only one of the methods by which members are identified as possibly needing assistance with performance and/or stress related problems. The System is intended to serve as a systematic approach to highlight tendencies that may otherwise be overlooked.

III. PROCEDURE

A. Definition

1. Personnel Early Warning System - a time-sensitive system designed to effectively organize critical performance and evaluation data in a format conducive to promptly identify early indicators of certain performance and/or stress related problems and to facilitate any necessary or appropriate follow-up activities.

B. Reporting Requirements

1. Supervisors are responsible for reporting all aspect of their subordinates conduct and behavior. These reports shall include conduct that is both commendatory and disciplinary. All conduct and behavior reports shall be submitted to the supervisor of the member completing the report.

2. Reports or forms containing information on targeted incidents shall be entered into the Personnel Early Warning System. These reports may be in the form of performance evaluations, internal investigations, inter-departmental memorandum, disciplinary action and counseling reports, sustained and not sustained citizen complainants, use of force incidents. Platoon Commanders are responsible for submitting this information to Internal Affairs.
3. The Chief of Police shall maintain and control all records of completed reviews.

C. Personnel Early Warning Review

1. Internal Affairs shall initiate a Personnel Early Warning review through an evaluation of collected materials when a level or frequency of targeted incidents are indicated through annual Personnel Early Warning System reports or through periodic checks of members through the system. These materials include but are not limited to:
 - a. Department performance evaluations;
 - b. Internal investigations;
 - c. Sustained and not sustained citizen complaints;
 - d. Disciplinary action;
 - e. Use of force incidents;
 - f. Motor vehicle pursuits;
 - g. Supervisory and member reports such as disciplinary counseling reports, and/or inter-departmental memorandum.
2. Incidents targeted in the Personnel Early Warning System include:
 - a. Use of force;
 - b. Pursuits;
 - c. Citizen complaints;
 - d. Sick time;
 - e. Tardiness;
 - f. Resisting arrest cases;
 - g. Assault against a police officer cases;

- h. Arrested subject injuries;
 - i. Officer injury reports;
 - j. Vehicle accidents;
 - k. Civil litigation.
 - 3. If Internal Affairs reasonably believes, after a review of the collected materials, that further review is necessary, Internal Affairs shall inform the Chief of Police and the commander of the division of the findings. The Chief of Police shall examine the findings and if the Chief of Police reasonably believes that further action is warranted, the Chief of Police shall assign Internal Affairs to further investigate the incident and submit a report on the findings.
 - 4. Internal Affairs detectives conducting a review shall have access to all Bureau reports, reviews, and analysis that may aid them in the completion of the Personnel Early Warning review.
 - 5. If deemed necessary by the Chief of Police a meeting shall be scheduled with the Chief of Police, Internal Affairs and the member's Platoon/Division commander to discuss the findings of the review and the recommended course of corrective action. This action may be voluntary, for example the member seeking assistance through the Employee Assistance Program, or department mandated in accordance with the provisions set forth in general order 9, Disciplinary Procedures.
 - 6. All reviews shall be maintained in the strictest confidence and shall not be discussed with other members unless it is necessary for completion of the review. All members made aware of a review shall be informed that unauthorized disclosure of any aspect of the review may result in disciplinary action.
- D. Evaluation of the Personnel Early Warning System
- 1. Annually, the Chief of Police shall designate Internal Affairs to evaluate the Personnel Early Warning System. This evaluation shall include:
 - a. Quality of information entered into the System;
 - b. Proper utilization of the System;
 - c. Adherence to department policy;
 - d. Recommendations of changes to the system, its usage, or department policy.
 - 2. The evaluation shall be inclusive of January through December and submitted to the Chief of Police no later than March 1st.

AUTHORIZED SIGNATURE _____

CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: August 09, 2007	Effective Date: August 09, 2007	General Order #: 07-21	Expiration Date: Until Amended/Rescinded
Subject: K-9 OPERATIONS		Distribution: All Personnel	Amends: 04-21
Reference: CALEA Accreditation Chapter 41			Rescinds: 04-21

I. POLICY

It is the policy of the Harrisburg Bureau of Police to utilize canine personnel to the greatest extent possible. The psychological deterrence to crime, superior speed, and scenting abilities will be used in support of the patrol and investigative functions to apprehend offenders, recover evidence, conduct explosive and narcotics searches, and improve officer safety.

II. PROCEDURE

A. Supervision

1. Canine handlers will be under the immediate supervision of the Canine Unit Supervisor.
2. Canine teams will be assigned by the Canine Unit Supervisor to patrol specific districts, grids, or zones where the incidents of crime are high. Canine teams will be utilized in support of special operations as directed by the supervisor of the Special Services Unit.

B. Handler Responsibilities

1. Handlers will be responsible for the care, training of their assigned animal, and will be held strictly accountable for the proper use of the canine.
2. Handlers will be responsible to maintain the working proficiency of their assigned canine at United States Police Canine Association (U.S.P.C.A.) National training levels.
3. Handlers will be required to submit training reports and all field trial documentation relative to their assigned canine to the Canine Unit supervisor. All documents will be entered into the canine's permanent records maintained by the Bureau of Police Training Unit.
4. All canine usage documents will be assigned the appropriate incident number and submitted to the Canine Unit supervisor. The supervisor of the Special Services Unit will review all canine usage reports, prior to being submitted to the Commander of Uniform Patrol. Upon the approval of the Commander of Uniform Patrol, canine usage reports will be permanently filed in the Records Center.

5. K-9 Training Aids

- a. The Bureau designated Canine Trainer will be the person responsible for maintaining appropriate licensing and approved storage for all narcotic and explosive training aids. All narcotic and explosive training aids will be inventoried on a quarterly basis by the Canine Unit Supervisor with the results being submitted to the Supervisor of the Special Services Unit.
- b. Training aids may be signed out by the Canine Unit Supervisor or Canine Trainer for the purpose of canine detection training. One training aid specialty specific to the handler's detection training may be signed out by a handler while on-duty for re-enforcement training with their canine. Handlers must have the sign-in/sign-out witnessed by an on-duty police supervisor in the appropriate log book. Training aids shall only be transported in official marked police vehicles.
- c. The Canine Unit Trainer will be issued a bureau weapon for training use. The issuance of the weapon will be documented by the Canine Unit Trainer and Quartermaster. The Canine Unit Trainer will be responsible for the security and accountability for the weapon. The Canine Unit Trainer is the only person authorized to sign out the weapon for training purposes.
- d. All members of the canine unit involved in canine narcotics detection training program shall be required to submit to a periodic unannounced drug test (urinalysis) at the direction from the Chief or Commander of Uniform Patrol, who shall select the date and time when each employee assigned to the Canine Unit shall be tested.

C. TRAINING

1. Harrisburg Bureau of Police Canine Teams will be trained to comply with the national standards of training set forth by the United States Police Canine Association. All assigned teams will maintain annual membership with the U.S.P.C.A., membership fees will be provided by the Bureau of Police.
2. All teams will be required to complete sixteen (16) hours of in-service training monthly. Training will include the following tasks:
 - a. Obedience
 - b. Agility
 - c. Article Search
 - d. Tracking
 - e. Building Searches
 - f. Area Searches
 - g. Controlled Aggression
 - h. Narcotics Detection (Drug Dog)
 - i. Explosives Detection (Bomb Dog)
3. Canine handlers will be responsible for training their assigned canine. Training exercises will be designed to improve the proficiency of the canine and will accustom the team to react and perform in various situations and environments.

4. All canine teams shall be required to attend an annual U.S.P.C.A. Field Trail in both patrol/utility and detection. Canine teams shall strive for certification in both specialties. Registration fees, lodging cost and travel expenses will be provided by the Bureau of Police.
5. Team proficiency shall be determined by the overall performance results of in-service training, U.S.P.C.A. field trials and on-duty performance. Proficiency deficiencies will be documented by the Canine Trainer and reviewed by the Canine Unit supervisor and the supervisor of the Special Services Unit. The Commander of Uniform Patrol or the Chief of Police shall make the final determination on all teams overall proficiency to perform official duties.

D. DUTIES OF CANINE TEAMS

1. Canine teams shall be assigned to assist patrol and investigation functions in the following areas.
 - a. Buildings and area searches for criminal suspects.
 - b. Tracking criminal suspects, escapees and lost or missing persons.
 - c. Searching areas for evidence disposed of by criminal suspects.
 - d. Criminal apprehension.
 - e. Crowd control/protection of officers making arrests.
 - f. Narcotics and Explosive detection.
 - g. High visibility foot patrols in high crime areas.
2. Performing other duties as designated by the Canine Unit supervisor, supervisor of the Special Services Unit, Uniform Patrol Division Commander, or the Chief of Police.
3. Canine teams should attempt to stay in-service and not be used for back up on routine calls not in progress, report calls, fire service calls, traffic control and accident calls unless emergency conditions exist.

E. POLICE CANINE USE OF FORCE

1. The police canine is considered a non-lethal weapon to be used only under circumstances where an officer is justified in using other non-lethal weapons and the Use of Force Continuum is applied.
2. A canine handler may permit controlled aggression by his canine under the following circumstances.
 - a. To prevent or protect against the handler being assaulted.
 - b. To prevent or protect against the canine being assaulted.

- c. To prevent or protect against a citizen being assaulted.
 - d. To prevent the escape of a person suspected of or known to have committed a felony or violent misdemeanor crime. To prevent the escape of a person in the act of or suspected of committing a felony violation of Act 64, Narcotics Law violation.
3. A canine handler will not permit canine aggression under the following circumstances:
- a. When use of non-lethal weapons is not justified.
 - b. Against a person who obviously cannot escape or is not a threat.
 - c. To coerce, frighten, or intimidate a suspect during an interview or interrogation.
 - d. Against a child or elementary grade school juvenile unless there is an immediate threat of injury to an officer or citizen.

F. CANINE HANDLER RESPONSIBILITIES IN INSTANCES OF CANINE BITES

1. In the event of any intentional or accidental bite by a police canine, the handler shall IMMEDIATELY, upon ensuring the safety of the scene:
- a. Immediately control their canine and provide First Aid to the injured parties.
 - b. Notify the supervisor of the Canine Section, Special Services Unit supervisor or Platoon Commander who will in turn notify the Commander of Uniform Patrol or the weekend Duty Commander.
 - c. Have the victim or accused transported to a medical facility for treatment of injuries. In incidents where the person is charged with a crime a clearance to incarcerate will be obtained from the treating facility.
 - d. In cases of accidental canine bites, make NO statements regarding fault or liability.
 - e. Have photographs of the bite location or any injuries taken.
 - f. Complete all applicable police reports, canine usage, Inter-Departmental for Use of Force.
2. The Canine Unit Supervisor, supervisor of the Special Services Unit and Bureau Training Officer shall investigate all instances of police canine bites and shall:
- a. Investigate the incident to ensure compliance with Bureau General Orders.
 - b. Report findings and make recommendations for disciplinary action if warranted to the Commander of Uniform Patrol or Chief of Police.

G. GUIDELINES FOR THE USE OF CANINE TEAMS

1. When a canine team responds to any of the assignments outlined under duties of canine teams, it shall be the handler's determination once he is on the scene, whether or not his canine is to be utilized based on the handler's assessment of the situation and his knowledge of the dog's capabilities.

H. BUILDING SEARCHES

1. When canine teams respond to building searches, officers on the scene shall observe the following guidelines:
 - a. Officers shall establish a perimeter on the building to prevent anyone from exiting or entering the building. Officers should not enter the building.
 - b. Officers shall not open doors or windows.
 - c. During the course of the canine search, officer shall not let anyone enter the building to include key holders or building owners, unless requested by the canine handler.
2. Canine handlers conducting a building search should observe these guidelines:
 - a. Upon arrival on the scene of the building to be searched, the canine handler shall consult with the officers on the scene and assess the situation.
 - b. It will be the canine handlers decision whether he utilizes an officer as a back up while searching or enters alone. If a back-up officer is utilized the handler will clearly explain the back-up officers position, duties and safe actions around the canine.
 - c. The canine handler shall make every effort to verify that no innocent or authorized person is in the building before commencing a search.
 - d. In cases where forced entry into the building can be confirmed and before committing a canine to an off lead building search, the handler shall give a canine warning by clearly and loudly announcing that a police canine is present and will be sent into the building. An example is, **“This is the Harrisburg Police Canine. If you do not surrender my canine will find you and may bite you. You have two minutes to make your presence known or I will send in the canine.”** The handler will wait one minute and give a final warning. When two minutes have elapsed and there has been no response the canine will be sent in to search.
 - e. In cases where no forced entry to the building can be found, the canine search will be conducted on lead. However, if after entry to the building is made, evidence indicates a crime has been committed, the handler will immediately notify perimeter officers then give a canine warning and release the canine for an off lead search.

I. TRACKING, ARTICLE SEARCHES, AREA SEARCHES AND MISSING OR LOST PERSONS

1. In canine tracking, article search, area search and lost person incidents, officers shall observe the following guidelines:
 - a. The area where the subject was last scene should be preserved so as to avoid contamination. Officers shall not allow anyone to walk into the area.
 - b. Officers should establish a perimeter on the area large enough to contain the situation. No one shall be allowed to enter the area. Officers shall not enter the area or touch or retrieve articles of evidence, which may have been dropped or abandoned by the subject.
2. Canine handlers shall observe the following guidelines when conducting tracks, article searches, area searches and missing or lost persons incidents:
 - a. Upon arrival at the scene the canine handler shall consult with officers on scene to assess the situation.
 - b. The canine handler shall make every effort to verify that no innocent or non-involved persons are in the area before utilizing the canine off lead.
 - c. It will be the canine handlers decision whether he utilizes an officer as a back up while searching or works alone. If a back-up officer is utilized, the handler will clearly explain the back-up officers position, duties and safe actions around the canine.
 - d. Canine handlers shall conduct tracks on lead. However, should the canine alert on a criminal suspect who attempts to fight or flee, the handler may release the canine if the use of non-lethal force is justified.
 - e. Article searches are generally conducted off lead when the handler determines the area safe for the team. The handler will maintain visual contact with his canine and maintain strict verbal control.
 - f. Area searches in urban areas will generally be conducted on lead. However, should the canine alert on a criminal suspect who attempts to fight or flee, the handler may release the canine if the use of non-lethal force is justified. In areas where the handler determines the area search can be completed safely and more effectively off lead, the handler will maintain visual contact with his canine and maintain strict verbal control.

J. JAILBREAK, LARGE GATHERINGS OF DISORDERLY PERSONS, CIVIL DISTURBANCES, PROTESTS AND STRIKES

1. Canine teams can be utilized in jailbreak situations to locate and apprehend fleeing inmates, control access to areas and contain subjects in an area. Canine teams also should be used to provide an officer safety over watch for officers controlling inmates.
2. Canine teams can also provide an effective officer safety over watch for officers dispersing large unruly crowds and making arrests in disorderly groups.
3. Canine teams may only be utilized in civil disturbances, protests or strikes to protect officers. Their use in these situations will be limited to providing an officer safety over watch and preventing the interference bystanders of officers making arrests of disorderly persons.
4. Canines being used in crowd situations to protect officers may be at a high state of agitation and may attempt to bite anyone who comes close to the handler. Officers must maintain a safe distance from the canine at all times unless instructed otherwise from the handler.

K. NARCOTIC DETECTION

1. Narcotic detection teams can be used to great advantage by the Vice Unit, CID and Uniform Patrol when executing search warrants, searching vehicles for narcotics and money scans when it is believed the currency was used in drug activities. The use of a narcotics detection canine where there is reasonable suspicion of the presence of drugs can assist in establishing probable cause necessary to obtain a search warrant.
2. Narcotics detection canines may be used for drug searches of school district properties. When conducting canine searches in or on school district property the following considerations shall be adhered to:
 - a. When possible all narcotics detection uses on school property should be coordinated through the supervisor of the School Resource Officers.
 - b. The drug detection canine may be used to check students lockers without a search warrant only when the school officials have previously advised the student body that they have no expectation of privacy in their lockers and that their lockers are subject to inspection or search at any time. If a canine alerts, the locker shall be opened by a school district designee and inspected for items in plain view, which may be seized as evidence. However, personal items belonging to the student, such as clothing items, bags or containers can only be searched after obtaining a search warrant. Classrooms and other public areas may also be checked by a canine. If a canine alerts on the property of a student, officers must obtain a search warrant before searching the property.
 - c. If the school district has not given notice to the students that their property is subject to inspection or search while on school property, it is necessary for the police to have reasonable, articulable suspicion that drugs or

contraband is present before subjecting the property to inspection by a narcotics detection canine.

L. REQUESTS FOR OFF DUTY CANINE TEAMS

1. Requests for canine teams during hours when there is no canine team on duty will be approved by the supervisor of the Special Services Unit or the Duty Supervisor who will instruct the Communications Center to notify the on-call canine team.
2. Request for canine assistance for outside jurisdictions during hours when there is no canine team on duty will only be authorized by the supervisor of the Special Services Unit, Uniform Patrol Division commander, the weekend Duty Commander, or the Chief of Police.

M. K-9 HANDLING MOTORIZED PATROL

1. Canine vehicles will be kept clean and sanitary at all times. Handlers will conduct a weekly vehicle inspection and submit a vehicle inspection sheet to the Canine Unit supervisor.
2. Canine handlers will never allow their canines to protrude their heads out of the vehicle windows.
3. Canine vehicles will not engage or participate in any vehicle pursuits, unless it involves a felony situation at which time, they may pursue until relieved by the first marked unit who will continue the pursuit. Canine vehicles will then parallel the pursuit to assist if the canine is needed.
4. Any time the canine is left in the vehicle unattended all doors will be locked.
5. During warm weather, the vehicles air conditioner will be left on and the vehicle will be locked when unattended. During periods of extreme cold the vehicles heater will be left on a low position and the vehicle will be locked when unattended. A sufficient amount of cool water will be readily available at all times. The handler will check the vehicle every twenty (20) minutes when unattended.

N. GENERAL CANINE HANDLING

1. When in public, handlers will keep their canine on leash and in control at all times.
2. Canines handlers will not expose their canine to chemical leaks or heavy smoke conditions.
3. In the event a canine handler releases his/her canine, it is the handler's responsibility to secure the canine as soon as possible after the canine has performed the task.

O. CANINE CARE

1. All canines owned by the Bureau of Police will undergo a physical examination once a year by a veterinarian as specified by the Chief of Police.

2. Canine handlers will be responsible to ensure all their assigned canines vaccinations and preventative medications (heartworm and flea/tick) are kept up to date.
3. Canine handlers will groom their assigned canine to ensure a clean and healthy coat.
4. K-9 handlers will regulate their assigned canines diet in order to maintain proper body weight. Canines will not be fed two (2) hours before or after duty.
5. K-9 handlers will not allow their assigned canine to drink from containers used by other dogs or any other source.

AUTHORIZED SIGNATURE_____

CHARLES G. KELLAR

CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: June 22, 2007	Effective Date: June 22, 2007	General Order #: 07-31	Expiration Date: Until Amended/Rescinded
Subject: ENFORCEMENT OF CURFEW ORDINANCE		Distribution: All Personnel	Amends: 02-31
Reference: City Ordinance			Rescinds: 02-31

I. POLICY

A. Juveniles under the age of 18 years found in or upon any public place or to remain in any motor vehicle operating or parked therein or thereon, or to remain in or upon an establishment in the City of Harrisburg after hours are subject to curfew regulations of the Codified City Ordinance 3-333, as follows:

1. "After Hours" shall mean the period of time between the hours of 10:00 p.m. and 6:00 a.m. on Sunday through Thursday nights and 12:00 midnight and 6:00 a.m., on Friday and Saturday.

B. Curfew regulations will not apply to any minor as follows:

1. The minor is accompanied by a parent.
2. The minor is involved in an emergency.
3. The minor is engaged in an activity, related to his/her employment, or is going to or returning home from such activity, without detour or stop.
4. The minor is on the sidewalk directly abutting a place where he/she resides with a parent.
5. The minor is attending an activity sponsored by a school, religious or civic organization, by a public organization or agency, or by another similar organization or entity, which activity is supervised by adults, and/or the minor is going to or returning from such activity without detour or stop.
6. The minor is on an errand at the direction of a parent, and the minor has in his/her possession a note signed by the parent containing the following information; the name, signature, address and telephone number of the parent authorizing the errand, the minor's destination and the hours the minor is authorized to be engaged in the errand: no minor or parent shall falsify the document described above.
7. The minor is involved in interstate travel through or beginning or terminating in the City of Harrisburg.

C. Juveniles violating the Curfew Ordinance will be processed in accordance with the Enforcement Guidelines established in this General Order.

II. ENFORCEMENT GUIDELINES

- A. In accordance with the guidelines established below, juveniles violating the Curfew Ordinance will be:
1. taken home by police; or
 2. transported to Police Headquarters by police.
 3. released to parent or guardian at the scene.
- B. The police officer will instruct the juvenile to proceed home when:
1. The juvenile has written identification which the officer believes to be accurate.
 2. The officer knows the juvenile and knows that the juvenile lives in the area.
- C. The police officer will take the juvenile home when:
1. The juvenile resides in Harrisburg and:
 - a. does not have written identification and the only violation is curfew.
 - b. presents written identification which the officer has reason to believe is false; or
 - c. offers a reason for being out after curfew which the officer has reason to believe is false.
 - d. to be released to the parent as defined in the City Ordinance.
 - e. **UNDER NO CIRCUMSTANCES IS A JUVENILE TO BE RELEASED ON HIS/HER RECOGNIZANCE.**
- D. The police officer will take the juvenile into custody and have him/her transported to Headquarters when:
1. the juvenile is not a Harrisburg resident and does not have written identification or has presented written identification or a reason for being out which the officer has reason to believe is false; or
 2. the juvenile has been transported home and it is determined that he/she does not live at the address given or no one is at home; or
 3. the juvenile is involved in any criminal activity; or
 4. is going to be released to the parents as defined in the City Ordinance.

NOTE: If parent/guardian refuses to sign report,
insert "REFUSED" in designated signature block.

III. GENERAL ENFORCEMENT PROCEDURE

A. The police officer will:

1. Question unaccompanied juveniles found on highways and in establishments during hours the curfew is in effect.
2. If curfew regulations do not apply permit the juvenile to proceed after recording, his/her name and address on the Patrol log.
3. If the juvenile is in violation of the Curfew Ordinance, prepare a Non-Traffic Citation and Juvenile Contact Report and determine which enforcement option to use in accordance with the Enforcement Guidelines.
4. If the officer instructs the juvenile to proceed home, such instruction will be given after required reports are prepared.

B. Submit completed reports to Supervisor.

IV. PROCEDURE FOR TRANSPORTING JUVENILE HOME

A. The police officer will:

1. After preparing required reports, notify police radio of the location of the violation; provide the dispatcher with vehicle (unit) number, current mileage, destination and sex of the juvenile being transported; await radio acknowledgement and request a time check.
2. Upon arrival at residence, provide the dispatcher with vehicle (unit) number, and current mileage; await radio acknowledgement and request a time check.
3. Ensure that the parent/guardian is at home and request that person to verify the identity, age, and that address as the juvenile's legal domicile. Correct any false information given by the juvenile on the reports.
4. Ensure that the parent/guardian signs the report/citation acknowledging custody of the juvenile.
5. If the juvenile does not live at the address, if no one is home, or if the parent/guardian refuses to accept custody, transport him/her to headquarters and notify the on-duty, or on-call Juvenile Offender Section investigator.

NOTE: If the parent/guardian refuses to sign report, insert "REFUSED" in designated signature block.

V. PROCEDURE FOR TRANSPORTING JUVENILE TO HEADQUARTERS

A. The police officer will:

1. Notify police radio of location of violation.
2. Provide the dispatcher with vehicle (unit) number, current mileage and sex of juvenile being transported; await radio acknowledgement and request a time check.
3. Upon arrival at headquarters, provide the dispatcher with vehicle (unit) number and current mileage; await radio acknowledgement and request a time check.
4. Submit completed Juvenile Contact Report to Patrol Supervisor.
5. Immediately notify the parent/guardian or other custodian that the juvenile has been placed in police custody.

NOTE: Other custodian is defined as a person other than a parent or legal guardian who stands in loco parentis to the juvenile, or a person to whom legal custody of the juvenile has been given by order of the court.
6. Ensure that the Juvenile Contact Report has the proper information for the booking officer to process the juvenile if needed.
7. Forward a copy of the Juvenile Contact Report to the Juvenile Offender Section.
8. When the juvenile is not in custody (e.g. was taken home by police), forward a copy of the Juvenile Contact Report to the Juvenile Offender Section.

B. The Juvenile Offender Section Supervisor will assign a detective when:

1. the arresting officer cannot determine the juvenile's identity; or
2. the juvenile's parent/guardian refuses to pick up the juvenile, or;
3. the parent/guardian has failed to pick up the juvenile and two hours have elapsed since notification.

C. The Juvenile Offender Section detective will:

1. Verify that the juvenile has been identified and that the parent/guardian has been notified of the juvenile's location.
2. If an arrest decision has been made, prepare the necessary reports.
3. When assigned to investigate a juvenile whose parent/guardian has failed to pick him/her up, attempt to re-contact the parent/guardian and advise him/her to pick up the juvenile as soon as possible.

- a. If contact cannot be made, the detective will transport the juvenile home, in Section V above, and have the parent/guardian, if at home, sign the necessary forms.
4. Notify the Juvenile Offender Section Supervisor of the results of the investigation.

AUTHORIZED SIGNATURE _____

CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: August 10, 2007	Effective Date: August 10, 2007	General Order #: 07-47	Expiration Date: Until Amended/Rescinded
Subject: TOWED & ABANDONED VEHICLES		Distribution: All Personnel	Amends: 02-47
Reference: CALEA Accreditation Chapter 66			Rescinds: 02-47

I. POLICY

- A. Police personnel are authorized to remove or tow vehicles from City streets whenever they are abandoned, as defined in Section 102 of the Pennsylvania Vehicle Codes as follows:
 - 1. The vehicle is physically inoperable and is left unattended on a highway or other public property for more than 48 hours.
 - 2. The vehicle has remained illegally on a highway or other public property for a period of more than 48 hours.
 - 3. The vehicle is left unattended on or along a highway or other public property for more than 48 hours and does not bear all of the following:
 - a. A valid registration plate
 - b. A certificate of inspection
 - c. An ascertainable vehicle identification number
- B. Whenever a vehicle is towed, a Vehicle Inventory Sheet and a Towed Vehicle Report will be completed in the CAD system.
- C. A record of all vehicles towed will be entered into the METRO System.
- D. Vendors whose business is towing or storing of vehicles are entitled to charge fees for this service. Accordingly, all owners of vehicles that have been towed at the direction of the police are to be notified of same via the most expedient method available.

II. CRITERIA

- A. Towing is authorized:
 - 1. When a vehicle is left abandoned (as defined) on a street or highway for more than forty-eight (48) hours.
 - 2. When a vehicle is left unattended on Private Property other than that of the registered owner of the vehicle for more than forty-eight (48) hours and the property owner authorizes removal of the vehicle via his/her signature on State Form MV-

952, Police Request for Removal of Abandoned Vehicle.

3. When a vehicle is parked on a Private Parking Lot which is properly posted with parking restriction signs.
4. When a vehicle is left unattended and parked illegally on a street or highway and constitutes a hazard or obstruction to the flow of traffic.
5. When removal is necessary because of fire, flood, snow storm or other emergency.
6. When a vehicle is parked in a properly marked "TOW AWAY ZONE", or within fifteen feet of a Fire Hydrant.
7. When a vehicle is involved in an accident and is so disabled that it constitutes an obstruction or hazard to traffic, and the person(s) in charge of the vehicle are incapacitated to the extent that they are unable to provide for its custody or removal.
8. When a stolen vehicle is recovered.
9. When a vehicle is parked in a Temporary No Parking Area.
10. When a vehicle is left unattended at the scene of a motor vehicle accident.
11. When the vehicle is known to have been involved in a hit and run to attended motor vehicle accident as part of an ongoing investigation.
12. When the driver is arrested and there is no one immediately available to take custody of the vehicle (**owner's permission must be granted** for someone to take custody).
13. In accordance with Title 75, Section 6309.2, no unlicensed (**non-driver, suspended, revoked or cancelled**) person shall be permitted to operate a motor vehicle. Vehicle can **only** be returned to the owner.
14. When a vehicle is not currently insured, the vehicle can be returned to the owner if:
 - a. Proof of valid insurance is obtained .
 - b. The vehicle is towed away from the storage facility.

III. PROCEDURE

- A. Vehicles left abandoned on a street or highway for more than forty-eight (48) continuous hours.
 1. The Abandoned Vehicle Unit will process all complaints relative to Section III A ,1 2, 3, 4.
 2. Vehicles will be marked with a "Notice to Remove" Placard, which will be placed on the driver's side windshield.

- a. The Abandoned Vehicle Report will be initiated
 - b. Information relative to the owner, obtained from PennDOT, based on the registration and/or Vehicle Identification Number (VIN), along with time and date the vehicle was posted, will be included in the Report.
 - c. The Abandoned Vehicle Report will then be submitted to the Abandoned Vehicle Unit Office, to be entered into the METRO System.
 3. After forty-eight (48) hours, the vehicle will be rechecked and if it has not been removed, a Traffic Citation will be issued to the last registered owner of the vehicle.
 - a. The Police Bureau will send a letter, containing a Statement of Removal, as specified in the Vehicle Code Section 3352 (c)(5)(d)(1) which will be forwarded to the last registered owner, by certified mail.
 4. After seven (7) days from the date the letter was forwarded to the last registered owner, and if the vehicle has not been removed, it will be inventoried, photographed and towed.
 - a. At the time of towing, three (3) copies of PA Form MV-952, (Request for Removal of Abandoned Vehicle), will be submitted to the salvor for disposal of the vehicle.
 5. A copy of PA Form MV-952, the towing receipt, and towed vehicle report will be submitted to the Abandoned Vehicle Office, to be entered into the METRO System. All documents will then be placed in the proper file.
- B. When a vehicle is left unattended on Private Property for more than forty-eight (48) continuous hours.
1. A vehicle left unattended on Private Property without consent of the property owner, may be removed only at the property owner's request.
 - a. The property owner must appear at the Abandoned Vehicle Office to verify ownership of the property, authorize removal via signature on PA Form MV-952, and furnish as much information on the vehicle as possible, the make, registration, VIN, color and length of time parked.
 - b. Upon completion of State Form MV-952, and if the vehicle meets the requirements of being abandoned on private property as defined in Section 102 (1) (iv) of the PA Motor Vehicle Code, it may be towed.
 - c. Prior to removal of the vehicle from private property, the vehicle will be photographed and inventoried. The Abandoned Vehicle Complaint Form and the two (2) part Towed Vehicle Form will be completed and returned to the Abandoned Vehicle Office to be entered into the METRO System.
- C. Vehicles parked on private parking lots when properly posted.
1. Properly or adequately posted is defined as having signs which contain the following:

- a. Private Parking
 - b. Parking by permit only
 - c. Authorized parking only
 - d. Private parking for Apartments
 - e. Parking for patrons or employees of _____
 2. Secondary restrictions may include but are not limited to:
 - a. Applicable hours of the day
 - b. Applicable day of the week
 - c. Any applicable charges
 - d. Warnings that unauthorized vehicles may be towed at the owners expense.
 3. Public notice signs should be generally erected at:
 - a. Each entrance to the parking lot positioned so as to face traffic which attempts to enter the lot.
 - b. Several locations on a lot that has one or more sides continuously open to the roadway. The signs should be erected so as to be readily visible to an ordinarily observant driver.
 4. A traffic citation will be issued.
 5. Police Officers WILL NOT REMOVE OR CAUSE TO BE REMOVED vehicles from private parking lots which are properly posted with parking restrictions.
 6. Police Officers will advise property owners of their rights under Vehicle Code 3353 (b)(1)(2)(c) for removal of the vehicle.
- D. Illegally parked vehicle on a street or highway.
1. Parking ticket will be issued.
 2. No vehicle will be towed unless it constitutes a hazard or obstruction to the flow of traffic, and then only with Authorization of a Supervisor.
- E. Removal of legally parked vehicles because of Fire, Flood, Snow Storm or other Emergency Situations.
1. An Emergency situation is defined as but is not limited to:
 - a. A gas or water leak where the street must be cut
 - b. An electrical problem in a building, vault, or pole containing electrical or other equipment

Towed and Abandoned Vehicles

- c. An emergency in or near a building that requires entrance to the building or area by Police, Fire or other Government Agency.
 - d. A construction accident
 - e. Protection of the area around the building which has deteriorated to a point where it is beginning to fall
 - f. A fallen tree or part thereof
 - g. A street cave-in
 - 2. If time permits, an attempt will be made to contact the vehicle owner or person in charge of the vehicle informing him/her that the vehicle must be removed immediately.
 - 3. If the owner or person in charge of the vehicle cannot be found, or cannot provide for immediate removal, the vehicle may only be towed under the direction of a Supervisor.
- F. Vehicles parked in a "TOW AWAY ZONE" or Fire Hydrant.
- 1. No vehicle will be towed without authorization of a Supervisor.
- G. Vehicles of Operators in Police Custody.
- 1. Vehicles NOT impounded for processing or as evidence will be towed, in accordance to II(A)(2).
 - a. Complete and submit a Vehicle Inventory Report and a Towed Vehicle Report which along with the Tow Receipt and Claim Check, will be submitted to a Supervisor.
 - 2. Vehicle(s) held for processing or evidence.
 - a. Only vehicles determined evidentiary in Forcible Felonies (Homicide, Rape, Robbery, and Aggravated Assault) will be towed automatically as a matter of policy.
 - b. When and where practical vehicles involved in any other type of criminal activity will be processed at the site of discovery.
 - c. When all circumstances have been evaluated and a supervisor has authorized towing, vehicle will be towed to the Processing Bay at Police Headquarters.
 - d. When applicable, Impounding Officer will indicate VEHICLE NOT TO BE RELEASED on the Towed Vehicle Report.
 - e. Inventory and Processing of any vehicle towed to Headquarters as evidence will be conducted by Forensic Section personnel.

Towed and Abandoned Vehicles

- f. After processing, the owner of the vehicle will be notified. The owner of the vehicle will be expected to pick up the vehicle in a reasonable amount of time. If the owner is unable to do so, the vehicle will be towed to the Salvor and may be released only by the Salvor.
 - g. When the vehicle is towed to the Salvor, the owner or his/her designee will be notified of same, and will be told:
 - (1) Proof of ownership must be supplied at the Communications Center Complaint window to secure the Salvor Receipt and Claim Form.
 - (2) Costs associated with the towing of vehicles as evidence will be paid by the City.
- H. Vehicles involved in an accident.
 - 1. Vehicles may be towed when involved in an accident, if the owner/operator cannot provide for immediate removal.
 - 2. If the owner/operator is incapacitated to the extent that they are unable to provide for removal.
- I. Recovered Stolen Vehicle.
 - 1. If the vehicle will be held as evidence, then proceed as outlined above in Section G, 2,a-g.
 - a. Notify the police agency reporting the theft via telephone and C.L.E.A.N. System.
 - b. If recovered vehicle was stolen in another jurisdiction.
 - (1) Processing will only be done if owner is contacted and agrees to both processing and to pay any towing charges incurred.
 - c. If recovered vehicle was stolen in Harrisburg and recovered in Harrisburg, processing will take place only if owner agrees and understands that a towing fee will be assessed to him/her.
 - d. Whenever practical, vehicles needing processing that were not involved in violent Felonies will be done only with the concurrence of the owner.
 - 2. Vehicle not held as evidence.
 - a. Notify agency reporting theft via telephone and/or C.L.E.A.N. System.
 - b. Inform owner that police will remain with vehicle for a maximum of one (1) hour, after which it will be towed to the Salvor.
 - c. Insure owner/designee is informed that towing fee incurred must be paid to Salvor prior for the release of the vehicle.

- d. Submit completed Vehicle Inventory Report, Towed Vehicle Report and Salvor towing receipt.

NOTE: Section 9, B. of this General Order will be adhered to regardless of whether or not the vehicle is operable.

J. Vehicles parked in posted "Temporary No Parking" areas.

- 1. Vehicles parked in an area posted "Temporary No Parking" shall be towed under the following circumstances:
 - a. An attempt has been made to notify the legally registered owner of the vehicle. The attempt will be explained in the comment section of the call under DCAD.
 - b. Posting of the "Temporary No Parking Notice" was done within the prior 24 hours of the call for removal.
 - c. An on-duty Patrol Supervisor must approve the towing request prior to towing.
 - d. A parking ticket, indicating the appropriate violation, must be issued to the vehicle.
 - e. A Vehicle Inventory Sheet, along with a Towed Vehicle Form, will be completed.
 - f. All appropriate comments and actions will be entered into the comment section of the call under the DCAD System.

AUTHORIZED SIGNATURE_____

CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: October 9, 2007	Effective Date: October 9, 2007	General Order #: 07-58	Expiration Date: Until Amended/Rescinded
Subject: HONOR GUARD		Distribution: All Personnel	Amends: N/A
Reference:			Rescinds: N/A

I. PURPOSE

It is the purpose of this General Order to establish guidelines and to set forth policy, responsibilities and procedures with respect to the participation of the Honor Guard at Bureau Ceremonies, Police Funerals and other ceremonies requiring the services of the Honor Guard.

II. POLICY

It shall be the policy of the Honor Guard to:

- A. Plan/Coordinate and conduct all Bureau funerals.
- B. Act as a clearinghouse for the department regarding ceremonial protocol matters.
- C. Represent the Bureau at the funeral of members of outside Police Departments.
- D. Coordinate the ceremonial functions at designated departmental functions.
- E. Perform other functions as deemed appropriate by the Chief of Police.

III. HONOR GUARD

The Honor Guard shall consist of the following:

- A. Coordinator
- B. Team Members

IV. UNIFORM AND EQUIPMENT

- A. Dress High Collar Coat with Department Badge
- B. Dress Trousers to match the coat.

- C. High Gloss Shoes with Black Socks
- D. Dress Cover
- E. White Gloves
- F. Citation Cord
- G. High Gloss Leather Gear to include:
 - 1. Cross Shoulder Strap
 - 2. Belt
 - 3. Belt Rings
 - 4. Holster-to fit department weapon
 - 5. Cuff Case
 - 6. Magazine case-double

V. PROCEDURE

A. Supervision

- 1. Members of the Honor Guard will report directly to the Chief of Police.
- 2. The Honor Guard Coordinator will be the ranking member of the Honor Guard Unit (Lieutenant, Sergeant, or Corporal). If there is nobody of rank in the unit, the senior most member will be the Honor Guard Coordinator.
- 3. The Honor Guard Coordinator shall be responsible for the proper functional execution of commands to the various elements of the Honor Guard, the Police Bureau Formation, and Funeral Escorts. He shall have general responsibility for the following:
 - a. Shall issue commands for the Honor Guard.
 - b. Shall confer with the Chief of Police, or designee, regarding the time of arrival and other pertinent information regarding assigned details.
 - c. Shall ensure that adequate personnel are available for the detail, and ensures that each member reports to the detail in a timely manner.
 - d. Shall visit the various sites involved and make careful arrangements for the positioning of various elements for the detail.

- e. Shall confer with families, minister, funeral director, and the superintendent of the cemetery regarding Police funerals.
- f. Shall designate an assembly point near the site of the detail. At this time, he/she will inspect the uniform of members and brief them on proper procedures.

B. Team Member Responsibilities

- 1. Team Members shall be responsible for the care of the Honor Guard Uniform that is supplied to them. They will ensure that the Honor Guard Uniform is in good order, and properly cleaned.
- 2. Team Members shall arrive on time, with all required uniform items, on the day of the detail.
- 3. Team Members shall be available for all training dates.
- 4. Team Members shall immediately notify the Unit Coordinator, if they are unable to attend an event.

VI. Assignments and Functions

A. Funerals

- 1. FULL HONOR is defined as officers who died IN THE LINE OF DUTY. The Honor Guard shall perform the following functions a FULL HONOR funeral:
 - a. Posting at viewing and funeral service.
 - b. Pall bearing and folding the flag and presentation of flag to designated family member.
 - c. Bagpipes and Bugler (If available)
 - d. Flyover (If available)
- 2. REGULAR HONOR is defined as active duty officer who dies in any other manner. The Honor Guard shall perform the following functions at a REGULAR HONOR funeral:
 - a. Posting at viewing and funeral service.
 - b. Pall bearing and folding the flag and presentation of flag to designated family member.
 - c. Bagpipes and Bugler (If available).

3. RETIRED are defined as a sworn officer who died after retiring in good standing. The Honor Guard shall perform the following functions at a RETIRED funeral:
 - a. Posting at viewing and funeral service.
 - b. Pall bearing and folding the flag and presentation of flag to designated family member.
 - c. Bagpipes and Bugler (If available).
4. CIVILIAN EMPLOYEE is defined as a civilian employee who dies while actively employed by the Bureau. The Honor Guard shall perform the following functions at a CIVILIAN EMPLOYEE funeral:
 - a. Posting at viewing and funeral service.
5. In the line of duty of NON-HARRISBURG POLICE OFFICER:
The Honor Guard shall perform duties as directed by the host agency of the officer.
6. Presentation of the American Flag to the family.
 - a. Every officer who dies, whether it is in the line of duty, or otherwise will have an American flag draped on their casket. After taps is played, the flag will be folded and the presented to the family. The wording for presentation is as follows:

"On behalf of the Mayor of the City of Harrisburg, and a grateful City, we offer this flag for the faithful and dedicated service of (Service Member's rank and name)".
7. Mourning bands shall be worn on police badges during the funeral.

B. Ceremonies

1. Services provided for the following may include, but not limited to, the Color Guard, posting of officers and escort:
 - a. Parades
 - b. Posting of Colors
 - c. Dignitary Presentation
 - d. Holiday observations
 - e. Police Memorial Service
 - f. Commemorative Service
 - g. Sporting Events

- h. Competitions
- i. Academy Graduations

VII. Selection Process

- A. Final selection is at the discretion of the Chief of Police
- B. Must be an officer in good standing.
- C. Completed probationary status.
- D. Must commit to four (4) years of service with honor guard. If unable to complete this four year commitment, the price of the uniform will be prorated and charged back to the officer.
- E. Maintain a physical condition, which presents a professional appearance, as well as, a professional demeanor.
- F. Have a positive, courteous, professional, and disciplined attitude.

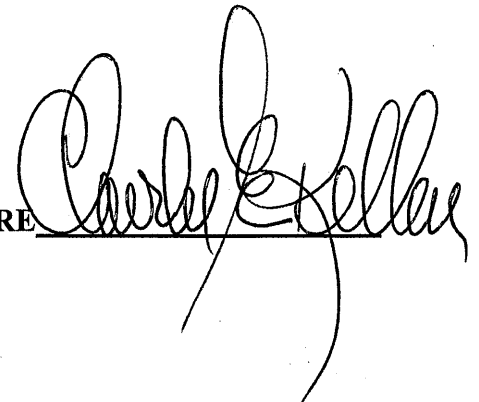
VIII. Training

- A. Training days will be held on specific dates and times, as well as, specific places.
- B. During these sessions, officers will be in an on-duty status and subject to written directives of their particular divisions.
- C. Training sessions and times will vary, but will be eight (8) hours in duration. Since this is considered as Training with Pay (TWP), work hours can be adjusted accordingly.

IX. Membership Understanding

- A. Officers will be called upon to provide services, sometimes on short notice, outside their regularly scheduled working hours. It is understood that the officer will be compensated with "comp time" for the assignment.
- B. Commitment - The officer must understand that with the financial impact for outfitting the members and for the time invested in training the officer, there must be a four (4) year commitment. If the officer leaves the unit prior to fulfilling this commitment, he/she shall pay a prorated amount for the uniform that was provided to him/her.

AUTHORIZED SIGNATURE
CHARLES G. KELLAR
CHIEF OF POLICE

A handwritten signature in black ink, appearing to read "Charles G. Kellar", is written over a horizontal line. The signature is stylized with large, flowing loops.



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: October 1, 2007	Effective Date: October 1, 2007	General Order #: 07-63	Expiration Date: Until Amended/Rescinded
Subject: PATROL RIFLES		Distribution: Bureau Personnel	Amends: N/A
Reference: CALEA Accreditation Chapters 1 and 46			Rescinds: N/A

I. POLICY

- A. The Bureau, in an effort to enhance officer capabilities and public safety, wishes to augment the weapons available to officers by the issuance of an intermediate caliber carbine type rifle. This "Patrol Rifle" should be able to defeat criminal use of body armor and/or at distances beyond the effective range of the service pistol and/or shotgun.
- B. To set minimum standards for training, qualification and utilization of the Patrol Rifle.

II. DEFINITIONS

A. Patrol Rifle

1. The Bureau issue weapon will be the Bushmaster XM15 E2S A3 semi-automatic carbine. The rifle is .223 Remington (5.56mm) caliber, with a three position collapsible stock, 16-inch barrel, iron sights and sling.
2. Modifications to the Patrol Rifle are not authorized unless approved in writing by the Chief of Police. **Any** approved modifications or repairs must be completed by the certified Bureau Armorer.
3. Malfunctions of the Patrol Rifle are to be reported to the Bureau designated armorer through the officer's chain of command.
4. Such report shall contain a complete description of the malfunction, time and date of the occurrence.

B. Patrol Rifle Operator

An officer or detective designated by the Chief of Police and who has completed the required training and proficiency examination necessary to operate the Patrol Rifle. He/she is responsible for all routine cleaning and maintenance to insure that the rifle is ready for deployment.

C. Patrol Rifle Coordinator

1. The Patrol Rifle Coordinator shall be designated by the Chief of Police.
2. The PRC will report to the Training Coordinator, Technical Services Division on all matters related to training and qualifications of rifles.
3. The PRC will report to the Chief of Police on all matters of utilization and deployment of the Patrol Rifles.

III. DEPLOYMENT

- A. Only officers/detectives certified as Patrol Rifle Operators shall be authorized to handle, deploy or discharge Bureau Patrol Rifles.
- B. Due to individual shooter characteristics and difference in sight zero, Patrol Rifles will be individually assigned. The Patrol Rifle Operator will utilize only that rifle assigned to him/her and which he/she has demonstrated proficiency.
- C. Discharge of the Patrol Rifle shall be in accordance with the provisions of General Order 04, Use of Force, and/or any other applicable orders, written or verbal.
- D. The following are some examples of Patrol Rifle deployment:
1. The subject is known to possess or suspected of possessing a deadly weapon or firearm, or
 2. The suspect is known or suspected of wearing ballistic resistant vest or clothing.
 3. High risk felony stops where known weapons are involved.
- E. The Patrol Rifle may be used to humanely dispose of a dangerous or wild animal only when it is beyond the effective range of the pistol and the animal would cause un-necessary danger to officers or the public to close this distance. If practical, a Patrol Supervisor should grant approval prior to use.
- F. The Patrol Rifle shall not be utilized in situations where Dauphin County Crisis Response Team should be used, except when immediate action is necessary to protect or preserve human life. See General Order 28, County Crisis Response Team, and attachments.
- G. Except for actual deployment, consistent with this or any other order, written or verbal, Patrol Rifles shall only be discharged at an authorized firearms range.

IV. STORAGE AND SECURITY

- A. Until and unless suitable vehicle mounts are available, the Patrol Rifle shall be carried in its individual hard case in the trunk of the patrol vehicle.
- B. Patrol Rifles **shall** be loaded “cruiser safe” only while carried in the vehicle in hard case or the patrol rifle rack.
- C. Patrol Rifles will be assigned to the members selected as a Patrol Rifle Operator.
 - 1. Officers or detectives assigned as Patrol Rifle Operator shall be responsible for secure storage of their assigned weapons at all times.
 - 2. The bureau will supply the secure storage area for the patrol rifles.
- D. The Patrol Rifle Coordinator or the designee will inspect all rifles on a monthly basis to insure function, cleanliness and suitability for deployment.
 - 1. A record of the monthly inspections will be forwarded to the Commander, Technical Services Division.
 - 2. The monthly inspection record will, at a minimum, indicate the date of the inspection, overall condition of the weapon and cleanliness.
 - 3. Any discrepancies including, cleanliness, broken/missing parts, etc. will require the Patrol Rifle to be removed from service and a report filed with the Bureau Armorer.

V. SELECTION

- A. Patrol Officers or detectives requesting assignment as a Patrol Rifle Operator shall submit an Inter-departmental Communication to the Chief of Police through the officer’s chain of command. The request shall contain a summary of his/her experience and/or prior training that may qualify the prospective operator. It should be accompanied by a recommendation from the officer’s immediate supervisor.
- B. Patrol Rifle Operator designation is limited to the availability of Bureau Rifles for assignment and at the discretion of the Chief of Police.
- C. The following are minimal criteria for assignment as a Patrol Rifle Operator:
 - 1. Minimum 3 years permanent civil service status with the Bureau of Police.
 - 2. Exhibit the ability to work independently with minimal supervision.
 - 3. Ability to maintain a professional demeanor in stressful situations.

4. Ability to communicate effectively with the public.
5. No record of abuse of sick leave.
6. No record of Disciplinary Actions pertaining to the Use of Force within the last 2 years.

VI. TRAINING

- A. All Patrol Rifle Operators shall complete a training program to maximize the potential of the officer and rifle. Such training program shall include the following:
 1. Review of General Orders:
 - a. 04, Use of Force
 - b. 34, Weapons Qualification and Proficiency Training.
 2. Description, Nomenclature, Cleaning and Routine Maintenance.
 3. Operations and Function.
 4. Stoppages, Malfunctions, Immediate and Remedial Actions.
 5. Fundamentals of Rifle Marksmanship.
 6. Zeroing the Patrol Rifle.
 7. Shooting Positions.
 8. Cover and Concealment.
 9. Shooting and Movement.
 10. Weapons Transitions.
- B. Subsequent to training, designated officers/detectives must successfully complete a proficiency examination to include positional deployment, reloading, weapons failure and transition techniques.
- C. The Bureau approved course of fire will be conducted annually to meet standards set by the Municipal Police Officers Education and Training Commission.

VII. DE-CERTIFICATION OF PATROL RIFLE OPERATORS

- A. An officer or detective may voluntarily resign his/her positions as a Patrol Rifle Operator by submitting an Inter-departmental Communication sighting those intentions to the Patrol Rifle Coordinator. Prior to approval by the Chief of Police, said officer/detective will still be responsible for his/her assigned rifle and its deployment.
- B. Officers or detectives may be involuntarily decertified and face disciplinary action for any of the following documented reasons:
 - 1. Substandard performance.
 - 2. Failure to complete required training.
 - 3. Mistreatment, neglect or improper handling of the Patrol Rifle.
 - 4. Exhibiting a pattern of unsafe tactics during deployment of the Patrol Rifle.
 - 5. Failure to comply with the provisions of this order.
- C. Patrol Rifle Operators who exhibit deficiencies in performance, and who are not subject to disciplinary action, may be afforded remedial training. Such training shall include any and all topics necessary to address the deficiencies. Proficiency testing will be required after any remedial training.
 - 1. A remedial training request may be submitted by any supervisor who witnesses or has information related to the exhibited deficiencies.
 - 2. Remedial training requests will be reviewed by the Patrol Rifle Coordinator and the Bureau Training Coordinator.
 - 3. Both Coordinators must approve the request before remedial training is scheduled.

AUTHORIZED SIGNATURE _____
CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: September 4, 2007	Effective Date: September 4, 2007	General Order #: 07-67	Expiration Date: Until Amended/Rescinded
Subject: CRITICAL INCIDENT MANAGEMENT (ICS)		Distribution: Bureau Personnel	Amends: 07-67
Reference: CALEA Accreditation Chapter 46			Rescinds: 07-67

I. GOALS

To establish Departmental Guidelines for an Incident Command System (ICS) which provides for standard procedures to effectively stabilize, contain and manage Emergency Situations, Hostage/Barricaded Subjects, Natural or Accidental Disasters and Civil Disorders. To establish Demobilization Plans, which provide for a safe and cost effective withdraw of personnel and equipment following an Emergency Incident.

II. PURPOSE

- A. Officers of the Harrisburg Bureau of Police, when directed will respond to emergency situations within the City of Harrisburg that pose a threat to public safety and require the Department's response to reduce the danger to life and property.

Emergency situation duties and chain of command (to include other agencies) will be applied, dependent upon the nature and extent of the emergency situation and in accordance with the Bureau's Incident Command System (ICS) as well as state and municipal statutes.

The overall command of any situation will be the responsibility of the highest-ranking supervisor at the scene. The higher-ranking Commanding Officer will not take command until having gained sufficient knowledge of the incident.

III. DEFINITIONS

- A. Emergency situation - a situation that presents a threat of danger to public safety, life and property.

Incident Command System (ICS) - an organized system, which prescribes standard operating procedures, roles and responsibilities, used to direct and manage emergency operations. The ICS may be employed for either single or multiple agency situations. The type of incidents for which the ICS is applicable may include fire, floods, hazardous substance spills, nuclear accidents, aircraft accidents, earthquake, hurricanes, tornadoes, civil disorder, hostage situations, barricaded gunmen and terrorist acts.

Accidental disaster - any major fire, explosion, transportation accident, hazardous material incident or other major occurrence, which places the lives, safety or property of numerous persons in jeopardy.

Natural disaster - an incident in which the forces of nature threaten the lives, safety or property of numerous persons (i.e., flood, tornado, hazardous snowfall / blizzard, or an ice storm).

Civil disorder - an action by any group that poses a substantial threat to peace, life or property, or any tumultuous or violent activity that creates a grave risk of causing public alarm.

Terrorist action - a politically motivated, hostile action taken by a person or group whose intent is the commission of violent acts designed to instill fear, communicate a message and/or demand some governmental action.

Inner perimeter - the immediate area of containment around an incident site.

- H. Outer perimeter - the peripheral control area surrounding the inner perimeter, providing a safe zone for access to or egress from the inner perimeter as well as defining the limit of access by unauthorized persons.
- I. Operations Post - the on-scene location for command staff where the primary operational functions are coordinated and administered.
- J.. Staging area - a location selected generally within the outer perimeter to facilitate arriving resources and personnel responding for assignments.
- K. Evidentiary perimeter - the area for potential consideration of physical evidence documentation, collection, processing, and preservation. This area may involve areas of the inner and outer perimeters.
- L. Command Post - the location from which the Incident Commander and his staff coordinate the Department's response to a major emergency.
- M. Incident Commander - the highest-ranking Officer possessing complete authority and responsibility for the Incident. The Chain of Command will be as follows:
 - 1. Ranking Patrol Shift Supervisor
 - 2. Ranking Sections Supervisor
 - 3. As provided for within a Special Order drafted relative to special events.
 - 4. Commander, Uniform Patrol
 - 5. Chief of Police

6. As directed by the Chief of Police in the absence of (b) or (c) above.
- N. Mobile Field Force (MFF) - as a specially trained group of members assigned to provide rapid, organized, and disciplined response to civil disorder, crowd control, or other tactical situations as directed.
- O. Incident Action Plan - a plan drafted early, containing general control objectives reflecting overall incident strategy as well as plans required for continuing operational periods.

IV. PROCEDURES

- A. When directed, first responding Officers will proceed to the scene of an emergency without delay. Once it has been determined that a major emergency situation is imminent or taking place, the initial responding Officers will:
 1. Establish Communications with Police Communications Center as to the nature and specific location of the situation.

Secure the main radio channel for the sole use of the Officers at the scene. Routine radio traffic shall be held to a minimum and moved to an alternate frequency.

Request the immediate response of a supervisor

1. Contain the situation to the smallest area possible and attempt to prevent the escape of suspects, keeping citizen and officer safety in mind.
 5. Identify the number of suspects, types of weapons or in the event of a HAZMAT Incident, the chemicals involved.
- B. Establish an "Immediate Threat Zone" and advise responding Officers of any area(s) or route(s) to be avoided. Absent the direction of the Incident Commander, at no time will any officer or civilian be permitted to enter the "Immediate Threat Zone". Direct responding officers to positions that:
 1. Do not result in officers being exposed to "cross fire" situations.

Provide an available avenue of escape.

Make exposure/contamination to dangerous chemicals, etc. unlikely.

- C. Establish an inner perimeter around the "Immediate Threat Zone" utilizing uniformed officers. Deny all access to this area, limit the movement of personnel and evaluate safe distances to ensure cover and concealment. The use of non-uniformed officers on the inner perimeter is discouraged unless deemed necessary to ensure success in the containment of the situation. Should the deployment of non-uniformed officers become necessary, they shall:

1. Have an I.D. Card, Badge of Authority or Police Placard displayed on their outer most garment. This does not include officers assigned to specialty units or functions, (i.e., MFF, CRT, etc.).

Be removed and replaced with responding uniformed officers as soon as it becomes logistically practical.

Direct additional responding officers to establish an Outer Perimeter. Officers assigned to outer perimeter duties shall:

Divert vehicular and pedestrian traffic away from the scene.

Control movement to and from the scene.

Conduct crowd control as necessary.

Secure any witnesses for interviews at a safe location outside of the inner perimeter.

- D. Establish an on-scene Field Command Post (F.C.P.). This will more than likely be the Supervisor's Vehicle during the incipient phases of the incident and may be transferred later in the event to a facility equipped with phones, utilities and restrooms. The supervisor or officer assuming command shall notify on-scene officers and Police Communications of the following:

1. Your identity and the designation of your command status.

The location of the Command Post.

The labeling of the incident, (i.e., "Cameron Street Command", "Market Street Command", etc.).

- E. Designate a Staging Area and direct incoming officers to assemble at that location ready for deployment to the scene. Early assessments should be made to ensure:

1. Non-uniformed officers on the inner perimeter are removed, replaced and recalled to the staging area for personnel accountability and reassignment.

All officers are properly identified and equipped prior to deployment.

3. The designation of segregated areas to accommodate and prevent undesired encounters between Specialty Units, (i.e., K-9, Equestrian, Traffic Safety, etc.).

- F. Identify additional resources needed or anticipated to ensure success of the operation and request their response to the staging area for assignment and potential deployment as required. These are assessments that should also be made early in the incident.

- G. Initial responding supervisors will immediately respond to the Command Post and shall:
1. Receive a briefing from the incident commander and ensure that proper notifications have been made via the chain of command to the Commander of CID, Commander of Uniform Patrol, Commander of Technical Services and the Chief of Police.
 2. Brief responding officers as to the circumstances of the incident to include:
 - a. The identity of the incident commander.
 - b. The location of the Operations/Command Posts.
 - c. The location of the staging area.
 - d. The established "Restricted Area" and other area (s) or route (s) to avoid.
 - e. Any special instructions deemed appropriate under the circumstances.
 3. Ensure that on-scene non-uniformed officers have been removed from inner perimeter functions and accounted for. This does not include officers assigned to specialty units or functions, (i.e., MFF, CRT, SRT, etc.)

Request the response of K-9 Unit Officers to assist in securing possible escape routes on the perimeter in the event of a foot pursuit or to be utilized in building searches, area searches or tracking.

Request the needed response of special services (i.e., Fire, Medical, C.R.T., E.O.D., etc.).

Ensure the scene has been isolated and secured by:

- a. Evaluating the inner and outer perimeters established by the first officers on the scene and make adjustments as required.
- b. Initiating the necessary evacuation of residents, innocent bystanders, victims and any injured officers from the inner perimeter if it can be accomplished safely.
- c. Establishing an Operations Post in a safe location within the outer perimeter which is equipped with phone capabilities and easy accessibility. Telephonic notification should be made to the Police Communication Center advising of the address and phone number of this location along with the safest route of travel for responding officers.

- d. Ensuring that outer perimeter officers have effectively diverted vehicular and pedestrian traffic away from the scene.
7. Request the response of an available Mobile Command Post, (i.e., CommVan, Dauphin County C.R.T., etc.,) through the Chain of Command.
8. Evaluate the police staging area, where responding members are to assemble for deployment and relocate if deemed to be logistically necessary. Locating the staging area within the outer perimeter is preferred if availability of space and location permit.

Initiate an accountability of personnel on-scene and ensure they are logging-in on an Operations Personnel Log. (Attachment A).
10. Assign available detectives to investigate suspect and incident background information, criminal history and gather any intelligence information available.

H. Police Communications shall:

1. Secure the radio frequency designated by the Incident Commander for the sole use of the officers engaged in the incident.
2. Notify Police Administration and other members as directed, recording the date and time of the notification and an estimated time of arrival.
3. Request Dauphin County Communications dispatch the appropriate Fire Department and/or Emergency Medical Services Response to the staging area as directed, depending on the circumstances of the incident.
4. Maintain communications with all personnel at the disaster or disturbance scene.

V. COMMAND POST

During an activation of the Incident Command System (ICS), unless otherwise directed, the Incident Command Post will be located in the Emergency Operations Center (E.O.C.), located on the second floor of the Harrisburg Bureau of Police. It shall be the responsibility of Command Post Personnel to organize and coordinate requests for resources from the Field Command Post (F.C.P.) and to develop plans for staffing and relief of personnel, for both Emergency Incident and Routine Patrol Services.

During other routine Emergency Incidents, the Command Post will be located at or near the scene.

Overall command of the operation shall be from the Command Post. For all matters beyond Operations Post capability, Operations Post Personnel will communicate requests for resources directly to the Command Post

The Command Post will be responsible for maintaining communications with all emergency personnel responding to the scene. This will be accomplished via local or national radio frequencies.

Upon the arrival of a higher-ranking Commanding Officer, the previous supervisor will brief the Incident Commander as to the present status of the incident. In the event of a change in Command Status, the previous supervisor shall notify officers at the scene of the Incident Commander assuming responsibility for the incident.

In the event resources are required and utilized from multiple agencies, geographical or functional, a Unified Command Structure comprised of one responsible representative from each jurisdiction or agency involved in the incident, will be necessary to manage a common set of incident objectives and strategies. Representatives comprising the Unified Command structure shall operate under the direction of the Incident Commander.

The Command Function is responsible for:

- a. activating the incident command system.
- b. establishing a command post.
- c. notification and mobilization of additional bureau personnel.
- d. obtaining support from outside agencies
- e. establishing a staging area, if necessary.
- f. maintaining media relations through the bureau Public Information Officer.
- g. Ensuring the safety of all affected personnel.
- h. Coordinating the completion of after-action reports and scheduling meetings to conduct an incident critique.
- i. Coordinate plans to provide post incident trauma counseling through Dauphin County Agencies or the Pennsylvania State Police Members Assistance Program (M.A.P.)
- j. Directing personnel to the Command Post as required by the nature and size of the incident, and designating them to the following assignments:
 - (1) Operations Function
 - (2) Planning and Intelligence Function
 - (3) Logistics Function

- (4) Finance/Administration Function
- (5) Public Information Officer (PIO)

The Operations Function is responsible for:

- a. The establishment of inner and outer perimeters.
- b. Conducting evacuations within the affected area.
- c. Maintaining command post and scene security.
- d. Arranging transportation, processing and confinement of detainees.
- e. The establishment of traffic control and direction for vehicles and pedestrians.
- f. Conducting a post-incident investigation.

The Planning Function is responsible for:

- a. The preparation of a documented incident action plan.
- b. Maintaining and disseminating intelligence information on suspects and locations at the scene and conduct audio and video recordings as directed.
- c. Developing a Demobilization Plan which facilitates the safe withdraw of resources and personnel and the subsequent return to a state of normalcy.

The Logistics Function is responsible for:

- a. Establishing and maintaining communications with all personnel.
- b. Providing the required transportation need for the incident.
- c. Obtaining the appropriate medical support.
- d. Procuring the appropriate supplies needed to support the on-going operation.
- e. Obtaining the assistance of specialized teams or equipment, as needed.

5. The Finance/Administration Function is responsible for:

- a. The accurate recording of personnel time.
- b. Procuring additional resources.

- c. Maintaining accurate records of all expenses.
 - d. The documentation of all injuries and liability issues.
6. The Public Information Officer (P.I.O.) (Command Staff) is responsible for:
- a. Formulating the release of information as directed by the Incident Commander to the news media and other appropriate agencies.
 - b. Establishing a Media Relations location to conduct press briefings and news releases.
 - c. Obtaining and providing to the Command Post, a summary of media coverage as reported to the public.
 - d. Providing escorts to members of the media and other officials when appropriate.

VI. STAGING AREA

- A. The Incident Commander ONLY will request the needed response of additional officers and support services to provide on-scene technical services and/or investigative assistance. The staging area supervisor reports to the Logistics Section Officer. The requested services include, but are not limited to:
- 1. Specialized Detectives from various sections, (i.e., Forensics, Traffic Safety, Criminal Detectives, E.O.D. Bomb Disposal, etc.,).
 - 2. Canine Unit Officers to assist in securing possible escape routes in the event of a foot pursuit, or to conduct searches, tracking, etc.
 - 3. Utility Services or Representatives (i.e., PP&I, U.G.I., D.T.M.A., D.T.P.W.'s, etc.)
 - 4. Dauphin County District Attorney's Office (C.R.T., C.I.D., D.T.F., Investigative Counsel, etc.)

The Dauphin County Sheriff's Office (Mass Transport and Processing).

Adjoining Law Enforcement Jurisdictions.

The Pennsylvania State Police (K-9, Equestrian, Aviation, S.R.T., Fire Marshal, etc.).

The Federal Bureau of Investigations, Alcohol Tobacco and Firearms, Federal Marshals Unit. The request for these agencies shall only be made by the Chief of Police or his designee.

The Pennsylvania National Guard for logistical support services. The request for this agency shall only be made by the Chief of Police or his designee.

- B. The staging area supervisor is responsible for initiating an accountability of personnel on-scene and ensures they are logging in on an Operations Personnel Sheet.
- C. Any and all relatives, friends and neighbors of victims or suspects will be directed to a location designated by the Staging Area Supervisor. Efforts should be made to contact members of the Clergy to assemble at this location to function in a counseling capacity.

VII. MEDIA

All media inquiries regarding the incident will be directed to the PIO. The PIO is responsible for identifying himself to the media as the officer at the scene that will refer media inquiries to the Incident Commander for a response and designating a specific location as a "Press Center".

Representatives of the media will at all times possess and display proper identification, which will be verified by the PIO.

Officers shall escort properly identified media representatives ONLY to facilitate access to any location within the outer-perimeter if authorized. Media representatives who refuse to remain at the Press Center, shall be escorted and remain outside of the outer-perimeter.

All other issues relative to Media Relations shall be conducted consistent with General Order #02.

VIII. TRAINING REQUIRED

- A. As a minimum requirement, in-service training shall be conducted annually, but no less than every three years for all departmental personnel having the potential of establishing and implementing Incident Command for the management of unusual incidents during the normal course of their supervisory responsibilities.
- B. Annual reviews of this policy shall be conducted to ensure that the policy is updated or revised to meet the needs of the bureau.
- C. Police supervisors may be assigned by the Lieutenant to conduct periodic training as required for personnel to maintain their knowledge and abilities to establish Incident Command for unusual incidents occurring in the absence of a shift supervisor.

IX. EMERGENCY RESPONSE PLANS

- A. The Commander of the Uniformed Patrol Division is responsible for planning the response to critical incidents.

- B. The following emergency response plans shall be implemented in conjunction with this Incident Command System Plan.

General Order #43 – Bombs and Bomb Threats

General Order #54 - Extraordinary Events

3. General Order #62 – Dauphin County Prison Escape Plan
4. General Order #90 – Special Events Planning.
5. City of Harrisburg/Dauphin County All Hazards Plan
6. City of Harrisburg Emergency Operations Center Standard Operating Procedures
7. Any Special Order effective for the implementation and management of Special Events

AUTHORIZED SIGNATURE _____

CHARLES G. KELLAR

CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: June 27, 2007	Effective Date: June 27, 2007	General Order #: 07-74	Expiration Date: Until Amended/Rescinded
Subject: CRIME PREVENTION		Distribution: All Personnel	Amends: 02-74
Reference: CALEA Accreditation Chapter 45			Rescinds 02-74:

I. POLICY

The Harrisburg Bureau of Police shall be committed to the goal of reducing crime through proactive crime prevention programs. Though implemented by "field" Officers, all personnel shall share in the goal of reducing crime by the proactive application of crime prevention programs. A Community Policing Coordinator shall be established in the Office of the Chief of Police to plan, implement, facilitate and direct the Police Bureau's crime prevention efforts. The Community Policing Coordinator will assist in developing community involvement policies and will develop problem oriented or community policing strategies. The Community Policing Coordinator will advise the public of agency objectives, community problems and successful resolutions of the community problems, when applicable.

II. GENERAL

Successful crime prevention efforts are based on close interaction with the community, and appropriate language capabilities are necessary to effectively implement the various crime prevention programs. Therefore, the Community Policing Coordinator will have foreign language interpretation and translation capabilities. Additionally, crime prevention programs shall be prioritized by crime type and geographical area based on crime analyses to determine which and where crimes represent the greatest threat to the community. Crime prevention programs shall be geared toward combating specific problems, and will be reviewed annually to determine their effectiveness and decide if the program should be modified or discontinued. The Community Policing Coordinator shall assist neighborhoods in organizing crime watch programs, and shall maintain liaison with these other interested community groups.

III. PROGRAMS

A. General: The Police Bureau shall conduct the following general crime prevention activities:

1. Home security surveys.
2. Business security surveys.
3. Public speeches on various crime prevention topics.

B. Robbery Prevention:

1. A printed brochure that offers tips to person and business people on taking the necessary precautions to prevent robberies.

2. A training program entitled "The Alarm Response Program" that is given to banks and financial institutions.
- C. Rape Prevention:
1. A twenty-minute video entitled "Can't You See Me" that examines attitudes, values and help for rape victims.
 2. A forty-five minute presentation by female Officers that is made available to schools, human service agencies and crisis management groups.
- D. Burglary Prevention:
1. A police officer trained in crime prevention techniques and practices offers citizens tips on improving home and personal security, usually accompanied by an appropriate burglary prevention film consisting of:
 - a. Examination of physical environment.
 - b. Recommendations on locks, doors and windows.
 - c. Introduction to neighborhood watch.
- E. Operation Identification:
1. A national program of engraving valuables for identification by using Pennsylvania Operator's number.
 2. Includes the lending of the engraving tool and providing the forms to record the information.
- F. Central Fire and Burglar Alarm System: Offers a direct hook-up for burglar/fire alarms annunciating at the police/fire communications center of the Public Safety Building.
- G. Mayor's Crime Prevention Award Program: A special award offered to citizens for outstanding efforts in crime prevention and public awareness, the award ceremonies are conducted during the annual "Night Out Against Crime" activities held in August.
- H. Crime Prevention Input into Development and Zoning Policies: The Community Policing Coordinator will "actively seek" the opportunity to ensure that crime prevention-related concerns are expressed in reference to development and zoning (both commercial and residential) decisions.

I. Community Watch Program:

1. A program involving the joint efforts of the Police Bureau and the community, designed to enhance community security, heighten the citizen's power of observation and encourage mutual assistance and concern among neighbors. In recent years, communities have experienced rapid change. The old, well-established community has been replaced by a highly transient, growing area where people seek more and more privacy. This life style tends to promote unfamiliarity with neighbors and a corresponding lack of concern. Unfortunately, this enhances the opportunities for the criminal element and increases the community's vulnerability to crime.
2. The main objective of the program is to reduce the incidence of crime by:
 - a. Increasing citizen's awareness of community crime through an information program.
 - b. Developing an awareness program where neighbors help watch each other's property and report suspicious persons and activities to the police.
 - c. Encouraging all citizens to cooperate with the police in reporting crime.
 - d. Trained citizens in the means to better secure property and assist them in making their property more secure.
 - e. Having the Citizen Coordinator hosts community meeting (10-15 households) and personally visits each residence in the neighborhood, distributing the invitations, announcing the meeting and encouraging participation.
 - f. Acting as a base station for "Operation Identification". In this manner neighbors may pick up identification materials from the coordinator in order to participate in the program. The goal of maximum participation is essential and, in order to achieve this, the coordinator is encouraged to personally contact those neighbors who have not participated in the program.
 - g. Acting as administrative liaison with the Police Bureau.
 - h. Distributing crime prevention materials to those residents who were unable to attend the meeting.

J. Citizen Watcher:

1. Acts as eyes and ears for neighbors and reports any suspicious activity to the police.
2. Studies crime prevention materials furnished to them and implements security techniques.
3. Cooperates with and assist the area coordinator.
4. Does not become involved in the physical apprehension of criminal suspects.

K. Neighborhood Watch Program:

1. Block Leaders' Responsibilities:

- a. Coordinating, moderating, recruiting, and screening for your assigned block, approaching this challenge with the "team concept" in mind. It is only through the collective efforts of individual citizens that the program will succeed.
- b. Be observant and report to the police what they see and/or hear we will soon be able to proclaim, as did the Town Watcher's of colonial days that "All's Well", that the community is safe and secure. Remind your neighbors that, with their cooperative effort, the program can help resolve more of the dilemma in your block.
- c. Guidelines:
 - (1) Log information, including:
 - (a) Names.
 - (b) Addresses.
 - (c) Dates.
 - (d) Times.
 - (e) Reason for Call.
 - (f) Number of Calls.
 - (g) License Plate Numbers.
 - (2) Instruct your block helpers to use the following five questions:
 - (a) WHO - name/description/address of victim/suspect.
 - (b) WHAT- is occurring or anticipated to happen.
 - (c) WHERE - address of incident.
 - (d) WHEN - time of occurrence (date/day/hour).
 - (e) WHY/HOW - any known information regarding incident.
 - (f) INJURY/DAMAGE – describe.
- d. When at home or outdoors, all citizens should be instructed to listen and look for:

- (1) Suspicious vehicles.
 - (2) Suspicious persons.
 - (3) Gangs.
 - (4) Disorderly persons.
 - (5) Breaking glass.
 - (6) Cries for help.
 - (7) Unusual noises.
- e. To ensure the program's success, information regarding any of the above must be immediately reported as follows:
 - (1) EMERGENCY ONLY - Dial 911.
 - (2) Non-life threatening - Dial 255-3131.
- f. Introduce the following Crime Prevention Programs:
 - (1) Operation Identification - Offers an engraver to mark valuables with PA Operator's Number, this increases chances of having property returned since in the event of theft, and properly marked property will be easily identified.
 - (2) Home Security Survey - Trained police officers check the strength and security of doors, locks, and windows of residence as requested. The officers will also discuss security habits with the residents, including familiarizing them with "criminal opportunity".
 - (3) Prevention Seminar - The Harrisburg Police Bureau's Crime Prevention Unit, as requested, will disseminate to the Neighborhood Watch Coordinator a neighborhood analysis to include:
 - (a) Type of crime.
 - (b) Frequency of crime.
 - (c) Date and Time of occurrence.
- g. Based on the analysis, applicable programs will be developed, i.e., burglary, robbery, and theft prevention.
- h. Organization - After it is established that a neighborhood will participate in the Crime Watch Program, the Community Policing Coordinator will assist in:

- (1) Setting up a group organizational meeting.
- (2) Printing flyers for the group.
- (3) Announcing the date, time, and place of meeting.
- (4) Providing crime prevention material to Coordinator.
- (5) Presenting appropriate seminar(s)

L. Crime Analysis Utilization:

1. Purpose - To keep Crime Watch Coordinators updated on criminal activity occurring within their neighborhoods.
2. Methods - The Bureau's Resource Management Unit will provide the Community Policing Coordinator with information regarding crime trends, increases and decreases in crime rates, frequency of neighborhood crimes whenever requested to do so. The Community Policing Coordinator will subsequently pass this information to the Crime Watch Coordinator.

M. Crime Prevention Training Program:

1. In-service Program:
 - a. Introduction to Crime Prevention.
 - b. Crime prevention goals and objectives.
 - c. Types of crimes.
 - d. Ingredients of crime.
 - e. Property line protection.
 - f. Entry protection.
 - g. Space protection.
 - h. Point protection.
 - i. Alarms.
 - j. Security lighting, common types.
 - k. Types of lighting sources.
 - l. Elimination of Risk.

- m. Reduction of Risk.
 - n. Spreading of Risk.
 - o. Transfer of Risk.
 - p. Acceptance of Risk.
2. Security Surveys:
- a. Home Survey: Offers residents the opportunity to:
 - (1) Have an inspection of their home completed by a Police Officer.
 - (2) Have a consultation with an Officer trained in Crime Prevention, Risk Avoidance and Opportunity Reduction.
 - (3) The last check block on the back of the I.C.R. is security survey request and this service should be offered to crime victims.
 - (4) Neighborhoods in the City will be selected for "target hardening" activities such as security surveys, Neighborhood Watch, Property marking through Operation Identification. The areas will be selected by looking at the frequency of criminal activity in the different neighborhoods. For example, there may be a disproportionate amount of Burglaries in one area as compared to another. Efforts will then be made to use the resources and activities above to deal with that specific, increased activity.

IV. COMMUNITY MEETINGS/EVENTS

A. DCAD/DMET

- 1. Officers assigned to Community Meetings/Events shall document their attendance in DCAD/DMET.
- 2. Officers will initiate comments in the call on complaints, resolutions, or any special requests, etc.

B. CALL CLASS

- 1. Call Class 488 is assigned for Community Meetings/Events.

2. The Community Policing Coordinator will complete a daily review of the 488 Call Class. The information obtained will be utilized for submitting reports to the Chief of Police and responding to Community needs.

AUTHORIZED SIGNATURE_____

CHARLES G. KELLAR

CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: June 25, 2007	Effective Date: June 25, 2007	General Order #: 07-87	Expiration Date: Until Amended/Rescinded
Subject: RESPONSE TO PERSONS WITH MENTAL ILLNESSES		Distribution: Bureau Personnel	Amends: 04-87
Reference: CALEA Accreditation Chapter 42			Rescinds: 04-87

I. POLICY

It is the policy of the Harrisburg Bureau of Police to ensure a consistently high level of service is provided to all community members. Bureau personnel shall afford people who have mental illnesses the same rights, dignity and access to police and other government and community services as are provided to all citizens.

II. DEFINITIONS

- A. Mental Illness: A disorder in which individuals experience impairment of normal cognitive, emotional, or behavioral functioning, and caused by social, psychological, biochemical, genetic, other factors.

III. PROCEDURES

- A. Recognizing characteristics of mental illness
1. Bureau members must be prepared to deal with situations involving persons who have mental illnesses and know how to respond to these situations in an appropriate and sensitive manner.
 2. Symptoms of different mental illnesses may include, but are not limited to:
 - a. Loss of memory.
 - b. Delusions.
 - c. Depression, deep feelings of sadness, hopelessness or uselessness.
 - d. Hallucinations.
 - e. Manic behavior, accelerated thinking and speaking, or hyperactivity.
 - f. Confusion
 - g. Incoherence.
 - h. Extreme paranoia.

3. The degree to which these symptoms exist varies from person to person according to the type and severity of the mental illness. Many of these symptoms are not readily observable from a distance, but are noticeable in conversation with the individual.
4. Obtaining relevant information from family members, friends or others who know the individual can assist the officer in taking the appropriate action.

B. Response to calls for service involving people with mental illnesses.

1. When responding to a call that involves a person who has, exhibits symptoms of mental illness, officers should obtain as much information as possible to assess and stabilize the situation.
2. The following guidelines detail how to approach and interact with a person who may have mental illness and who may be a crime victim, witness or suspect. Officers while protecting their own safety, the safety of others and the safety of the person with mental illness at the scene should:
 - a. Remain calm and avoid overreacting.
 - b. Be helpful and professional.
 - c. Provide or obtain on-scene emergency aid when treatment of an injury is urgent.
 - d. Indicate a willingness to understand and help.
 - e. Speak simply and briefly, and move slowly.
 - f. Remove distractions, upsetting influences and disruptive people from the scene.
 - g. Understand that a rational discussion may not take place.
 - h. Recognize that the person may be overwhelmed by sensations, thoughts, frightening beliefs, sounds (voices) or the environment.
 - i. Be friendly, patient, accepting and encouraging, but remain firm and professional.
 - j. Be aware that their uniform, weapon and nightstick may frighten the person and attempt to reassure them that no harm is intended.
 - k. Recognize and acknowledge that a person's delusional or hallucinatory experience is real to him/her.

- l. Gather information from family, friends or bystanders.
 - m. If the person is experiencing a psychiatric crisis, have the Communications Center contact Crisis Intervention or other mental health agencies and have them respond to the scene or provide a location that the person can be given the appropriate treatment.
3. Actions to avoid when dealing with persons with mental illnesses.
- a. While each incident will be different when dealing with people who may have mental illnesses, officers should be aware that their own actions might have an adverse effect on the situation. Officers should generally try to avoid the following:
 - (1) Moving suddenly, giving rapid orders or shouting.
 - (2) Forcing discussion.
 - (3) Direct, continuous eye contact.
 - (4) Touching the person (unless essential for officer safety).
 - (5) Crowding the person or moving into his/her comfort zone.
 - (6) Expressing anger, impatience or irritation.
 - (7) Assuming that a person who does not respond cannot hear.
 - (8) Using inflammatory language, such as “mental” or “mental subject”.
 - (9) Challenging delusional or hallucinatory statements.
 - (10) Misleading the person to believe that the officer on the scene thinks or feels the way the person does.
4. Disposition of persons with mental illnesses.
- a. Once sufficient information has been obtained about the nature of the situation, and the situation has been stabilized, there is a range of options officers should consider for appropriate disposition. These options include the following.
 - (1) Refer or transport the person for medical attention if he/she is injured or abused.

- (2) Release to the care of family, care giver or mental health provider.
- (3) Refer or transport to mental health services.
- (4) Assist in arranging voluntary admission to a mental health facility, if requested.
- (5) Transport for an involuntary commitment, if the person's behavior meets the criteria for a commitment.
- (6) Arrest, if a crime has been committed.
 - (a) Officers should remember that having a mental illness is not a crime. No individual should be arrested for behavioral manifestations of mental illness that are not criminal in nature. Taking a person who has a mental illness into custody can occur only when:
 - (i) The individual has committed a crime.
 - (ii) The individual presents a danger to the life and safety of the individual or others and meets the criteria for involuntary commitments.
 - (iii) In response to a court order to commit the individual to a mental health facility.
- (7) Utilization of the Mental Health/Mental Retardation Jail Diversion Program.
 - (a) The Dauphin County Mental Health Jail Diversion Program is a Post Booking Program implemented in Dauphin County on June 18, 2007. This program is designed to give law enforcement agencies another option to utilize when dealing with individuals in the mental health and metal retardation category.
 - (b) The first step diversion point is at the Preliminary Arraignment. At this time either the Magisterial District Judge (MDJ), arresting officer, Pretrial Services (if at night court) or the individual may request an assessment for Mental Health Jail Diversion. If the individual arrested asks for the assessment, it must be granted by the court. If a referral is not made, the criminal justice process continues and the MDJ sets bail. If the individual is not released and can not post bail, they will

go to prison.

- (c) The second Diversion Point occurs if the MDJ would like to make a referral for jail diversion at this time he/she will attach a request form to the bail sheets in order to alert someone at the prison to make a referral after the individual is processed into the prison.
- (d) The third diversion point is at the Preliminary Hearing. Here a referral may be requested by the MDJ, District Attorney (DA), arresting officer, Public Defender (PD), the individual's private attorney, or the individual. The MDJ can decide to continue the case, dispose of the case, have a hearing, or hold it for court and give the individual a date for Formal Arraignment. No matter what the outcome of the Preliminary Hearing, the eligibility process will continue.
- (e) After this it then goes to the fourth diversion point which is Court of Common Pleas.
- (f) This program allows an officer to file, one of two reports, which will impact the future of the individual they have come in contact with.
 - (i) ***Crisis Intervention Tracking Form***, this form is used when think you have had contact with an individual with a mental illness.
 - (ii) ***Referral Form/Request for Assessment/Screen From***, this form is completed when you have arrested an individual with a mental illness that you believe would be better served in community treatment verses prison. This includes summary offenses.
 - (iii) Refer to Appendage A for the attached forms.

IV. TRAINING REQUIREMENTS

- A. In order to prepare personnel who, during the course of their duties may have to deal with persons with mental illnesses in an appropriate manner, Bureau members shall be trained in the following manner:
1. Documented training of all entry-level officers.
 2. Documented refresher training of all officers once every three (3) years.

AUTHORIZED SIGNATURE _____
CHARLES G. KELLAR
CHIEF OF POLICE

APPENDAGE A

**THE DAUPHIN COUNTY MENTAL HEALTH
JAIL DIVERSION PROGRAM**

REQUEST FOR ASSESSMENT/SCREEN

Fax to Crisis Intervention @ 717-780-7074
Crisis Intervention Phone # 717-232-7511

Person Requesting Assessment/Screen: _____ Date: _____

Person to be Assessed/Screened: _____

Address: _____

Phone #: _____

Where is the Person Currently Residing: _____

Phone #: _____

Does the Person have a Current MH diagnosis: ☐ yes ☐ no ☐ do not know

If yes, what is the diagnosis: _____

Does the Person have a Current D&A Problem: ☐ yes ☐ no ☐ do not know

If yes, please identify: _____

What are the Persons Current charges: _____

Does the Person have any Past charges: ☐ yes ☐ no ☐ do not know

If yes, please list: _____

Jurisdiction: Dauphin County

Crisis Intervention Tracking Form

Agency Case # _____

Subject:		Date of Birth:	Race:	Sex:
Home Address:			Times:	
City:	State:	Zip:	Phone:	
Diagnosis (if known):				

 Call Dispatched ☐ Referred By: _____ Self-Initiated ☐ Other: _____

Nature of Incident (check all that apply) <input type="checkbox"/> Disorderly/disruptive behavior <input type="checkbox"/> Neglect of self-care <input type="checkbox"/> Public Intoxication <input type="checkbox"/> Nuisance (loitering, panhandling, trespassing) <input type="checkbox"/> Theft/other property crime <input type="checkbox"/> Drug-related offenses <input type="checkbox"/> Suicide threat or attempt <input type="checkbox"/> Threats or violence to others <input type="checkbox"/> Other / specify: <input type="checkbox"/> No Information		Threats/Violence/Weapons Did subject use/brandish a weapon? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know If YES – Type of weapon (check all that apply): <input type="checkbox"/> Knife <input type="checkbox"/> Gun <input type="checkbox"/> Other / specify: Did subject threaten violence toward another person? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know If so, to whom? (Partner, Law Enforcement, Stranger, etc.) Did subject engage in violent behavior toward another person? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know If so, to whom? (Partner, Law Enforcement, Stranger, etc.) Did subject injure or attempt to injure self? <input type="checkbox"/> Yes <input type="checkbox"/> No		Prior Contacts (check all that apply) Known person (from prior police contacts) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know Repeat call (within 24 hours) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know Drug/Alcohol Involvement Evidence of drug/alcohol intoxication <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know If YES – <input type="checkbox"/> Alcohol <input type="checkbox"/> Other Drug / specify: <input type="checkbox"/> Don't Know Medication Compliance <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know Specify if known:	
Complainant Relationship (check one) <input type="checkbox"/> Partner/spouse <input type="checkbox"/> Boyfriend/girlfriend <input type="checkbox"/> Parent <input type="checkbox"/> Sibling <input type="checkbox"/> Friend/acquaintance <input type="checkbox"/> Business owner <input type="checkbox"/> Other family member <input type="checkbox"/> Police Observation <input type="checkbox"/> Other Stranger <input type="checkbox"/> Don't Know		Behaviors Evident at Time of Incident (check all that apply) <input type="checkbox"/> Disorientation/confusion <input type="checkbox"/> Delusions – specify if known: <input type="checkbox"/> Hallucinations – specify if known: <input type="checkbox"/> Disorganized speech (freq. derailment, incoherence) <input type="checkbox"/> Manic (elevated/expansive mood, inflated self-esteem, pressured speech, flight of ideas, distractible) <input type="checkbox"/> Depressed (sadness, loss of interest in activities, loss of energy, feelings of worthlessness) <input type="checkbox"/> Unusually scared or frightened <input type="checkbox"/> Belligerent or uncooperative (angry or hostile) <input type="checkbox"/> No information		Incident Injuries Were there any injuries during incident? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know If so, to whom? (Partner, Law Enforcement, Stranger, etc.) _____	
Disposition (check all that apply) <input type="checkbox"/> No action/resolved on scene <input type="checkbox"/> On-scene crisis intervention <input type="checkbox"/> Police notified case manager, CTT, residential staff, etc. <input type="checkbox"/> CMU/BSU referral <input type="checkbox"/> Transported to emergency room <input type="checkbox"/> Arrested If YES, most serious charges: Mental Health referral <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other – specify:		Prior to MH Jail Diversion, would you have taken this individual to jail: <input type="checkbox"/> Yes <input type="checkbox"/> No What would the charges have been? _____ _____ Signature of Officer: _____ Printed Officer Name: _____ Badge/ID #: _____ Agency: _____ Date: _____			



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: April 19, 2007	Effective Date: April 19, 2007	General Order #: 07-92	Expiration Date: Until Amended/Rescinded
Subject: CONSULAR NOTIFICATIONS FOR FOREIGN NATIONALS		Distribution: Bureau Personnel	Amends: N/A
Reference: CALEA Accreditation Chapter 1 and Homeland Security			Rescinds: N/A

I. POLICY

It is the policy of the Harrisburg Bureau of Police to ensure that citizens of every country are treated with the same respect and treaty compliance when arrested or detained in foreign countries, and provide a basis for national governments to assert their international rights.

II. RESPONSIBILITY

1. Determine the foreign national's country. Normally this is the country on whose passport or other travel documents that the foreign national is utilizing for travel.
2. If the foreign national's country is **NOT** on the mandatory notification list (under Section III) the officer shall do the following:
 - A. Offer, without delay, to notify the foreign national's consular official of the arrest/detention. (See the suggested advisory statement in Section IV.)
 - B. If the foreign national asks that consular notification be given, notify the nearest consular officials of the foreign national's country without delay.
 - C. Document all notifications or attempts of notifications in your report.
3. If the foreign national's country is on the mandatory list (under Section III) the officer shall do the following:
 - A. Notify that country's nearest consular officials, without delay, of the arrest/detention.
 - B. Tell the foreign national that you making the notification. (See the suggested advisory statement in Section IV.)
 - C. Document all notifications or attempts of notifications in your report.

III. MANDATORY NOTIFICATION COUNTRIES AND JURISDICTIONS

Algeria	Antigua and Barbuda	Armenia
Azerbaijan	Bahamas	Barbados
Belarus	Belize	Brunei
Bulgaria	China	Costa Rica
Cyprus	Czech Republic	Dominica
Fiji	Gambia	Georgia
Ghana	Grenada	Guyana
Hong Kong	Hungary	Jamaica
Kazakhstan	Kiribati	Kuwait
Kyrgyzstan	Malaysia	Malta
Mauritius	Moldova	Mongolia
Nigeria	Philippines	Poland (non-permanent residents only)
Romania	Russia	Saint Kitts and Nevis
Saint Lucia	Saint Vincent and Grenadines	Seychelles
Sierra Leone	Singapore	Slovakia
Tajikistan	Tanzania	Tonga
Trinidad and Tobago	Tunisia	Turkmenistan
Tuvalu	Ukraine	United Kingdom
U.S.S.R.	Uzbekistan	Zambia
Zimbabwe		

* This list comes from the U.S. Department of State and was current as of 8/30/2006. If changes are suspected, confirm the country's notification status with the U.S. Department of State.

IV. SUGGESTED ADVISORY STATEMENTS

1. When consular notification is at the foreign national's option.

As a non-U.S. citizen who is being arrested or detained, you are entitled to have us notify your country's consular representatives here in the United States. A consular official from your country may be able to help you obtain legal counsel, and may contact your family and visit you in detention, among other things. If you want us to notify your country's consular officials, you can request this notification now, or at any time in the future. After your consular officials are notified, they may call or visit you. Do you want us to notify your country's consular officials?

2. When consular notification is mandatory.

Because of your nationality, we are required to notify your country's consular representatives here in the United States that you have been arrested or detained. After your consular officials are notified, they may call or visit you. You are not required to accept their assistance, but they may be able to help you obtain legal counsel and may contact your family and visit you in detention, among other things. We will be notifying your country's consular officials as soon as possible.

AUTHORIZED SIGNATURE _____

CHARLES G. KELLAR

CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: May 08, 2007	Effective Date: May 08, 2007	General Order #: 07-94	Expiration Date: Until Amended/Rescinded
Subject: IDENTITY THEFT		Distribution: Bureau Personnel	Amends: N/A
Reference: CALEA Chapter 42			Rescinds: N/A

I. PURPOSE

The purpose of this policy is to provide police personnel with protocols for accepting, recording, and investigating the crime of identity theft.

II. POLICY

Identity theft is one of the fastest growing and most serious economic crimes in the United States for both financial institutions and persons whose identifying information has been illegally used. Also a tool that terrorist and those who are attempting to evade the law can use to their advantage. Therefore, this police agency shall take those measures necessary to record criminal complaints, assist victims in contacting other relevant investigative and consumer protection agencies, and work with other federal, state and local law enforcement and reporting agencies to identify perpetrators.

III. DEFINITIONS

Identity Theft: Identity theft is the wrongful use of another person's identifying information-such as credit card, social security or driver's license numbers-to commit financial or other crimes. Identity theft is generally a means for committing other offenses such as fraudulently obtaining financial credit or loans, among other crimes.

IV. PROCEDURES

A. Legal Prohibitions

Identity theft is punishable under Pa. C.C. 4120, a person commits the offense of identity theft of another person if he possesses or uses identifying information of another person without the consent of that other person to further any unlawful purpose.

B. Taking Crime Reports

All sworn police personnel are authorized to take crime reports on identity theft. Recording all relevant information and data in such reports is essential to further investigation. Therefore, officers and/or supervisors should

1. Fully record information concerning criminal acts that may have been committed by illegally using another's personal identity as covered by state and federal law.
2. Classify as identity theft fraudulent acts committed against an individual when there is evidence that the following types of unauthorized activities have taken place in the victim's name or using the victims identifying information.
 - a. Charges to Credit card, debit cards, ATM cards.
 - b. Credit card checks written against their account.
 - c. Credit card accounts opened or account address changed.
 - d. Establishment of a line of credit at a store or obtaining a loan at a financial institution.
 - e. Goods or services purchased or obtained in their name.
 - f. Gaining access to secure areas.
 - g. Used as computer fraud.

3. Obtain or verify as appropriate identifying information of the victim to include date of birth, social security number, driver's license number, other photo identification, current and most recent prior addresses, and telephone numbers.
4. Document the nature of the fraud or other crime committed using the victim's identifying information.
5. Determine what types of personal identifying information may have been used to commit these crimes (i.e., social security number, driver's license number, birth certificate, credit card numbers and state of issuance, etc.) and whether any of these have been lost, stolen or potentially misappropriated.
6. Document any information concerning where the crime took place, the financial institutions or related companies involved and the residence or whereabouts of the victim at the time of these events.
7. Determine whether the victim authorized anyone to use his or her name or personal information.
8. Determine whether the victim has knowledge or belief that specific person or persons have used his or her identity to commit fraud or other crimes.
9. Determine specifically the number of times that identifying information has been misused and the amount of the loss, as both of these facts will affect the grade of the offense.
10. Determine whether the victim is willing to assist in the prosecution of suspects identified in the crime.
11. Determine if the victim has filed a report of the crime with other law enforcement agencies and whether such agency provided the complainant with a report number.
12. If not otherwise provided, document/describe the crime, the documents or information used, and the manner in which the victim's identifying information was obtained.

13. Forward the report through the chain of command to the Criminal Investigation Division and immediately to intelligence agencies and federal agencies, if it appears to have national security implications.

C. Assisting Victims

Officers taking reports of identity theft should take those steps reasonably possible to help victims resolve their problem. This includes providing victims with the following suggestions where appropriate.

1. Contact the Federal Trade Commission (FTC) (1-877-IDTHEFT)—which acts as the nation’s clearinghouse for information related to identity theft crimes—for assistance from trained counselors in resolving credit related problems.
2. Cancel each credit and charge card and request new cards with new account numbers.
3. Contact the fraud departments of the three major credit reporting agencies [Equifax (1-800-525-6285), Experian (1-888-397-3742), TransUnion (1-800-680-7289)], and ask them to put a fraud alert on the account and add a victim’s statement requesting creditors to contact the victim before opening new accounts in his or her name. Also request copies of your credit report.
4. If bank accounts are involved, report the loss to each financial institution, cancel existing accounts and open new ones with new account numbers. If deemed necessary, place stop payments on outstanding checks and contact creditors to explain.
5. If a driver’s license is involved, contact the state motor vehicle department. If the driver’s license uses the social security number, request a new driver’s license number. In such cases, also check with the Social Security Administration to determine the accuracy and integrity of your account.
6. Change the locks on your house and cars if there is any indication that these have been copied or otherwise compromised.

7. ****Very Important step** Victims of Identity Theft need a copy of an “Official Document” that contains an Incident Number to show that the crime has been reported to the local authorities. Attached is the document to be used. Please fill in the Incident Number, and Victim’s Name.**

D. Investigations

Investigation of identity theft shall include but not be limited to the following actions where appropriate.

1. Review the crime report and conduct any follow-up inquiries of victims or others as appropriate for clarification/expansion of information.
2. Contact the FTC *Consumer Sentinel* law enforcement network and search the database for investigative leads.
3. Contact other involved or potentially involved law enforcement agencies for collaboration and avoidance of duplication. These agencies include but are not limited to
 - a. Federal law enforcement agencies such as the U.S. Secret Service, the Federal Bureau of Investigation, and the U.S. Postal Inspection Service as appropriate whether or not the victim has filed a crime report with them.
 - b. Any state and/or local enforcement agency with which the victim has filed a crime report or where there is an indication that the identity theft took place.
4. When filing charges, remember that the following facts may affect the grade of the offense:
 - a. any prior convictions for identity theft;
 - b. the amount of the loss (including the total loss for one scheme or course of conduct);

- c. whether the offense is in furtherance of a conspiracy;
- d. the age of the victim; and
- e. whether the victim is care-dependent.

E. Community Awareness and Prevention

Where reasonable and appropriate, officers engaged in public education/information forums, community crime prevention and awareness presentations or similar speaking or information dissemination efforts shall provide the public with information on the nature and prevention of identity theft.

AUTHORIZED SIGNATURE_____

CHARLES G. KELLAR

CHIEF OF POLICE

APPENDAGE A



Harrisburg Bureau of Police
123 Walnut Street
Harrisburg, Pa. 17101

Identity Theft Information Report

Date: _____

Incident Number # _____

This document is to serve as an official letter, notifying you that

Mr./Mrs./Ms. _____, has been the victim of

Identity Theft. The Harrisburg Bureau of Police has documented the facts of
the crime and will conduct an investigation into this incident, if warranted.

If you have any questions, please call #717-255-3131

Officer's name: _____

Officer's Signature: _____

VICTIMS PROCEDURE FOR IDENTITY THEFT:

- 1) **Make a police report** (Get the police incident number assigned to your case)
- 2) **Sign affidavits with your bank or credit card company reporting the loss.**
(Affidavits can be obtained at www.consumer.gov/idtheft/)
- 3) **CLOSE ALL COMPROMISED ACCOUNTS !!**
- 3) **Place a fraud alert with one of the credit reporting agencies.** (If you notify one agency they will report your alert to the other two agencies)

Equifax	1-800-525-6285	www.equifax.com
Experian	1-888-397-3742	www.experian.com
Transunion	1-800-680-7289	www.transunion.com

- 4) **Obtain a free credit report** at www.annualcreditreport.com to look for other unknown compromises.

An initial fraud alert is active on a credit report for at least 90 days.

An Extended Fraud Alert goes for 7 years

- 5) **File a complaint with the Fair Trade Commission** at 1-877-438-4338 or www.consumer.gov/idtheft

Keep track of everyone you spoke to at these agencies as well as the dates and times. Copy any reference numbers or case numbers they assign. **NOTIFY YOUR BANK OR CREDIT CARD COMPANY THAT IT IS PERMISSIBLE TO RELEASE THE FRAUD INFORMATION TO THE POLICE.**



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: June 15, 2007	Effective Date: June 15, 2007	General Order #: 07-95	Expiration Date: Until Amended/Rescinded
Subject: COLD CASE INVESTIGATIONS		Distribution: Bureau Personnel	Amends: N/A
Reference: CALEA Chapter 42			Rescinds: N/A

I. PURPOSE

The purpose of this policy is to provide the Harrisburg Bureau of Police with a method to review unsolved/cold cases for new information or where the application of new technology may be successful in solving the case.

II. DEFINITION

Cold Case: A cold case is any criminal investigation by a law enforcement agency that has not been solved for (generally) at least one year and as a result it has been closed from further regular investigations. A cold case may be closed for various reasons such as; previously available technology was not able to adequately analyze the evidence in order to form a conclusion; witnesses were hostile and uncooperative; various time constraints hindered the investigation; the originally assigned detectives had a heavy workload; or a lack of worthwhile leads stalled the case.

III. CHARACTERISTICS OF A COLD CASE

A. Violent or Major Crime

Typically, cold cases are violent or other major felony crimes, such as murder or rape which unlike unsolved minor crimes are generally not subject to a statute of limitations.

B. Identifying a Suspect

A case is considered unsolved until a suspect has been identified, charged and tried for the crime. A case goes to trial and does not result in a conviction can also be kept on the books pending new evidence. Many times, those investigating the case have a suspect in mind but have not been able to find evidence sufficient to charge the suspect with the crime.

IV. COLD CASE EVALUATION CRITERIA

The following list of criteria shall be utilized for opening cold cases and a criteria checklist is attached to this general order as Appendage A.

- A. Does physical evidence exist?
- B. Is the physical evidence still in property control or available?
- C. Have witnesses been identified?
- D. Have suspect(s) been identified?
- E. Is there opportunity for multiple clearances?
- F. Has the case been previously presented to the District Attorney's Office?
- G. Clearance potential?
- H. Should the case be submitted for review?

V. REPORTING REQUIREMENTS FOR COLD CASES

All investigative actions involving cold cases will be recorded on a Supplemental Report under the original case incident number.

Authorized Signature: _____
Charles G. Kellar
Chief of Police

APPENDAGE A**Criteria for Opening Cold Case Investigations**

1. Does physical evidence exist?
DNA yes _____ no _____
Latent Prints yes _____ no _____
Ballistics yes _____ no _____
Other yes _____ no _____
2. Is the physical evidence still in property control or available? yes _____ no _____
Location _____
3. Have witnesses been identified? yes _____ no _____
Number of witnesses _____
Eye Witness _____
Other Witness _____
Witness Availability _____
4. Have suspect (s) been identified? yes _____ no _____
In custody yes _____ no _____ Status _____
Terminally Ill yes _____ no _____ Deceased _____
5. Is the opportunity for multiple clearances? yes _____ no _____
6. Has the case been previously presented to the District Attorney's Office? yes _____ no _____
Arrest Made yes _____ no _____
7. Clearance Potential excellent _____ good _____ poor _____
8. Should the case be submitted for review? yes _____ no _____

Case reviewed by _____ Date _____
Supervisor _____



HARRISBURG BUREAU OF POLICE



Stephen R. Reed
Mayor

Charles G. Kellar
Chief

Date of Issue: June 16, 2008	Effective Date: June 16, 2008	General Order #: 08-03	Expiration Date: Until Amended/Rescinded
Subject: TRAINING & CAREER DEVELOPMENT		Distribution: All Personnel	Amends: 05-03
Reference: CALEA Accreditation Chapters 33, & 35			Rescinds: 02-03

I. POLICY

- A. The Harrisburg Bureau of Police shall ensure that the training needs of all personnel are satisfactorily addressed within the framework of goals and objectives, and that training will be conducted with the full cooperation and accountability of all personnel.
- B. The primary objectives of Police Bureau training shall be to develop a broad base of knowledge and expertise in personnel, and to ensure all personnel receive equivalent training so they can perform their assigned duties in a consistently professional manner.
- C. The Police Bureau shall ensure the development of training courses based upon performance and job-related objectives, and shall utilize instructional methods that enable personnel to progress most rapidly toward these objectives.
- D. The Police Bureau shall support participation by personnel in training programs conducted by other criminal justice agencies, and shall, upon request, provide instructors to those agencies and/or invite members of those agencies to attend training courses conducted by the Police Bureau. The Police Bureau shall evaluate students' progress toward performance objectives by written examinations, proficiency testing and practical exercises, and shall encourage other agencies providing training to Police Bureau personnel to utilize these methodologies.

II. ADMINISTRATION

A. Training Committee:

1. The Training Committee shall consist of at least six positions, including the Technical Services Division Commander, or designee, as chairperson; Training Unit Supervisor, or designee, as vice-chairperson; Accreditation Manager, or designee; a Platoon Commander; a Detective; and an Officer assigned to the Patrol Division. One member of the Training Committee, on a rotating basis, shall be designated to record the minutes of meetings.
2. Members of the Training Committee shall be selected and replaced by the Chief of Police, who shall endeavor to select individuals who represent the racial and gender composition of the Police Bureau. The Chief of Police, upon the written recommendation of the chairperson, may replace a member of the Training Committee due to lack of interest or participation in meetings, or due to operational/administrative considerations. To be considered for selection, individuals must:

- a. Occupy one of the positions described above.
 - b. Be willing to serve on the Training Committee for at least one year, provided their duty assignment remains unchanged. After serving on the Training Committee for one year, members may be replaced by appointees meeting the basic eligibility requirements.
 - c. Submit an Interoffice Memorandum through their chain-of-command to the Chief of Police, expressing their interest and describing their qualifications.
3. The Training Committee shall meet no less than twice yearly to assess training needs and make necessary recommendations concerning Police Bureau training goals and objectives. The Training Committee may meet at such other times as the chairperson deems necessary, or upon the written request of any three committee members, contingent upon the appropriateness of such a request and operational/administrative considerations.
 4. Written recommendations of the Training Committee shall be reported to the Chief of Police, who shall analyze them in consultation with the Technical Services Division Commander and Training Unit Supervisor, to determine their appropriateness for incorporation in Police Bureau training programs. Recommendations of the Training Committee shall be based on the consideration of such factors as:
 - a. Existing and new instructional resources.
 - b. Information from staff meetings and shift briefings/roll calls.
 - c. Input from organizational segments and personnel, to include critique forms of classes/courses.
 - d. Observations of field and administrative operations and procedures.
 - e. Information from internal affairs reports, inspection reports and citizen complaints.
 - f. Training program evaluations/feedback.
 - g. Information obtained from criminal justice agencies and other appropriate sources.

B. Attendance Requirements:

1. Personnel assigned to authorized Police Bureau training programs shall attend and fully participate in all scheduled aspects of the training program.
2. Personnel participating in any training program provided under the auspices of another agency/organization (e.g., Municipal Police Officers' Education and Training Commission [MPOETC], Harrisburg Area Community College [HACC], Pennsylvania Department of Transportation [PennDOT], etc.) shall adhere to the specific or implied attendance requirements of that agency/organization.

3. Unless otherwise specified, 100% attendance is required for personnel attending any training program. Additionally, attendance shall be guided by the following:
 - a. Anticipated scheduling conflicts, e.g., annual or sick leave, court attendance, etc., shall be accommodated prior to the start of training whenever possible. If this proves impossible, consideration shall be given to scheduling the individual for training at another time.
 - b. Once training has commenced, any emergency situations shall be addressed on an individual basis, with the final determination made by the course instructor.
 - c. At no time shall any individual receive recognition for attendance or completion of a training program if their attendance is less than 80% of the total hour allotment for the program.
 - d. If an individual is permitted to return to the training program after an absence, they shall be responsible for any instructions and assignments missed during their absence.
4. Personnel attending a training program conducted by the Police Bureau shall sign the applicable class attendance roster on a daily basis.
5. Personnel attending training programs shall notify the Training Unit Supervisor and their immediate supervisor if they anticipate an absence from or tardiness at a class. Personnel shall be required to submit an Interoffice Memorandum, through their chain-of-command, to the Training Unit Supervisor, upon their return to duty from any unexcused absence or tardiness.
6. The Training Unit Supervisor shall be responsible for establishing the method of attendance verification for training provided by the Police Bureau. This shall be in a format appropriate to the type of training conducted and should require a minimal amount of time on the part of the instructor or class coordinator.
7. The instructor or class coordinator shall be responsible for determining the presence of each individual at the beginning of, and throughout, each class session when training is provided by the Police Bureau.
8. Upon the successful completion of a Police Bureau training program, each individual in attendance shall receive an appropriate document, e.g., diploma, certificate, etc., indicating their achievements that when required, shall bear the signature of the appropriate authority.
9. Personnel attending authorized training programs shall adhere to all standards set by the Police Bureau regarding appropriate attire. Questions regarding this subject shall be directed to the Training Unit Supervisor.

C. Reimbursements:

1. Unless otherwise indicated in the applicable training opportunity announcement, personnel assigned to attend or participate in an authorized training program

provided under the auspices of another agency/organization (e.g., MPOETC, HACC, PennDOT, etc.) shall be reimbursed for the approved costs associated with their attendance/participation in the program. Personnel desiring to attend or participate in an authorized training program conducted under the auspices of another authority may request approval for their attendance/participation and reimbursement of associated costs by submitting an Interoffice Memorandum, through their chain-of-command, to the Chief of Police. The request must contain the dates and times of the applicable training program, justification for their attendance/participation and an estimate of the estimated costs.

D. Lesson Plans:

1. Personnel instructing Police Bureau training programs shall generate and utilize lesson plans that include a statement of performance and job-related objectives; the content of the training and the specification of the appropriate instructional techniques; and, the identification of any tests used in the training process. NOTE: Personnel conducting roll calls/shift briefings are exempt from this provision.
2. All Police Bureau lesson plans shall conform to the guidelines and format established in Appendage A. Training sources not governed by the Police Bureau shall be requested to submit lesson plans conforming with Appendage A.
3. All lesson plans to be utilized in conjunction with Police Bureau training programs shall be submitted to the Training Unit Supervisor prior to their use for review and approval.
4. Lesson plans shall be submitted as early as possible prior to the commencement of the training program to permit an adequate review. The Training Unit shall retain copies of all approved lesson plans.
5. For mandatory and non-mandatory training conducted under the auspices of another agency/organization, the agency/organization shall be requested to complete and submit for review a lesson plan or course description. The Training Unit shall retain copies of all such lesson plans and course descriptions. It shall be the responsibility of agency/organization to ensure their performance and instructional objectives and lesson plans are periodically reviewed, updated and corrected if/when necessary.

E. Remedial Training:

1. Remedial training shall be utilized to present personnel with supervisory-guided techniques necessary to correct a demonstrated performance deficiency. Remedial training is also to be used when a supervisor recognizes that with further training an individual's skills can be improved from a satisfactory to a superior level. It is the supervisor's responsibility to monitor all aspects of the subordinate's work

performance and recognize that providing appropriate training at the proper time will help ensure that the subordinate is able to perform work tasks in, at the least, a satisfactory manner.

2. Remedial training may be instituted whenever:
 - a. A supervisor has determined that initial or additional training is the most appropriate method of correcting a performance deficiency.
 - b. An individual repeatedly demonstrates a deficiency in job performance that if permitted to continue, will result in a less than satisfactory performance evaluation.
 - c. A lack of job knowledge is a factor in a current less than satisfactory performance evaluation.
 - d. A supervisor recognizes that a subordinate has the potential to achieve job performance by monitored remedial training.
 - e. An Officer is unable to meet the minimum requirements for mandatory in-service training.
 - f. The results of a staff or line inspection indicate an individual(s) may benefit from the application of remedial training.
 - g. Disciplinary action has been taken.
3. The period in which remedial training may be applied shall be based on the specifics of the situation and recommendations made by the Division Commander, Platoon Commander or Unit Supervisor to the Chief of Police.
4. Documentation is an essential element of the remedial training process. When a demonstrated performance deficiency has been identified and initial supervisory efforts have failed to correct it, documented remedial training shall be instituted.
5. Documentation, in the context of remedial training, is intended to enable the individual to better perform their assigned duties; however, if in the process it becomes evident that the root of the performance deficiency lies outside the parameters of remedial training, disciplinary action and/or referral to the Employee Assistance Program (EAP) may be initiated.
6. Supervisors shall document remedial training by placing an Interoffice Memorandum in their supervisory file. The Interoffice Memorandum, which is to

be directed to the involved individual (who shall be provided a copy), shall include the following:

- a. Individual's name and job assignment.
 - b. Location of work assignment.
 - c. Date remedial training documentation is initiated.
 - d. Date of initial performance deficiency.
 - e. Specific problem and specific examples of the performance deficiency, including the date, time, report numbers, specific actions by the individual, etc.
 - f. Any previous remedial training pertaining to this performance deficiency.
 - g. Specific description of the assignment given to correct the performance deficiency. The involved individual also may suggest a plan or course of corrective action that they feel may be of benefit.
 - h. Date the course of action is to be completed.
 - i. Supervisor's and individual's signatures and date of signatures.
7. Individuals identified as needing remedial training shall participate fully in the training. Upon completion of the remedial training, an interim performance evaluation shall be prepared.
 8. To document failure to fully participate in or successfully complete remedial training, the individual's immediate supervisor shall prepare an interim performance evaluation, and forward a copy (with copies of the documented remedial training correspondence and other relevant documents) to the appropriate Division or Platoon Commander.
 9. Remedial training follow-up:
 - a. Supervisors and the recipients of the remedial training shall sign and date the original correspondence indicating successful completion of remedial training and return the correspondence to the individual's supervisory file.
 - b. If remedial training has not been satisfactorily completed upon reaching the deadline indicated in the correspondence, follow-up procedures are to be

initiated by supervisors. The supplemental correspondence shall follow the same format as the initial remedial correspondence, with the following additions:

- (1) Notation of the specific remedial action not satisfactorily completed and continuing performance deficiency.
- (2) Specific recommendations regarding the substandard performance.
- (3) Comments on satisfactory performance are encouraged.

F. Training Records:

- a. The Training Unit shall be responsible for maintaining and updating the training record histories of all personnel within 30 days of the completion of the training or certification course. The format for these records may vary from course to course; however, the basic content of each record shall include, at a minimum:
 - b. Name of individual receiving the training/certification.
 - c. Name of course/training.
 - d. Date of training/certification.
 - e. Grade or pass/fail score received.
 - f. Location of training.
2. The Training Unit shall maintain records of each training class conducted by the Police Bureau, to include, at a minimum:
 - a. Course content (lesson plans).
 - b. Names of attendees.
 - c. Performance of individual attendees as measured by tests, if administered.

III. TRAINING ACADEMIES

A. Relationship:

1. Act 120 mandates and funds municipal police recruit training in the Commonwealth of Pennsylvania; thus, newly employed Officers of the Police Bureau must successfully complete the specified course of instruction at a certified training academy prior to performing police duties. Effective 1991, MPOETC also mandated annual in-service training, to include written examinations based on a curriculum developed, funded and provided by MPOETC. Grant monies are made available to law enforcement agencies and certified training academies through MPOETC, and financial aid also is offered for instructors, tuition, and supplies for in-service training, subject to MPOETC's approval and certification.
2. The Training Unit shall be responsible for maintaining liaison with the certified police training academies proximate to the Police Bureau, and shall recommend Police Bureau instructors to the academies, when appropriate.
3. Upon request and subject to administrative/operational considerations and MPOETC's approval, the Police Bureau shall provide instructors for police training academies.
4. The Training Unit Supervisor shall review and evaluate critique forms submitted by personnel following course attendance. Information gleaned from the critique forms, along with other material and information deemed pertinent in developing job-related training programs, will be discussed with the applicable police training academy to aid in jointly structuring beneficial training programs.
5. Personnel shall be assigned to training at academies during duty hours and the Police Bureau shall be responsible for injuries or other legal liability that may occur as a direct result of training activities.
6. The training academies shall provide orientation handbooks for all new Police Bureau recruits at the commencement of academy training.

IV. TRAINING INSTRUCTORS

A. Requirements:

1. Personnel assigned to the training function and full-time instructors shall receive training prior to assuming their teaching responsibilities which, at a minimum, includes:
 - a. Lesson plan development.
 - b. Performance objective development.
 - c. Instructional techniques.

- d. Testing and evaluation techniques.
 - e. Resource availability and use.
2. Training for personnel assigned to the training function and full-time instructors shall be updated periodically to ensure it continues to satisfactorily meet the operational and administrative needs of the Police Bureau.

V. RECRUIT TRAINING

A. Requirements:

- 1. All sworn Officers shall complete a recruit training program prior to their assignment in any capacity in which the Officer is allowed to carry a weapon or is in a position to make an arrest, except as part of the formal field training program.
- 2. The Training Unit shall ensure the Police Bureau's recruit training program includes:
 - a. A curriculum based on tasks of the most frequent assignment associated duties of Officers who complete recruit training.
 - b. The use of evaluation techniques designed to measure competency in the required skills, knowledge and abilities.
- 3. The Training Unit shall be responsible for in-house classroom training of recruit Officers, to include training regarding Police Bureau policies, procedures, rules and regulations.

B. Field Training Program:

- 1. The Police Bureau's field training program shall be based on a curriculum of the most frequent assignments of newly sworn Officers, with provisions for the following:
 - a. Field training of newly sworn Officers shall be ten weeks (10) in length, and will commence after required classroom instruction at the applicable police academy, and in-house orientation has been concluded.
 - b. The selection process for Field Training Officers (FTOs) shall be in accordance with the following:
 - (1) Officers interested in being a FTO will submit an Inter-Departmental Memorandum to their Platoon Commander indicating

their desire to volunteer to be an FTO.

- (2) The Platoon Commander will indicate on the report his/her recommendation, and forward the report to the Commander of Uniform Patrol.
 - (3) The Commander of Uniform Patrol will review the report and indicate on the report his/her recommendation. The report will be forwarded to the Training Unit Supervisor.
 - (4) The Training Unit Supervisor will interview the officer, and upon his/her selection the officer will be sent to the next available FTO training.
- c. Supervision of FTOs shall be as follows:
- (1) The Training Unit Supervisor has the ultimate responsibility for the supervision of the Field Training and Evaluation Program.
 - (2) Prior to forwarding the DOR to the Training Unit Supervisor, the platoon supervisor will review the DOR, and enter the appropriate overtime compensation.
 - (3) The Training Unit Supervisor will review the report and have final approval. Should the report be deemed unacceptable, the report will be returned to the FTO for correction.
- d. Liaison with academy staff shall be maintained to:
- (1) The Training Unit Supervisor will maintain a liaison with the academy staff in order to stay current with the status of our cadets while in the Police Academy. Should a cadet be deemed to be lacking in a particular area the Training Unit Supervisor will provide remedial training and guidance in the area of need.
- e. Training and in-service training of FTOs shall include:
- (1) Policy and Objectives.
 - (2) Reasons for the Field Training Program.
 - (3) Training Program Orientation.

- (4) Common Performance Appraisal Errors.
 - (5) The Daily Observation Report.
 - (6) Breakdown of Evaluation Guidelines.
 - (7) Remedial Training.
 - (8) Procedure for Recommending Termination.
- f. Rotation of recruit field assignments shall be as follows:
 - (1) Phase One – Three weeks with the first platoon and primary FTO.
 - (2) Phase Two – Three weeks with the second platoon.
 - (3) Phase Three – Three weeks with the third platoon.
 - (4) Phase Four – One week with the first platoon and the primary FTO.
- g. Guidelines for the evaluation of recruits by FTOs shall be as outline in the Harrisburg Bureau of Police Field Training and Evaluation Manual.
- h. The FTO's will be responsible for accurately completing the Daily Observation Report for each day they are assigned to a recruit, even if the activity on the shift was minimal.
- 2. The Training Unit shall be responsible for ensuring the field training program's curriculum remains in conformance with B.1., and for coordinating the conduct of B.1.a.-h., in conjunction with affected Commanders/Supervisors.

VI. IN-SERVICE, ROLL CALL, STAFF MEETING AND ADVANCED TRAINING

A. Non-Mandatory In-Service Training:

- 2. The Training Unit shall:
 - a. Obtain an annual schedule of available training from HACC, the Public Safety Institute and the Pennsylvania State Police Academy, and shall update the schedule accordingly as new courses are added throughout the year.

- b. Post the available training schedule on the bulletin board located in the Patrol Division's Roll Call Room, and shall forward copies to the Chief of Police and each Division and Platoon Commander, Unit Supervisor and Office Manager.
- c. Forward a list of in-service training course descriptions to the Chief of Police and each Division and Platoon Commander, Unit Supervisor and Office Manager. The course description list shall identify those positions that are eligible to attend the related training.
- d. Notify affected personnel and their immediate supervisors, via Bureau E-mail, of approved requests to attend in-service training courses.
- e. Notify the Court Liaison Officer of course enrollments to minimize the possibility of scheduling conflicts, and if necessary, shall coordinate the rescheduling of training dates with the affected Officer's/employee's supervisor.
- f. When operationally/administratively feasible, coordinate the scheduling of at least one training session per year for supervisors that includes equal employment opportunity.
- g. Coordinate the scheduling of critical incident management training (or its equivalent) for Corporals and Sergeants as soon as it is operationally/administratively feasible after promotion.
- h. When operationally/administratively feasible, coordinate the scheduling of training annually for all Officers in such areas as:
 - (1) Race Relations and Cultural Awareness.
 - (2) Stress and Conflict Management.
 - (3) Sexual Harassment.
 - (4) Crisis Intervention.
 - (5) Interpersonal and Inter-group Relations.
 - (6) Urban Family Life.
 - (7) Sources of Referrals to Social Service Agencies.

- (8) Motor Vehicle Operations and Officer Survival.
 - (9) Field Sobriety Testing Procedures.
3. Division and Platoon Commanders, Unit Supervisors and Office Managers shall:
- a. Ensure that personnel under their command are enrolled in in-service training and update courses.
 - b. Ensure that affected personnel are "Eligible Participants", as specified in the Course Description list distributed by the Training Unit.
 - c. Compile a list of preferred schools for each Officer/employee and forward it to the Training Unit for scheduling purposes.
 - d. Endeavor to ensure an equitable distribution of courses among personnel under their commands.
 - e. Review the most recent performance evaluation of each Officer/employee to determine if the Officer/employee has expressed interest in specific training, transfer, or promotional opportunities. Every effort shall be made to enroll personnel in training programs relevant to their interests.
 - f. Approve or deny requests for in-service training based on operational and administrative considerations, and shall advise affected personnel of the approval/denial, via Interoffice Memorandum. Copies of the applicable correspondence shall be forwarded to the Training Unit for scheduling and record keeping purposes.
 - g. Ensure their familiarity with the training history of subordinates to assist them in selecting appropriate training courses. When feasible, ensure that at least one training session per year shall be conducted for Supervisors that includes coverage of their general equal opportunity responsibilities and grievance handling.

4. Personnel shall:
 - a. Be permitted to express any objections they may have to the in-service training selection process by submitting an Interoffice Memorandum to their immediate supervisor, who shall ensure a copy of the correspondence is forwarded, via the chain-of-command, to the Training Unit for consideration/ record keeping purposes.
 - b. Be permitted to discuss specific training interests by submitting an Interoffice Memorandum to their immediate supervisor, or via the chain-of-command, to the next supervisory level, a copy of which shall be forwarded by applicable supervisory personnel to the Training Unit for record keeping purposes.
 - c. Be permitted to request in-service training not specified on the in-service training schedule by submitting an Interoffice Memorandum to their immediate supervisor, a copy of which shall be forwarded by the affected supervisor, through the chain-of-command, to the Training Unit for record keeping purposes. The requesting correspondence shall identify the benefits, dates and potential/actual costs of the course. Should such requests require the payment of tuition, travel, lodging and other expenses by the Police Bureau, they shall be forwarded to the Chief of Police for final approval.
 - d. Forward an evaluation of the subject in-service training course, via Interoffice Memorandum, to the Training Unit.

B. Mandatory In-Service Training:

1. MPOETC:
 - a. Specifies mandatory in-service training requirements for municipal police Officers in the Commonwealth of Pennsylvania that must be met by every municipal police Officer to maintain their police Officer certification. These requirements include:
 - (1) MAINTAINING A CURRENT FIRST AID CERTIFICATION. First aid certifications are valid for a period of three (3) years so you do not have to renew a First Aid card every year.
 - (2) MAINTAINING A CURRENT CARDIOPULMONARY RESUSCITATION CERTIFICATION. Red Cross CPR certifications are valid for one (1) year; thus, annual training must

be attended to ensure the renewal of certification.

- (3) QUALIFYING ANNUALLY WITH ANY FIREARM, SHOTGUN OR RIFLE AUTHORIZED FOR USE, INCLUDING PERSONAL WEAPONS CARRIED IN LIEU OF ISSUED WEAPONS OR AS A SECOND WEAPON, in a qualifying course approved by MPOETC.
- (4) ATTENDING AND SUCCESSFULLY COMPLETING 12 HOURS OF CLASSROOM TRAINING, TO INCLUDE LEGAL UPDATES.

2. The Training Unit shall:

- a. Inform the applicable certified training academies of the Police Bureau's scheduling needs as soon as possible to help ensure mandatory in-service training is offered at locations proximate to the Police Bureau.
- b. Coordinate the scheduling of in-house and outside training academy training in evidence collection and homicide investigation courses for newly assigned Detectives as soon as it is operationally/ administratively feasible after their assignment.
- c. Coordinate the scheduling of first-line supervision training for Corporals and Sergeants as soon as it is operationally/administratively feasible after promotion.
- d. Coordinate the scheduling of mid-management training for Corporals and Sergeants as soon as it is operationally/administratively feasible after promotion.
- e. Coordinate the scheduling of executive and budget preparation training for lieutenants as soon as it is operationally/ administratively feasible after promotion.
- f. Coordinate the scheduling of crisis management training for Lieutenants as soon as it is operationally/administratively feasible after promotion.

C. Roll Call Training:

1. Supervisors shall:

- a. Conduct roll call training to ensure subordinate personnel receive information regarding operational activities, schedule and assignment changes, revised or new directives and other operational/administrative matters.

- b. Utilize roll call also to evaluate personnel readiness to assume duty assignments communicate performance objectives and expectations and inspect each Officer's uniform, equipment and grooming.
- c. Conduct roll call at the beginning of each regularly scheduled shift. If/when a supervisor is not available to conduct roll call, personnel shall review the contents of the active roll call file.
- d. Endeavor to conduct regularly scheduled staff meetings in organizational segments where roll call would not be operationally appropriate.
- e. Ensure Detectives are afforded the opportunity and encouraged to attend roll calls, consistent with operational and administrative considerations.
- f. Coordinate the dissemination of information from all organizational segments during roll calls and staff meetings.
- g. Maintain roll call training records and any other related material that is current or has not been disseminated to all personnel. The roll call files shall be maintained in the Roll Call Room to ensure permit 24-hour accessibility. Roll call training records shall, at a minimum, include:
 - (1) The name and initials of the supervisor who conducted the roll call training.
 - (2) A summary of the information disseminated/training conducted.
 - (3) Names of personnel present at the roll call training.
- h. Retain the contents of the roll call book as long as necessary to ensure that affected personnel have access to the information, or until the information is no longer current. Information that is no longer current or has been disseminated to affected personnel shall be maintained in an inactive file and shall be purged monthly.
- i. Determine the suitability of material or training for roll call is consistent with personnel needs and operational/ administrative considerations.
- j. Disseminate the following types of information at roll calls:
 - (1) Significant daily patrol activities, e.g., wanted or missing persons, stolen vehicles, field contacts, status of major investigations, etc.

- (2) Changes in schedules or assignments, e.g., court hearings, special duty assignments, etc.
 - (3) Revised/new policies and procedures and changes to the Crimes Code, Vehicle Code, Judicial Code and Rules of Criminal Procedure.
 - (4) Significant data from the Metro Computer System.
 - (5) Information from Emergency Protection From Abuse Orders.
 - k. Determine the appropriateness of information to be disseminated during roll call is based on the purpose of the roll call, personnel in attendance and the mission of the organizational segment, however, roll call is an effective means for presenting information via videotape, Powerpoint or other technical means concerning revised/new policies and procedures, changes to the Crimes Code, Vehicle Code, Judicial Code and Rules of Criminal Procedure and other operational/ administrative matters.
2. The Training Unit shall:
- a. Evaluate training needs and requirements to determine their suitability for roll calls.
 - b. Maintain periodic liaison with the certified training academies and supervisors to evaluate the efficiency and effectiveness of roll calls.
 - c. Provide assistance to individuals conducting roll calls by encouraging and supporting the use of videotape and other technical means of conveying information, providing guidance and assistance, when possible, etc.

D. Advanced Training:

- 1. The Chief of Police, after consulting with other command personnel, shall:
 - a. Select personnel to attend the FBI National Academy, FBI National Academy, Northwestern Traffic Institute, Pennsylvania State University or similar advanced training programs designed to impart higher level supervisory and management skills using the following criteria:
 - b. Supervisor shall have held a supervisory rank for at least one year prior to being selected to attend advanced training.

- c. Personnel shall have received satisfactory performance evaluations in their position for no less than one year prior to being selected to attend advanced training.

2. Accreditation Familiarization Training:

- a. The Accreditation Office shall provide familiarization training regarding the accreditation process to all:
 - (1) Newly-hired personnel within a reasonable period after their employment begins.
 - (2) Personnel during the self-assessment phase preceding each reaccreditation.
 - (3) All personnel just prior to each on-site reaccreditation assessment.

E. Specialized In-Service Training:

- 1. The functions/positions in the Police Bureau that require specialized in-service training are:
 - a. Adult and Juvenile Offender Units.
 - b. Habitual Offender Unit.
 - c. Organized Crime/Vice Control Unit.
 - d. Auto Theft Unit.
 - e. Forensics Unit.
 - f. Internal Affairs Office.
 - g. Training Unit.
 - h. Community Policing Unit.
 - i. Domestic Violence Officer.
 - j. Canine Officer.

- k. Traffic Safety Officer.
 - l. Court Liaison/Special Events Officer.
 - m. Crime Prevention/Community Relations Unit.
 - n. Accreditation Manager.
2. The length and complexity of specialized training may vary based upon the position/function; however, such training shall be initiated prior to the assignment of an employee/Officer to the function/position, and shall include, at a minimum:
- a. Development and/or enhancement of the skills, knowledge and abilities particular to the specialization.
 - b. Management, administration, supervision, personnel policies and support services of the function/position.
 - c. Supervised on-the-job training by the supervisor of the position/function, with the assistance of experienced personnel within the applicable organizational segment.
3. In-service training for Special Service Vehicle(s) shall be conducted prior to operation and to maintain proficiency training once every 3 years for the following:
- a. Mobile Command Unit
 - b. Bicycles
 - c. Police Motorcycles

VII. CIVILIAN TRAINING

A. Requirements:

- 1. Supervisors shall:
 - a. Ensure all newly appointed employees receive information regarding:
 - (1) The Police Bureau's role, purpose, goals, policies and procedures.

- (2) Working conditions and regulations.
 - (3) Responsibilities and rights of employees.
 - b. Ensure that pre-service and in-service training on such subjects as civil liability, safety, state laws and city ordinances, dealing with the public, requirements/procedures/technical skills of the function, etc., is provided to the following civilian functions in the Police Bureau:
 - (1) Parking Enforcement Unit.
 - (2) Communications Unit.
 - (3) Records Unit.
 - (4) Community Relations Unit.
- 2. The Training Unit shall ensure the coordination of the provision of appropriate annual retraining for civilian personnel whenever possible, subject to operational and administrative considerations.

VIII. CAREER DEVELOPMENT

A. Policy:

The ultimate purpose of career development is to maintain a highly effective organization by enhancing productivity, efficiency, effectiveness, and personnel job satisfaction. Therefore, the Police Bureau shall, subject to operational and administrative considerations, encourage and support all personnel all personnel seeking to participate in available training programs and pursue degrees and other formal education opportunities offered by accredited colleges or universities.

B. Responsibilities:

- 1. The Technical Services Division Commander shall ensure:
 - a. Career development activities are coordinated for the Police Bureau and conducted in accordance with the requirements of applicable directives.
 - b. The Chief of Police is provided a written annual analysis of the effectiveness of career development activities, including an assessment of Police Bureau compliance with any equal employment opportunity objectives established by the Police Bureau and City Government.

- c. Equal Employment Opportunity guidelines and objectives related to the equitable racial and gender distribution of training opportunities are met by the Police Bureau.
 - d. Grades, scores, certifications, or other documents related to formal career development opportunities are made a part of participant training records.
- 2. Supervisors shall ensure the career counseling provided to subordinates during the annual performance evaluation review period includes, at a minimum, a review of the following:
 - a. The subordinate's training record and career interests/goals.
 - b. Available training programs applicable to the subordinate's current job assignment, including programs administered by other agencies/organizations.
 - c. The requirements and procedures for promotion, and selection for specialized position vacancies and temporary/rotating assignments.
 - d. Current Equal Employment guidelines and objectives.

C. Requirements:

- 1. Personnel assigned to conduct career development activities shall:
 - a. Receive training in the conduct of career counseling through Mid-Management training courses (or their equivalent), to include:
 - (1) General counseling techniques.
 - (2) Techniques for assessing skills, knowledge and abilities of subordinates.
- 2. Though all supervisors may be required to perform career development-related activities at any time, career counseling shall primarily be the responsibility of supervisors assigned to conduct performance evaluations, who shall discuss the following during annual performance evaluation interviews:
 - (1) The promotional process.
 - (2) Recommendations for improving the individual's job performance and satisfaction.
 - (3) In-service and other training.

(4) Available educational programs.

D. Participation:

1. All personnel, subject to availability and operational considerations, shall be afforded the opportunity to participate, on-duty, in formal career development opportunities at least annually. Interested personnel shall express their interest in such opportunities by forwarding an Interoffice Memorandum, through the chain of command to the Chief of Police, no later than January 1st for the forthcoming year.
2. Approval to participate in formal career development opportunities shall be contingent on such factors as availability, operational considerations, potential for personnel growth, and length of anticipated remaining service with the Police Bureau, previous performance.
3. Participation in any formal career development opportunity brings with it the explicit expectation that the interested individual will satisfactorily complete the career development training. A participant's unfavorable performance may be grounds for the Chief of Police to terminate the individual's participation.
4. Classroom sessions directed toward the development of personal, vocational, conceptual or managerial skills shall be conducted within the Police Bureau or other agencies.
5. Officers may be selected to assume the position, responsibility, and authority of an immediate superior, and shall be compensated in such cases as stipulated in the applicable labor agreement, when such assignment would significantly contribute to the professional development of the Officer and enhancement of Police Bureau operations.
6. Requests for educational leave must be directed via Inter Office Memorandum, through the chain of command to the Chief of Police, with a copy forwarded to the Training Unit.

E. Temporary/Rotating Assignments:

1. The positions for which temporary/rotating assignments are available are in the following organizational segments:
 - a. Adult Offender Unit.
 - b. Juvenile Offender Unit.
 - c. Vice/Organized Crime Unit.
 - d. Special Operations Unit.
 - e. Forensic Unit.

- f. Crime Analysis/Community Relations Unit.
 - g. Property Management Unit.
 - h. Training Unit.
- 2. The duration of temporary/rotating assignments shall be a minimum of 40 hours to a maximum of three calendar months.
- 3. Selection for a temporary/rotating assignment shall be based on the following criteria:
 - a. Expressed interest in the assignment, and the potential for individual career development and enhancement of Police Bureau operations.
 - b. A review of the interested individual's three most recent annual performance evaluations, and the results of an interview.
 - c. Consideration of operational and administrative needs.
- 4. Selection procedures for a temporary/rotating assignment shall be as follows:
 - a. Individuals wishing to be considered for selection for a temporary/ rotating assignment shall express their interest to their Supervisor during the annual performance evaluation review. The rating Supervisor shall document this expressed interest on the Skills, Knowledge and Abilities form, which shall then be forwarded to the Training Unit.
 - b. The Training Unit Supervisor, at the end of the performance evaluation review period, shall provide the Chief of Police with a list of individuals who have expressed interest in being considered for selection for a temporary/rotating assignment.
 - c. The Chief of Police shall select individuals for temporary/rotating assignments after considering the above selection criteria, and shall announce the selections via Personnel Order, which shall reference the list of candidates received from the Training Unit.

AUTHORIZED SIGNATURE _____
CHARLES G. KELLAR
CHIEF OF POLICE

APPENDAGE A

LESSON PLANS**A. PREPARATION**

All lesson plans shall be typewritten or computer generated. Each lesson plan shall be submitted to the Training Unit Commander for review and approval.

B. BLOCK INSTRUCTIONS

1. SUBJECT: Self-explanatory.
2. METHOD OF PRESENTATION: Enter the expected methodology, e.g., lecture, demonstration, video, Powerpoint or overhead slides, computer, etc.
3. TARGET GROUP: Self-explanatory.
4. TIME ALLOTTED: Self-explanatory.
5. TRAINING AIDS: Enter training aids such as overhead projectors, computers, videocassette recorders, televisions, charts, posters, etc.
6. HANDOUTS: Self-explanatory.
7. STUDY ASSIGNMENT: Enter study assignments when the course requires the review of materials and/or completion of work assignments outside of the classroom.
8. PREPARED BY: Self-explanatory.
9. DATE: Enter the date the lesson plan was prepared.
10. INSTRUCTIONAL GOAL: Enter a general statement that describes the desired outcome of the course.
11. INSTRUCTIONAL OBJECTIVE: Enter the performance and job-related objectives of the course that support the INSTRUCTIONAL GOAL.

12. LESSON PLAN OUTLINE: Enter the lesson plan outline for the course. The outline shall:
 - a. Include a description of planned classroom activities, including:
 1. Method(s) to be used for starting the class.
 2. Method(s) to be used for increasing class participation.
 3. Identify when visual aids, reference materials, summary or review points, etc., are to be employed.
 - b. Identify any tests and testing procedures to be utilized in the training process.
 - c. Utilize a style that facilitates its use by other instructors.
 - d. Maintain an adequate degree of standardization.
13. BIBLIOGRAPHY: Enter a bibliography of the textbooks, periodicals, directives, statutes or other source materials used for the training course; i.e., titles, publisher/author names and addresses, section or page numbers and publication dates.

**LESSON PLAN
(Sample Format)**

1. SUBJECT:
2. METHOD OF PRESENTATION:
3. TARGET GROUP:
4. TIME ALLOTTED:
5. TRAINING AIDS:
6. HANDOUTS:
7. STUDY ASSIGNMENT:
8. PREPARED BY:
9. DATE:
10. INSTRUCTIONAL GOAL:
11. INSTRUCTIONAL OBJECTIVE:
12. LESSON PLAN OUTLINE:

NOTES

13. BIBLIOGRAPHY:



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: April 29, 2008	Effective Date: April 29, 2008	General Order #: 08-13	Expiration Date: Until Amended/Rescinded
Subject: RESPONSIBILITIES AT MAJOR CRIME SCENES		Distribution: All Personnel	Amends: 05-13
Reference: CALEA Accreditation Chapters 42 & 83			Rescinds: 05-13

I. POLICY

- A. All Police Bureau personnel, regardless of rank or assignment, will protect crime scenes.
- B. The Uniformed Patrol Division will have primary responsibility for protection, security of the crime scene, and supplemental reports regarding their involvement.
- C. The first responding officer (Uniform Patrol) will complete the Initial Crime Report (ICR), providing the basic information to support the investigative effort.
- D. The Criminal Investigation Division, Forensics Section, will be responsible for the drawing of the crime scene.
- E. It is the responsibility of the Criminal Investigation Division detective or Patrol Section Supervisor to call the Deputy District Attorney on call, when needed (See item 2 on Sexual Assault Offense Checklist).
- F. It is the responsibility of the C.I.D. supervisor to ensure that a search warrant has been obtained prior to searching for evidence on private property owned or occupied by a suspect.
- G. Only the assigned C.I.D. Detective and personnel from the Forensic Unit will search a crime scene for evidence and/or contraband. If additional personnel are required, the C.I.D. supervisor shall assign them.
- H. In the event of a sexual assault, the Patrol supervisor will determine if Forensics should be summoned to the scene.
- I. In the event of a sexual assault, the Patrol supervisor will notify the C.I.D. and a determination will be made as to whether an investigation is warranted.
- J. If an investigation is warranted, in the event of a sexual assault, a case coordinator from C.I.D. will be assigned to the case. It is the responsibility of the case coordinator to ensure that the "Checklist For Police Departments in Sexual Offense Cases" (See Addendum), developed by the District Attorney's Office, is completed as thoroughly and accurately as possible. The case coordinator is also responsible for items 8, 9 and 10 on the checklist.

K. In all cases involving a death, the District Attorney will be immediately notified.

II. PROCEDURE

A. PATROL DIVISION

1. The first officer(s) responding to the scene shall:

- (a) Note time call was received and time of arrival
 - (b) Enter crime scene by route least likely to disturb evidence.
 - (c) Check victim's physical condition.
 - (1) Living victim
 - (i) Call medical assistance, if necessary
 - (ii) Attempt to obtain information about the assailant
 - (2) Unconscious victim
 - (i) Make sure that a police officer remains with the victim at all times, including trip to the hospital, in case the victim regains consciousness, the officer can attempt to question the victim
 - (3) Dying victim
 - (a) Listen for dying declarations muttered by the victim
- Remember:** A victim's dying declaration is considered, as competent evidence--it is an exception to the hearsay rule
- (d) Summon Patrol Supervisor
 - (e) Protect the crime scene until all evidence is collected.
 - (1) Block or rope off crime scene.
 - (2) Clear unauthorized persons from scene.
 - (3) Prevent anyone from disturbing the crime scene and/or victim.

- (4) Witnesses
 - (a) Note name and addresses of persons present.
 - (i) Obtain brief statement from each person present.
 - (ii) Hold witnesses until arrival of detectives.
 - (iii) Keep witnesses separated to avoid conversation.
 - (f) In the case of a sexual assault, commence completing the "Checklist For Police Departments In Sexual Offense Cases."
 - (g) Submit an Initial Crime Report. Note all your observations of the crime scene in your report.
 - (h) Maintain a CRIME SCENE LOG OF NAMES OF ALL PERSONS entering the crime scene and reasons for entering. All non-essential personnel not involved in the investigation are not to enter the crime scene. (Example of the Log attached). This will be the only Log maintained; it will be forwarded with the initial officer's reports.
 - (i)Handling of the victim.
- (1) Homicide
 - (a) Verification of Death: It is the responsibility of the Police Bureau to secure the crime scene and check the victim for the presence/absence of life signs, prior to the arrival of Emergency Medical Service personnel. Once EMS personnel have arrived and after consultation with Patrol Supervisor, one member of the EMS team responding to the scene will be permitted to enter the death scene, escorted by a police supervisor, to verify that a death has occurred. The sole purpose of the EMS member is to verify death. After verification of death has been made, the EMS member will be immediately escorted from the death scene. (NOTE: This verification may take place prior to the Coroner's arrival at the scene). The EMS member will take minimal equipment into the crime scene and will take every precaution to protect it. Once death is confirmed, the Coroner will be notified.

- (b) Ensure the victim's position has been temporized via some form of markings, e.g. chalk, etc.

(2) Sexual Assault

- (a) Do not allow the victim to bathe or change his/her clothes before being examined at the hospital.
- (b) Take the victim to the hospital. If the victim is in need of medical treatment, he/she should be transported by an ambulance.
- (c) Contact the rape crisis center.
- (d) Make sure that a sex crimes evidence collection kit is completed at the hospital.
- (e) Complete PSP lab sheet and rape questionnaire.
- (f) Follow and document all steps, where applicable, on the "Checklist For Police Departments In Sexual Offense Cases."

2. It is the responsibility of the PATROL SUPERVISOR to:

- (a) Decide what additional security might be needed at the crime scene; insure integrity of scene perimeter.
- (b) Confer with the C.I.D. supervisor and relate all available information concerning the crime.
- (c) Ensure that all appropriate reports are submitted from patrol personnel, including the "Checklist For Police Departments In Sexual Offense Cases", and the aforementioned Crime Scene Log.
- (d) Prevent anyone from contaminating the crime scene in any manner, e.g., smoking, eating, or drinking of fluids inside the scene perimeter.

3. In the event of a sexual assault, the patrol officer assigned to complete the Initial Crime Report is responsible for the following items on the Sexual Assault Offense Checklist: 1.a.1. 1.d.; 1.f.; and all of item 4 except 4.f.2 and 4.f.3. The patrol officer is also responsible for forwarding the checklist to the C.I.D.

B. FORENSIC UNIT

- 1. The Forensic Unit will respond to the crime scene, no later than, one hour from notification. Once at the scene the Forensic Unit will:

- (a) Note time of arrival at crime scene and will take charge of examining the crime scene. Patrol will still be responsible for security of the crime scene perimeter.
- (b) Note weather conditions.
- (c) Ensure that all of the crime scene is secured.
- (d) Obtain summary of situation from the officer in charge.
- (e) Before gathering evidence, the Forensic Unit will decide whether a warrant is needed. If in doubt, he/she should contact the C.I.D. supervisor or the District Attorney.
- (f) If at night, obtain adequate lighting for processing scene.
- (g) Obtain as much evidence as possible

(1) Photographs/Digital Photographs/Video Taping

(a) Crime Scene

- i. Take color photographs of crime scene from all angles working from the perimeter to the center. Include photographs of entrance and exit routes. Take photographs of all locations relevant to the scene, including every room of a house scene.

(b) Items

- (i) It is important to photograph items of evidence, such as footprints, cartridge cases, weapons, tire tracks, etc. Use ruler to scale items to size, when appropriate.

(c) Victim(s)

- (i) Take color photographs of deceased victim from all angles. Photograph deceased as , items are removed from the body. Photograph substances (i.e. blood, seminal fluid) on the body and all wounds and injuries. Full length and close-up photos should be taken.

It is important to note the position of the body and the condition of victim's clothing.

- (d) If possible, photograph victim's position at the crime scene.
- (e) If photograph's are not possible, sketch victim's position as thoroughly and accurately as possible.
- (f) Overhead Photographs
 - (i) Overhead photos of outdoor scenes, such as streets and intersections are invaluable in constructing scale representation of the crime scene.
 - (g) Video Taping may be used at the special request of the District Attorneys Office.
- (2) Search the crime scene
 - (a) Organize crime scene search
 - (i) Assign tasks and areas of search to individual officers.
 - (b) Note, photograph, collect and mark all objects found, such as latent fingerprints, footprints, tire tracks, tool marks, hair, fragments of cloth, cigarette butts, bullet holes, blood stains, pornography, etc.
- (3) Survey the crime scene.
 - (a) If necessary, obtain surveyor from the city or county. Assist surveyor in taking all measurements.
 - (b) Complete preliminary sketches of the crime scene.
- (4) Obtain evidence from the body of the deceased.
 - (a) Examine deceased for physical evidence.

- (b) Place deceased on plastic sheeting and move the shortest distance possible to examine ground beneath body.
 - (c) Photograph deceased prior to incision at autopsy.
 - (i) Include facial features and any identifying marks or tattoos.
 - (d) Photograph autopsy.
 - (i) Photograph external surfaces of the body to show post mortem lividity, wounds, etc. Be able to identify what was photographed. For example, photograph is showing bullet wound on heart. Avoid unnecessary photos of genitals, visceral unless it is relevant to the case.
 - (e) Fingerprint deceased.
 - (f) Ensure that two blood samples are taken and turned over to the coroner and take one tube for comparison work.
 - (g) Ensure that one urine sample is taken and turned over to the coroner.
 - (h) Obtain hair samples from the deceased (head, eye-brow, body, pubic) and send to PSP laboratory for analysis.
 - (i) Obtain fingernail clippings from the deceased.
 - (j) Collect, mark and photograph items of evidence belonging to the victim, such as personal effects, clothing, shoes, etc.
- (5) As expediently as possible, ensure the drawings of the crime scene are completed and forwarded to the District Attorney assigned.
- (6) Evidence needed in sexual offense cases include:
- (a) Samples of all bodily fluids at the crime scene, such as saliva, fecal matter, semen, blood, etc.
 - (b) Any items that might contain bodily fluids, such as sheets, clothing, tissues, furniture, etc.

- (c) Any pornographic items, this is especially important in child sexual assault cases.
- (d) Evidence related to the victim will be collected at the hospital by the doctor who conducts the sex crimes evidence collection kit.

(e) Remind doctor to sketch any injuries.

(7) In the event of a sexual assault, Forensic Personnel and/or Patrol Section Evidence Technician will ensure that the following items are completed on the Sexual Assault Offense Checklist: 1.2.; I.b.; I.c.; 1.e.; 1.e.1.; I.e.2.; 1.e.3; and 4.f.2.

C. CRIMINAL INVESTIGATION DIVISION

1. Upon arriving at the crime scene, the C.I.D. Detective shall:

- (a) Check crime scene security and take steps necessary to correct errors or omissions.
- (b) Obtain summary of situation from officer at scene.
- (c) Review all actions taken by officer(s) at the scene.
- (d) Re-state the facts of the investigation in a detailed Supplemental report. (SP)
- (e) Attempt to reconstruct events at crime scene by considering the following:
 - (1) Statement of victim, if alive
 - (2) Position of body, in the case of a homicide
 - (3) Number and location of wounds
 - (4) Bloodstains and other substances
 - (5) Other signs of violence and physical evidence
- (f) Check vicinity of crime scene for possible witnesses.
- (g) Obtain statements from witnesses, including the victim, if possible.
 - (1) Only ask and tape questions relevant to the case.

- (h) In the case of a homicide:
 - (1) Determine identity of deceased.
 - (a) Possible ways to identify victim include identification found on deceased, relatives, witnesses, fingerprints, dental records, etc.
 - (2) Establish movements of deceased prior to death(i.e. time last seen alive, who was deceased with, what was deceased doing)
 - (3) Determine possible motives for homicide.
 - (a) Consider victim's background
 - (b) Possible motives include sex, theft, narcotics, mental derangement, etc.
 - (4) Examine deceased's background.
 - (a) Areas to consider are relatives, friends, employment, criminal record, finances, romantic involvements, narcotics use, etc.
 - (i) In the case of Sexual Assault, it is the responsibility of the C.I.D. Detective to coordinate all aspects of the investigation, including the thorough and accurate completion of the "Checklist for Police Departments in Cases of Sexual Offenses".
2. It is the responsibility of the C.I.D. Supervisor to:
- (a) When required, ensure that a search warrant has been obtained.
 - (b) When possible, establish an open telephone line between the crime scene and the C.I.D.
 - (c) When applicable, notify all bureau, local, state and federal agencies.
 - (d) Ensure that the crime scene search is conducted properly.
 - (e) Assign and supervise tasks to be conducted by officers.

- (f) Ensure that a casebook is established and kept up to date. The casebook should contain the following information:
 - (1) Index of Contents
 - (2) Initial reports
 - (3) Follow-up reports
 - (4) Evidence reports
 - (5) Medical reports
 - (6) Witness statements
 - (7) Defendant's statements
 - (8) Background on defendant
 - (9) Background on deceased
 - (10) Crime scene diagram
 - (11) Photographs
 - (g) Ensure that copies of the casebook are provided to the principal detectives, the District Attorney assigned to the case, and the C.I.D. Commander.
 - (h) Conduct periodic briefings for communication purposes as the investigation develops.
3. In the event of a sexual assault, the C.I.D. is responsible for the completion and documentation of the following items on the Sexual Assault Offense Checklist: 3.; 4.f.3.; all of 5; all of 6; and 7. It is also the responsibility of the C.I.D. for having the completed checklist placed with the case.

III. SUSPECT/DEFENDANT PROCESSING

- A. In the event that a suspect/defendant has been identified, the following steps shall be taken:
 - 1. He/she will be advised of their Miranda rights. Officer/Detective will read from his/her Miranda card.

2. If the defendant is willing to give a statement the following shall be done:
 - (a) The detective will have the defendant sign a waiver.
 - (b) When applicable, the C.I.D. supervisor will ensure that an audio and/or visual tape is made of the defendant's statement.
 - (c) Defendant will be advised again of his/her Miranda rights during taping.
 - (d) The detective will note on the tape beginning time, ending time, place and persons present during taping.
- B. If a defendant is identified within hours after the crime, the Forensics Specialist is responsible for the following:
 1. The defendant will be photographed fully clothed to establish his/her condition and appearance. Color of clothing should be noted.
 2. The defendant will be photographed unclothed to establish evidence of injury or needle marks. This process should be repeated approximately 12 hours after arrest to show the presence or absence of any bruises. Photographs showing no injury or bruising are particularly valuable, when the defendant claims he/she received injury from the victim or police.

IV. EVIDENCE HANDLING

- A. To ensure the safe and legal handling of evidence, the following steps shall be followed:
 1. Establish a chain of custody for each piece of evidence. This should be continued right up until the item has been submitted into court as evidence.
 2. Do not place separate items of evidence in the same container or bag.
 3. Place items, such as a rape victim's clothing, which might contain bodily fluids in a paper bag. Decomposition can occur in plastic bags.

4. Items intended for storage must meet the following conditions:
 - (a) Every item must be classified as either Found, Confiscated or Evidence.
 - (b) A properly completed property record form must accompany all items.
 - (c) All items must be properly logged in the evidence ledger.
 - (d) Items stored for fingerprinting must be clearly identified and accompanied by the proper form.
 - (e) If items do not meet the above criteria, they will be rejected by the Evidence Technician and returned to the originating officer and all returned items will be documented accordingly.
5. The following applies to confiscated items/property:
 - (a) Confiscated property, unless needed to satisfy a legal purpose, may be returned to a properly identified owner 12 hours after the time of confiscation.
 - (b) All confiscated property remaining in storage for 6 months will be removed for proper disposal, with the exception of legal firearms.
 - (c) Confiscated legal firearms will be removed for disposal after 1 year of storage.
 - (d) Confiscated illegal firearms will be destroyed in accordance with Dauphin County Court Guidelines.
6. Found items will be returned to the proper owner whenever possible. Found items will be destroyed after 6 months of storage.
7. The Evidence Technician is responsible for:
 - (a) Taking all relevant evidence to the Court House on or before the scheduled trial date.

8. All Evidence Property Record reports will reflect property custody transfer, by completing and signing the portion of the report designed for that purpose.
9. Completed Property Record Reports will be forwarded to Central Records.

V. REPORT WRITING

- A. Facts of case must be reported. No investigation, regardless of how competently executed, is complete unless accurately reported.

REMEMBER: Reports are your channel of communication to Command, District Attorney, and fellow officers. Your case is never better than your report.

- B. Contents of report must include at least the following:

1. Summary - brief, concise summary of operative case facts of beginning of report. This puts case in narrative form, enables reader to grasp picture before examining balance of report for details, witnesses' statements. Summary should NOT contain verbatim recital of witnesses' statements. Attach witnesses' statements separately to report.
2. List of evidence - list items seized, using consecutive numbers for each individual item. Specify the following:
 - (a) What
 - (b) Where seized
 - (c) From whom

VI. PRACTICAL TIPS

- A. When in doubt, call upon experienced detectives to assist you. Confer and cooperate with fellow officers.
- B. Question thoroughly those concerned.
- C. Be careful in questioning witnesses--they may turn out to be principals in the crime.
- D. Do not carelessly divulge critical information to witnesses.

- E. Be courteous and tactful.
- F. Give constant attention to the dissemination of information to other agencies and the press. Do not disclose valuable information to the press or unauthorized person. Such requests for information should be handled by the C.I.D. Commander.

AUTHORIZED SIGNATURE _____
CHARLES G. KELLAR
CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: September 29, 2008	Effective Date: September 29, 2008	General Order #: 08-27	Expiration Date: Until Amended/Rescinded
Subject: COMMENDATIONS		Distribution: All Personnel	Amends: 02-27
Reference: CALEA Accreditation Chapter 26			Rescinds: 02-27

I. POLICY

It shall be the policy of the Harrisburg Bureau of Police to recognize outstanding acts of public service or superior job performance by officially commending such actions by personnel or the general public.

II. COMMENDATIONS

- A. Valor: A citation and ribbon awarded for an extraordinary act of outstanding courage exhibited without regard to personal safety while in actual combat with an armed and dangerous adversary.
- B. Bravery: A citation and ribbon awarded for the completion of an outstanding arrest when confronted by an armed and dangerous adversary.
- C. Heroism: A citation and ribbon awarded for an act of outstanding courage exhibited without regard to personal safety that resulted in the actual or attempted saving of a life.
- D. Merit: A citation and ribbon awarded for an intelligent and valuable contribution to law enforcement, or the completion of a significant arrest accomplished through highly intelligent performance, that demonstrated faithfulness or perseverance.
- E. Distinguished Unit Citation: A citation and ribbon awarded for an outstanding accomplishment that resulted from a group effort by a Unit.
- F. Mayor's Citation: Awarded to the outstanding recipient of a commendation for Valor, Bravery or Heroism.
- G. Officer of the Year
- H. Commendatory Letter: Given for an exceptional arrest or contribution to law enforcement that exceeded normal duty requirements.
- I. Citizen's Commendation: Given to a member of the general public who has provided valuable or courageous assistance to a member of the Police Bureau, particularly in cases where a criminal arrest was facilitated by the citizen's action.

III. NOMINATING AND SELECTION PROCEDURES

A. Nominations:

1. Police Bureau Personnel: Any sworn member of the Bureau may nominate personnel for a commendation on an Inter-Office Memorandum (IOMs). IOMs containing a summary of the incident details and copies of related investigative reports or other supporting documentation are to be forwarded to the Chief of Police, via the chain of command, no later than thirty days after the commendatory action has occurred. A separate IOM shall be required for each nominee. (NOTE: A copy of the nominating IOM and supporting documentation shall be made a part of the affected Officer's personnel file).
2. General Public: The Officer responsible for investigating the incident in which a member of the general public rendered valuable or courageous assistance to a member of the Police Bureau shall submit an IOM summarizing the incident details, accompanied by copies of the related investigative reports, via the chain of command to the Chief of Police.

B. Selections:

1. Police Bureau Personnel: The original nominating IOM and one copy shall be forwarded to the Chief of Police, who shall have final authority for selecting/ approving all commendations for Police Bureau personnel.
2. General Public: The original nominating IOM and one copy shall be forwarded to the Chief of Police, who shall have final authority for selecting/ approving all commendations for members of the general public.

IV. CITIZENS COMPLIMENTARY LETTERS

The Chief of Police shall acknowledge, in writing, correspondence received from outside sources that commend an Officer's conduct or performance of duty. Copies of all correspondence shall be distributed to the Mayor's Office and the affected Officer, and entered into the affected Officer's personnel file.

V. REWARDS

All personnel are prohibited from soliciting or accepting any rewards for any official action without the official written approval of the Chief of Police.

VI. CEREMONIES

- A. Attendees: Commendation ceremonies shall be held at the discretion of the Chief of Police, and may be attended by personnel invited by the Mayor, Chief of Police and Division Commanders, family and friends of the personnel to be honored, representatives of related business concerns or government institutions, victims of crime, and individuals who have rendered assistance in the incident related to the commendation.

B. Procedures:

1. The Mayor's Press Secretary shall be responsible for coordinating logistical arrangements (e.g., notifying news media, arranging for photographs, etc.) pertaining to commendation ceremonies.
2. Technical Services Division, Training Unit, shall be responsible for coordinating the preparation of the certificates and awards, prior to the ceremony.
3. Personnel receiving commendations shall report to the designated location at least twenty minutes prior to the scheduled commencement of the ceremony.

AUTHORIZED SIGNATURE_____

CHARLES G. KELLAR

CHIEF OF POLICE



Stephen R. Reed
Mayor

HARRISBURG BUREAU OF POLICE



Charles G. Kellar
Chief

Date of Issue: April 25, 2008	Effective Date: April 25, 2008	General Order #: 08-66	Expiration Date: Until Amended/Rescinded
Subject: AGENCY ROLE & AUTHORITY		Distribution: All Personnel	Amends: 02-66
References: Title 234, Rules of Criminal Procedure, Rules 71, 76 and 102			Rescinds: 94-66

I. ROLE

- A. Oath of Office: All Officers of the Harrisburg Bureau of Police, prior to assuming sworn status, shall be required to take and subsequently abide by the following Oath of Office:

“I _____, do solemnly swear that I shall support, obey and defend the Constitution of the United States of America and the Constitution of this Commonwealth and that I will to the best of my ability discharge the duties of my office as a Harrisburg Police Officer with fidelity.”

B. Code of Ethics:

1. Law enforcement demands the adoption of a personal philosophy based on honor, a desire for professional status, and devotion to public service. These must be the motives that impel Officers to competently perform their duties and responsibilities.
2. An Officer's life must be one of self-sacrifice and dedication to a higher ideal, based on the recognition of duties and responsibilities, and the belief that law enforcement is an honorable vocation. Officers must fully accept responsibility for protecting the weak, aiding the depressed, and upholding the law in both their public and private lives.
3. The community places its trust in Officers and expects them to conduct themselves so as to merit this trust; consequently, faithful adherence to strict ethical principles is required of anyone serving as an Officer of the Police Bureau.

4. There must be a firm moral philosophy and an appreciation for and dedication to service in any profession to earn the respect and support of the public. Therefore, all Officers of the Police Bureau shall unwaveringly adhere to the following Code of Ethics:

“As an Officer, my fundamental duties are to serve and protect the public; safeguard lives and property; protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and respect the Constitutional rights of all individuals to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the directives of the Police Bureau. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity, will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear of favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

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

5. All Bureau personnel shall receive ethics training on a biennial basis, at minimum.
- C. General Responsibilities: An Officer of the Harrisburg Bureau of Police is an official representative of government who is required and trusted to work within the law. An Officer's powers and duties, in addition to those conferred by statute and ordinance, include serving the community, safeguarding lives and property, protecting the innocent, keeping the peace, and ensuring the rights of all to liberty, equality and justice.
- D. Performance of Duty: An Officer of the Harrisburg Bureau of Police shall perform all duties impartially, without favor or ill will, and without regard to status, sex, race, religion, sexual orientation, or political beliefs. All citizens will be treated equally with courtesy, consideration and dignity. Officers will never allow personal feelings, animosities or friendships to influence their official conduct. Laws shall be enforced appropriately and courteously and, in carrying out their responsibilities, Officers shall in appearance and deportment, conduct themselves so as to inspire confidence and respect for the position of public trust that they hold.
- E. Use of Force: Officers shall never employ unnecessary force or violence and will use only such force in the discharge of duty as is reasonable in all circumstances. Force shall be used only with the greatest restraint and only after discussion, negotiation, or persuasion have been found to be inappropriate or ineffective. While the use of force is occasionally unavoidable, every Officer shall refrain from inflicting unnecessary pain or suffering and will never engage in cruel, degrading or inhuman treatment of any person.
- F. Confidentiality: Officers shall ensure restricted or confidential information concerning investigations, personnel or the public is kept confidential, unless the requirements of duty or law dictate its release.
- G. Integrity: Officers shall not engage in acts of corruption or bribery, condone such acts by others, or conduct themselves in a manner that could compromise their integrity or undercut public confidence in the Police Bureau. Officers shall refuse to accept any gifts, presents, subscriptions, favors, gratuities or promises that could be interpreted as seeking preferential treatment by virtue of their status, and shall endeavor to perform their official duties responsibly, honestly, and within the requirements of the law.
- H. Cooperation With Other Officers and Agencies: Officers shall cooperate with all legally authorized law enforcement and criminal justice agencies and representatives in the pursuit of justice.

- I. Use of Discretion: While it is understood that Officers have the authority to take actions in criminal matters and other circumstances calling for police attention, Officers also have the authority and autonomy to exercise their individual judgment or discretion as to when a restrained or limited response is appropriate in a given situation. The use of discretion, based on competence, experience, consistency, and a consideration of all surrounding circumstances, can do much to preserve good relationships with and retain the confidence of the public. A timely word of advice or warning – as opposed to an arrest – may, in appropriate circumstances, be a more effective means of achieving a desired end. Therefore, Officers shall apply the principles of equity, reasonableness and consistency when determining whether the limitation of official action is appropriate in a given situation, and shall apply discretion only when doing so falls within the requirements of law, the precepts of professional policing, and the following guidelines:
1. Summary Violations:
 - a. *Non-Traffic* – When there is no injury or loss to the public, the Officer may exercise discretion; e.g., if a juvenile commits a minor offense, the Officer may elect to counsel the juvenile and his parents instead of issuing a Non-traffic Citation. However, when a complainant wishes to prosecute and the Officer has sufficient information to establish the elements of the offense, then the Officer must issue/file a Non-traffic Citation. In such circumstances, if there is insufficient information to establish the elements of the offense, then the Officer must submit the appropriate investigative report and further investigation must be pursued.
 - b. *Traffic* – When there is no injury or loss to the public, the Officer may exercise discretion; e.g., if a non-resident motorist commits a minor traffic infraction, the Officer may elect to issue a written warning instead of issuing a Traffic Citation. However, when a complainant wishes to prosecute and the Officer obtains sufficient information to establish the elements of the offense, then the Officer must issue/file a Traffic Citation. In such circumstances, if there is insufficient information to establish the elements of the offense, then the Officer must submit the appropriate investigative report and further investigation must be pursued.

2. Other Situations: In order-maintenance situations, Officers are permitted to use discretion based upon the actions that will best resolve the situation. In other situations where Police Bureau policy has been established as to how to respond to the situation, then the Officer must adhere to the established guidelines.

J. Criminal Justice and Social Diversion Programs:

1. The Police Bureau's role in existing criminal justice and social service diversion programs shall be limited to making referrals to such programs, to the extent permitted by law and when such referrals further the interests of justice.
2. Referrals to criminal justice and social service diversion programs shall be made in conjunction with non-criminal investigations and citizen contacts, and shall not serve as a substitute for enforcement of existing statutes, and/or city ordinances where serious criminal behavior is evident and probable cause exists to initiate and arrest. Referrals can, when appropriate, be made concurrently with the initiation of judicial sanctions.
3. Communications Center Supervisors shall ensure a listing of available criminal justice and social diversion programs is accessible to Communications Center personnel; additionally, all Supervisors shall ensure subordinates are aware of the existence and available services of criminal justice and social diversion programs.

K. Alternatives to Arrest or Pre-arraignment Confinement:

1. Alternatives: Officers may, when appropriate, use alternatives to arrest or pre-arraignment confinement, including:
 - a. Issuing a written or verbal warning.
 - b. Proceeding by citation or summons.
 - c. Filing a complaint.
 - d. Referrals to other agencies.
 - e. Release without charges.

2. Considerations: When considering whether the use of an alternative to arrest or pre-arraignment confinement is an appropriate response for a given incident or situation, Officers shall:
 - a. Be governed by the requirements of applicable statutes, the welfare and safety of the public, and goals, objectives, and directives.
 - b. Strive to avoid being perceived as showing favoritism, bias, or abusing their authority.
 - c. Apply their training, experience, and sound judgment in contemplating relevant or mitigating circumstances surrounding a situation or incident.
 - d. Evaluate whether there are reasonable grounds to believe the individual will appear at judicial proceedings, as required.
 - e. If necessary, consult a Supervisor for additional guidance and direction.

II. AUTHORITY

- A. Sources of Authority: The primary sources of legally mandated authority for Officers to enforce the law, carry and use weapons, and conduct other law enforcement-related activities, include the:
 1. Constitution of the United States.
 2. Constitution of Pennsylvania.
 3. Title 234, Rules of Criminal Procedure.
 4. Title 42, Judiciary and Judicial Procedure.
 5. Title 18, Crimes Code.
 6. Title 75, Vehicle Code.
 7. Title 37, Pennsylvania Code, Law.

8. Applicable city ordinances, court decisions and case law.

AUTHORIZED SIGNATURE _____
CHARLES G. KELLAR
CHIEF OF POLICE



Linda D. Thompson
Mayor

HARRISBURG BUREAU OF POLICE



Pierre Ritter
Chief

Date of Issue: March 5, 2010	Effective Date: March 5, 2010	General Order #: 2010-29	Expiration Date: Until Amended/Rescinded
Subject: NATIONAL GUARD AND RESERVE LEAVE		Distribution: All Personnel	Amends: 02-29
Reference: CALEA Accreditation Chapter 12			Rescinds: 02-29

I. POLICY

It shall be the policy of the Harrisburg Bureau of Police to grant personnel who are members of National Guard or Reserve Units to utilize a maximum of fifteen paid working days per year as military leave.

II. MILITARY ORDERS

Personnel who are members of National Guard or Reserve Units shall forward a copy of their official military orders or notifications to their immediate supervisor, immediately upon its receipt and prior to the commencement of scheduled drills/special assignments. Affected personnel shall also furnish their immediate supervisor with the name and phone number of their military unit's official contact person.

III. ADDITIONAL MILITARY LEAVE

Paid military leave exceeding 15 days per year shall not be granted. However, affected personnel may utilize available Holidays, Personal, Vacation Days, or Leave Without Pay as military leave, if necessary.

IV. DAYS OFF

Personnel shall be permitted to adjust day off schedules to coincide with military drills.

AUTHORIZED SIGNATURE
PIERRE RITTER
CHIEF OF POLICE



Linda Thompson
Mayor

HARRISBURG BUREAU OF POLICE



Pierre Ritter
Chief

Date of Issue: August 4, 2010	Effective Date: August 4, 2010	General Order #: 10-78	Expiration Date: Until Amended/Rescinded
Subject: TASER PROGRAM		Distribution: Bureau Personnel	Amends: 09-78
Reference: CALEA Standard 1.3.9 PLEAC Standard 1.3.8			Rescinds:

I. POLICY

Officers **shall** be guided by Police Bureau training, the use of force continuum, applicable statutes, the totality of circumstances of the incident, and this directive. No Officer will be authorized to carry a TASER X26 until the successful completion of training by a certified TASER Instructor. TASER operators are required to maintain training and certification in accordance with TASER guidelines.

II. DEFINITIONS

- A. ECD: An Electronic Control Devices (ECD) and electronic incapacitation device designed to transmit ECD waves (t-waves) which cause motor skill dysfunction.
- B. ECD (**E**lectronic **C**ontrol **D**evelops): Use propelled wires or direct contact to conduct energy to affect the sensory and motor functions of the nervous system.
- C. TASER CARTRIDGE: A wedge shaped plastic container that contains a primer, nitrogen charged capsule, puncture pin, AFID (Anti-Felon Identification) Tags, and two probes with barbed points: top probe is "horizontal" in relativity to the weapon, bottom probe points 8 degrees down. From the centerline of the cartridge, each probe is offset 4 degrees.
- D. AFID (**A**nti-**F**elon **I**dentification): 20-30 tags contained within an ECD Cartridge that are printed with the serial number of the cartridge. The AFID will disperse upon discharging the ECD which will then identify the Bureau Personnel discharging the ECD.
- E. DISCHARGE: To fire an ECD or to touch a subject causing energy to transmit across the circuit.
- F. PROBE: Thin metal barbed dart discharged from an ECD connected by insulated wire.

- G. ELECTRO-MUSCULAR DISRUPTION: The involuntary contraction of the muscles that disrupts neuro-motor control.
- H. DATA PORT: Computer interface for the recovery of usage information from the internal memory of the ECD.
- I. DATA DOWNLOAD: Method of electronic recovery of information saved the ECD upon each discharge.
- J. DRIVE STUN: The direct contact of an ECD with a subject, either in conjunction with probe deployment or without a cartridge attached.

III. DUTIES AND RESPONSIBILITIES

- A. Particular considerations **shall** be exercised when deploying the TASER X26 in the following circumstances:
 - 1. Subject who is in an elevated position (height) or under other circumstances where a fall could cause substantial **injury** or **death**.
 - 2. Subject operating a moving vehicle or machinery, unless exigent circumstances exist.
 - 3. Young children, the elderly, the visibly frail, and individuals with physical disabilities that impair their mobility. **Exceptions:** only if the above show a **threat of violence** to the degree bodily harm may incur to the officer(s) or civilian(s).
 - 4. Whether there are multiple subjects.
- B. The TASER X26 **shall not** be deployed in the following circumstances:
 - 1. Against subjects who have come into contact with flammable liquids or gases (**including OC Spray**), or in environments where flammable materials are obviously present, due to the ECD's ability to ignite flammable liquids and gases.
 - 2. Against a person who is obviously pregnant. **Exception(s):** unless that person poses a threat to an officer(s), civilian(s), or herself by possessing a weapon or object that could potentially cause serious bodily injury.
 - 3. To experiment on a person(s) or allow a person(s) to experience the ECD, even if the person grants permission, when the use of the ECD would not otherwise be allowed by Bureau Policy.

4. Against persons offering only passive resistance in a protest or civil disobedience environment.
 - C. Bureau personnel **shall** verbally warn the subject prior to the discharge of the ECD, unless circumstances do not provide time for a warning which can be articulated on the Bureau Use of Force Report. If practical, assisting officer(s) should also be warned of an intended ECD deployment.
 - D. The ECD **shall** be deployed as an additional Bureau tool and are not intended to replace firearms or other control techniques.
 - E. In preparation of deployment/firing, the ECD **shall** be pointed in a safe direction, taken off safety, and then aimed. Center mass of the subject's back is the primary aiming point. Center mass of the chest or legs are the secondary targets.
 - F. The ECD may be used in certain circumstances in drive stun mode. If a cartridge has been deployed at close range and is not incapacitating the subject, a drive stun may be used in conjunction with the probes to ensure incapacitation. Officers should ensure the unit is **pressed firmly** into an appropriate region of the body as stated in training. The cartridge may be removed from the ECD for drive stun deployment only in **exigent circumstances**, keeping in mind the device is not an incapacitation device when utilized in this manner.
- NOTE:** Definition of **exigent circumstances** shall be the following:
- 1.) Upon the deployment of both cartridges and no contact has been made with the perpetrator for incapacitation.
 - 2.) Malfunction or damaged cartridge(s).
- G. Bureau personnel **shall not** intentionally aim laser sites at the eyes of a subject, bystander, or any other Bureau Personnel(s).
 - H. No more than **one** ECD at a time **shall** be discharged against a subject.
 - I. Upon discharge of a ECD, all cartridges, wires and probes shall be collected as evidence as follows:
 1. Place probes back into the cartridge firing well.
 2. Re-secure the plastic cartridge cover.
 3. Do not wind the wires around the cartridge as valuable evidence may be lost.

4. Place in an evidence envelope, enter property record report, and store into evidence.
5. Officer **shall** place the ECD device into a property bag, label the bag with the incident number, last four numbers of the ECD (serial number), and the Officer's name.
6. Officer **shall** hand the property bag with the ECD to the booking officer to place into the temporary evidence room. **No property record report is needed for the ECD.**
7. The Booking Officer **shall** then place the bag with the ECD into the temporary evidence gun locker (H) designated for ECD storage. Discharged cartridges are handled as evidence, and are not to be placed in the locker with the ECD.

IV. WEAPON READINESS

- A. The ECD **shall** be carried only in a Bureau approved holster.
- B. The ECD **shall** be carried fully armed with the safety **on** in preparation for use when authorized.
- C. All certified operators **shall** examine the ECD at the beginning of their tour of duty to determine that it is functioning properly by:
 1. Performing a visual inspection.
 2. Conduct a spark test.
- D. Only battery power source recommended by Taser International **shall** be used in the ECD.

V. USE OF FORCE CONTINUUM

- A. Bureau personnel authorized to use an ECD may use it to restrain a subject consistent with the Use of Force Continuum outlined in **General Order 07-04**, and only after consideration of the totality of the circumstances mentioned under Section III, Subsection A & B. Bureau personnel may also use an ECD against an **aggressive** animal under articulable circumstances. **The discharge of an ECD against an animal requires the completion of the Usage form, download of the ECD, retention of the spent cartridge, and the completion of a MI report in the Metro system.**
- B. An ECD may be used when it **reasonably** appears it will be the **most effective force option**, after consideration of the totality of the circumstances, to successfully attain lawful objectives.

- C. The ECD is equivalent to OC spray on the use of force continuum and decisions to deploy an ECD require the same justification.
- D. Use of the Taser is not a substitute for Lethal Force. When officers are faced with a potential deadly force situation, the deployment of the Taser should only be considered if a cover officer is present with the ability to employ deadly force if necessary.

VI. RENDERING MEDICAL AID

- A. Following the use of an ECD, when a subject is brought under control, the subject **shall** be monitored for indications of medical problems and **shall not** be left alone while in custody until a police supervisor has interviewed the subject or the subject has been examined by medical personnel.
- B. As soon as reasonable and practicable after an individual(s) is subjected to an ECD, Bureau personnel **shall** assess whether the subject requires medical attention, and if so either call emergency medical personnel to the scene or transport the subject to a medical facility. Bureau personnel **shall** inform the medical personnel that an ECD was used and advise of any other known injuries, however slight.
- C. Probe removal **shall** be accomplished by Bureau personnel. Taser probes shall be removed by Bureau personnel after the offender is secured in handcuffs except in the following circumstances:
 - 1. The offender does not appear to recover properly after deployment.
 - 2. The officer attempting to remove the probe encounters difficulty.
 - 3. The Probes are imbedded in soft tissue areas such as the face, neck, eyes or groin.

In any of these circumstances the offender will be transported to a medical facility for evaluation and removal of the probes.

- D. All probe entries and drive stun marks on a subject shall be photographed.

VII. NOTIFICATION AND REPORTING REQUIREMENTS FOR ECD DEPLOYMENT

- A. Following a discharge of an ECD, Bureau Personnel **shall** notify the shift supervisor as soon as possible.

- B. A Use of Force Report and a Taser Usage Report **shall** be completed and submitted whenever an ECD is intentionally discharged, even if contact with subject is **not** made (i.e./ the probe did not strike the subject) and the report **shall** be submitted to an on duty supervisor for review prior to the officer ending their tour of duty. Accidental Discharges of ECDs shall be immediately reported to a supervisor and documented on an interdepartmental memo. The original forms will be submitted to the Chief of Police via chain of command; a copy shall be routed to the Technical Services Commander.
- C. Officer **shall** notify (via Metro Message System) the Taser Program Coordinator of the deployment, to include the date and time of the deployment, incident number, and the deploying officer's name.
- D. ECDs will be maintained, downloaded and repaired by the Taser Program Coordinator in accordance with Appendix A, Taser Maintenance and Records.

AUTHORIZED SIGNATURE_____

PIERRE RITTER
CHIEF OF POLICE



Harrisburg Bureau of Police

Linda D. Thompson
MAYOR

Pierre Ritter
CHIEF

DATE OF ISSUE: November 8, 2011	EFFECTIVE DATE: November 8, 2011	GENERAL ORDER #: 2011-32	EXPIRATION DATE: <i>Until Amended or Rescinded</i>
SUBJECT: <i>Juveniles in Police Custody</i>		DISTRIBUTION: All Personnel	AMENDS: 07-32
REFERENCE: PLEAC, Chapter 4			RESCINDS: 07-32

I. POLICY

- A. The policy of the Harrisburg Police Bureau will be to comply with the following procedures when taking juveniles into custody. Officers will utilize the least coercive and reasonable alternative when dealing with juvenile offenders. Detention of juvenile offenders where adult prisoners are housed is generally prohibited.

II. DEFINITIONS

A. Status Offender

1. Status offenders are defined, as juveniles, who have been accused of, or charged with, conduct which would not, under law, be an offense if committed by an adult. Examples include: runaways; truant; dependent/neglected juveniles; underage alcohol offenses; or abused juveniles. The roll call room, which is designated as a temporary detention area shall be used in all incidences. Every effort will be made not to hold juveniles in police custody longer than 6 hours to comply with State regulations.
2. **Status offenders may not be placed in secure custody;** handcuffed to a stationary object or cuffing rail; placed in a holding cell or placed in a locked room under any conditions.
3. Status offenders shall be placed in a non-secure area such as an office, interview room or general purpose room until release arrangements can be made and the juvenile leaves the facility.
4. The officer shall immediately notify the parent, guardian or other custodian of the apprehension of the child and his/her whereabouts.

5. The child must be under continuous visual supervision by a law enforcement officer or other facility staff during the period of non-secure custody.

B. Accused Delinquents

1. Accused delinquents are juveniles who have committed a crime that would also be a crime if committed by an adult.
2. Accused delinquents may be held in secure custody, but not for a period exceeding six (6) hours.

C. Secured Custody

1. Secured custody is defined as an accused delinquent being cuffed or shackled to a stationary object or cuffing rail, being placed in a holding cell, or being placed in a locked room.

III. PROCEDURES

A. Criteria for taking juveniles into custody.

1. Pursuant to court order.
2. Pursuant to the laws of arrest.

- a. Arrest without Warrant in Summary Cases
(42 Pa. C. S. S8902, Act 25 of Special Session 1 of 1995;
effective January 16, 1996)

Authorizes arrests without a warrant when a police officer has probable cause from viewing ongoing conduct which imperils the personal security of any person or endangers public or private property, and when such conduct constitutes the summary offense of:

- (1) disorderly conduct (18 Pa. C. S. S5503)
- (2) public drunkenness (18 Pa. C.S. S5505)
- (3) obstructing highway (18 Pa. C.S. S5507)
- (4) underage purchase/possession of liquor (18 Pa. C.S. S6308)

- (a) **Juveniles charged solely with underage drinking may not be held securely.**

- b. Summary Offenses Arising Out of the Same Episode as a Delinquent Act (Act 9 of Special Session 1 of 1995, amending 42 Pa. C.S. SS 1123, 1515, and 6303; effective May 30, 1995)

Summary offenses arising from the same transaction as a misdemeanor and/or a felony are covered by the Juvenile Act and must be charged in the delinquency petition alleging the misdemeanor and /or felony.

Juvenile Court has the same dispositional authority over these summaries as District Justices.

- c. By a law enforcement officer or duly authorized officer of the court if there are reasonable grounds to believe that the child is suffering from illness or injury or in imminent danger from his surroundings that his/her removal is necessary.
 - d. By a law enforcement officer or duly authorized officer of the court if there are reasonable grounds to believe that the child has run away from his/her parents, guardian or legal custodian.
 - e. By a law enforcement officer or duly authorized officer of the court if there are reasonable grounds to believe that the child has violated conditions of his/her probation and verification has been obtained from the county juvenile probation office.
 - f. A juvenile who is charged with indirect criminal contempt for violating a Protection from Abuse Order (PFA) shall be considered to have committed a "delinquent act" and may be taken into custody.
 - g. A law enforcement officer may, with probable cause, take a juvenile into custody who has committed or is committing retail theft regardless of the grade of the offense. If the juvenile is 16 years of age or over, he must be fingerprinted. (see subsection "D" in this order)
- B. In any case when a juvenile is taken into custody, parental notifications will be made with all reasonable speed.
- C. Notifications
- 1. The arresting/prosecuting officer shall notify the parent, guardian or legal custodian of the reason the child was taken into police custody, and his whereabouts.
 - 2. If telephone contact cannot be made, the supervisor will dispatch an officer to the child's address to contact the parent , guardian or legal custodian in person.

3. If personal contact cannot be made, the officer shall leave a written message with the nearest available neighbor or relative, and shall also leave a copy of said message attached to the front door of the child's residence.
4. If the child is not a resident of this city, and telephone contact cannot be made, the appropriate law enforcement agency shall be contacted for the purpose of locating and notifying the child's parents, guardian or legal custodian for the purpose of supplying the above information.

D. Fingerprinting and Photographing Juveniles

1. Law Enforcement Authority Fingerprint and Photograph Alleged Delinquents. (Children Ages 10 to 18) (Act 6 of Special Session No. 1 of 1995 (SS 1): effective May 15, 1995) .S 6308 of the Juvenile Act provides law enforcement officers with the authority to take the fingerprints or photographs, or both, of any child alleged to have committed an act designated as a misdemeanor or felony. The fingerprints and photographs may be disseminated immediately to law enforcement officers of other jurisdictions and may be used for investigative purposes.
2. A juvenile 16 years of age or older charged with retail theft will be fingerprinted regardless of the grade of the offense.
3. Pennsylvania State Police (PSP) Central Repository The Harrisburg Police shall ensure that fingerprint and photographic records of alleged delinquents be forwarded to the central repository as required by the PSP.
4. Where it is determined that acts ascribed to the child were not committed by the child, the court shall direct that the fingerprint and photographic records be immediately destroyed by law enforcement agencies. To this end, the Harrisburg Police Bureau will immediately comply upon notification of case disposition by the courts.

E. Investigative Guidelines

1. When a child is taken into police custody, the parent, guardian, or legal custodian and the child shall be advised of the reason of the interview/conference.

2. The child and parent, guardian, or legal custodian shall be informed of
 - a. any charge(s) filed or pending against the child;
 - b. their Miranda Warnings, if crime involvement is reason for custody; and,
 - c. they shall be given private time to discuss the matter, prior to interview; furthermore,
 - d. in the event an attorney is requested, the interview shall be terminated until such time as their attorney can be reached.
3. A Report of Juvenile Contact. (JV) in the Field Reporting System, shall be completed on every child taken into custody by Harrisburg Police Bureau.
4. In the event a youth is suspect/accused in a criminal offense and is to be interviewed concerning his involvement, the adult and child shall be read Constitutional Rights and Miranda Warnings from the official Harrisburg Police Bureau form (See Attached). The involved officer will ensure the form is completed and submitted.
5. In the event that both parties (parent/child) waive their rights, the interview shall continue, documenting in writing the waiver of rights and consent to the interview.
6. The time limitation of the interview/conference shall be at the discretion of the investigating officer with special consideration for the mental and physical state of the child involved, and the seriousness of the incident.
7. Both Bureau policy and the juvenile justice system, as it applies, shall be explained to both parties as they pertain to the matter under investigation.
8. Meals shall be provided to the child in custody as appropriate for the circumstances and length of time in custody by the Harrisburg Police Bureau.

F. Issuing Non-Traffic Citations

1. Any police officer issuing a juvenile a Non-Traffic citation shall also complete a Report of Juvenile Contact (JV) with said citation. The citation shall be submitted and forwarded to the Juvenile Offender

Section for further processing. It shall be the responsibility of the Platoon Supervisor to ensure that the citation and Juvenile Contact Report is fully and properly completed.

G. Issuing Traffic Citations

1. Any police officer issuing a juvenile a Traffic citation shall submit same to the Records Center and not to the Juvenile Offender Section office. Also no Juvenile Contract Report is needed with this type of citation. It shall be the responsibility of the Platoon Supervisor to ensure that the citation is fully and properly completed.

H. Releasing Juveniles for Summary Arrests

1. If the police officer is charging a juvenile on information received or through investigation, he must note this in the comments portion on the Juvenile Contact Report (non traffic citations only).
2. If the non-traffic citation is issued directly to the accused juvenile, the officer shall note on the citation, for a "hearing" at the office of the District Justice. The date shall be within ten (10) days of the issuance of the citation. Although there will not actually be a hearing it ensures that notice was given for a plea to be made at the District Justice office.
3. If the parent, guardian or legal custodian is present at the time the citation is issued and there are no serious charges pending, the child shall be released. Officers will ensure that the date, time and person into whose custody the child is released is noted on the Juvenile Contact Report.
4. If no parent, guardian, or legal custodian is present at the arrest scene, the arresting officer shall transport said child to the Public Safety Building and the platoon supervisor, or his/her designee, shall attempt to contact the parent, guardian, or legal custodian for the purpose of picking up said child at the Public Safety Building.
5. Upon releasing a juvenile, the name and relationship of the person accepting responsibility for the juvenile, as well as the date and time, shall be noted on the Juvenile Contact Report.

6. No child shall be released on his/her "own recognizance" unless approval is obtained from the platoon supervisor.
Note: In any case, such action shall be noted on the Juvenile Contact Report along with the name of the supervisor and the date.

- I. Based on *42 PA C. S. Section 1343*, Harrisburg Police Officers have the authority to arrest or apprehend children who are in violation of compulsory school attendance law as it applies to "HABITUAL TRUANCY." Enforcement of Truancy rests with the Harrisburg School District Police and Harrisburg Police Bureau officers shall not arrest unless there is a request for assistance from school police who have confirmed a child's "HABITUAL TRUANCY" status.

Note: In 24 PA C.S. SS 13-3333 "HABITUALLY TRUANT" shall mean absence for more than three (3) school days or their equivalent, following the first notice of truancy given under 1354 of the Act. A person may be habitually truant after such notice.

1. This Section does not preclude Harrisburg Police officers from taking a "suspected" truant into custody pending further investigation.

J. Holding of Juveniles in Police Custody – **Accused Delinquents**

1. Every effort will be made not to hold juveniles in police custody longer than six (6) hours to comply with State regulations.
2. **A securely held juvenile must be separated by sight and sound from incarcerated adults and must be under visual supervision at all times.**
3. A log, using a form provided by the Pennsylvania Commission on Crime and Delinquency, will be maintained at the booking desk and in the Juvenile Offender Section to be used for all juveniles in custody.
 - a. If the juvenile is held in the booking area, the booking officer will complete the form.
 - b. If the child is held in the Juvenile Offender Section, the assigned Juvenile Detective, or arresting officer, shall complete the form.
 - c. Instructions for completion are printed on the log.
 - d. At the end of each month, the completed forms will be forwarded to the Juvenile Offender Section and will be submitted to the Pennsylvania Commission on Crime and Delinquency.

4. In the event a juvenile cannot be released or placed in detention within six (6) hours, the following actions will be taken.
 - a. **The Juvenile must be removed from secure custody and held non-securely for the remaining time spent in custody.**
 - b. The Platoon Supervisor will notify CHILDLINE at 1-800-932-0313 and will provide the information as described on the back of the log sheet. The telephone number for the Juvenile Offender Section will also be provided for follow-up.
 - c. The Juvenile Offender Section Supervisor will be notified.
 - d. The arresting Officer, Juvenile Detective or Platoon Supervisor will complete an inter-department communication describing the reasons a juvenile was held longer than six (6) hours and the steps taken to have the juvenile released or placed. This is to be directed to the Supervisor, Juvenile Offender Section. This information is necessary for follow up by the Pennsylvania Commission on Juvenile Crime and Delinquency.

K. Releasing Juveniles from Police Custody

1. The releasing officer shall obtain one or more forms of identification from the person(s) to whom the juvenile is released, prior to said release, e.g., Pennsylvania Motor Vehicle Operator's License, Vehicle Registration Card, Voter's Registration Card, Union Card, Military or Selective Service Card.
2. When notifying a person that their child is in police custody and that they are needed to take custody, they should be informed to bring with them proper identification, as indicated in paragraph (1) above.
3. If the parent, guardian, or legal custodian refuses to come in and accept custody of their child, said information must be noted in the Juvenile Contact Report in the synopsis portion.

Note: In this event, the Platoon Supervisor shall then contact the on-duty Juvenile Offender Section Detective or Supervisor as soon as possible.

4. While the child is waiting for the arrival of the parent, guardian, or legal custodian, the Platoon Supervisor shall ensure that the child remains under police supervision and control.
5. When the parent, guardian, or legal custodian arrives for the child, the officer shall notify them of the date, time, and location of any hearings or other proceedings.

L. Release of Information to the News Media

1. Follow the guidelines set forth in General Order #02, "Release of Information to the News Media."
2. Juvenile Act, Title 42, Section 6308 (B), "Public Availability" shall also be referenced.

M. Transporting Juveniles in Police Custody

1. Follow the guidelines set forth in General Order #07, "Prisoners."

N. Miscellaneous Information

1. In order to charge a juvenile with any delinquent act, **the child** must be 10 years of age or older. Charging any juvenile under the age of 10 years must be authorized by the District Attorney, or his designee.
2. No child shall be placed in any detention facility, including the Schaeffner Detention Center, without first obtaining authorization from the Dauphin County Juvenile Probation Office. Notice of a child's detention shall be made to the Juvenile Offender Section Supervisor as soon as possible.
3. When any youth is placed in detention, the parent or guardian must be notified.
4. If a person who is arrested on a warrant is identified as a juvenile, the warrant will not be served and the person will be handled as a juvenile.
 - a. The adult arrest report and warrant will be returned to the officer who initiated the warrant. The initiating officer will return the warrant to the appropriate District Justice to have it withdrawn
 - b. The Records Center will be immediately notified of this so the warrant can be removed from METRO and the juvenile's name can be removed from the docket. The booking room officer will also be notified to ensure the juvenile's name is removed from the booking room docket

- c. All fingerprints, photographs, and METRO sheets shall be returned to the Juvenile Offender Section Supervisor, with explanation. It will be the responsibility of the Juvenile Offender Section Supervisor to destroy these items.
- 5. In cases involving transfer of juveniles to adult court through direct filing, juveniles may be handled the same as adults and the preceding policy does not apply. However, when possible, efforts should be made to get a concerned adult in the interview room for cases that are going to be directly filed in adult court.
- 6. Non-Secure Custody of a child in a facility with adults is appropriate when:
 - 1. The area where the child is held is an unlocked multipurpose area (roll call), the child is not secured in any way, the time is limited to only being long enough to accomplish the intended purpose and remains under constant visual supervision of the arresting officer.

O. Procedures for Handling Children Under 10

All reports of children under the age of 10 who may have committed a delinquent act will be sent directly to the Intake Unit of the Dauphin County Social Services for Children and Youth. This will be accomplished by assigning the Initial Crime Report for a follow up to the Juvenile Investigation Division.

- 1. Initial Contact
 - a. The responding officer will complete an Initial Crime and Juvenile Contact Report. The Initial Crime Report will be marked for follow up to the Juvenile Investigation Division.
 - b. The report will have a juvenile contact disposition of 30-under 10 Children & Youth.
 - c. The report will have a charge disposition of 9997-under 10 Children & Youth.
 - d. **Do not send the report to Juvenile Probation at this time.**
- 2. Commander, Juvenile Investigation Division
 - a. The Commander, Juvenile Investigation Division will forward the report to the Intake Unit of Children & Youth.
- 3. Children & Youth
 - a. Children & Youth will complete their investigation and advise the District Attorney's Office of their findings.

4. District Attorney's Office

- a. The District Attorney's Office will review the finding of Children & Youth and then notify the initial officer as to what charges are to be filed, if any.

5. Reporting Officer

- a. Upon receiving the recommendations from the District Attorney's Office, the following action will be taken.
 1. If charges are being filed, the reporting officer will need to update the Initial Crime and Juvenile Contact Reports.
 2. The updates will include the recommended charges and an updated narrative listing the District Attorney's approval and the date of the approval.
 3. The officer must also update the juvenile disposition to show the current report status.
 4. The officer will also put a "Y" in the space to forward the updated report to Juvenile Probation.
 5. If no charges are to be filed, the officer will update the narrative of the report to show the District Attorney's Office recommended that no charges be filed.

NOTE: The above guidelines for dealing with children under 10 **DO NOT** preclude taking the child into custody for a forcible felony. If a child is taken into custody, the District Attorney's Office **shall be notified**.

AUTHORIZED SIGNATURE

PIERRE RITTER
CHIEF OF POLICE



Linda D. Thompson
MAYOR



Pierre Ritter
CHIEF

Harrisburg Bureau of Police

<u>DATE OF ISSUE:</u> October 7, 2011	<u>EFFECTIVE DATE:</u> October 7, 2011	<u>GENERAL ORDER #:</u> 11-50	<u>EXPIRATION DATE:</u> <i>Until Amended or Rescinded</i>
SUBJECT: Process Service		<u>DISTRIBUTION:</u> BUREAU PERSONNEL	AMENDS: 03-50
<u>REFERENCE:</u> PLEAC Accreditation Chapter 2, section 7			RESCINDS: 03-50

PART ONE **CRIMINAL**

I. POLICY

- A. It is the policy of the Harrisburg Bureau of Police to initiate and serve Criminal Process(s) in accordance with the Rules of Criminal Procedure for the Commonwealth of Pennsylvania as prescribed in Title 234. Documentation in a complaint report shall include:

1. Date and time received
2. Type of legal process, civil or criminal
3. Nature of document
4. Source of document
5. Names of parties involved
6. Officer assigned
7. Date of assignment and service or attempt
8. Identifying number, such as the warrant number or docket number
9. Date service is due

- B. Members of the Bureau of Police will diligently search for subjects of arrest warrants.

- C. A manual and computerized system of maintaining information on criminal warrants will be kept in the Police Communications Center Facility which will permit 24-hour access to the status of all criminal warrants.

II. RESPONSIBILITY

A. Arrests

Arrest(s) and warrant service will be consistent with the guidelines established in Rules of Criminal Procedure which include rules for:

- 1. Summary Cases:

- (a) Arrests without a warrant - Rule 440
- (b) Arrests with a warrant - Rule 431
- (c) General Procedures in Summary Cases - Rule 400 (Service)

- 2. Court Cases

- (a) Use of Summons or Warrant of Arrest in court cases. Rule 509
- (b) Arrest Warrants
 - (1) Arrest executed within Judicial District of Issuance - Rule 516
 - (2) Arrest executed outside Judicial District of Issuance - Rule 517

B. Execution of Arrest Warrants - Rule 515

- 1. A warrant of arrest may be executed at any place within the Commonwealth.
- 2. A warrant of arrest shall be executed by a police officer.

C. Service Responsibilities

- 1. It is the responsibility of the officer who signs a Criminal Complaint, which results in the issuance of a warrant, to locate and arrest defendant named in the warrant. However, the responsibility does not relieve other officers from arresting defendant in appropriate situations.
- 2. The Commanding Officer of an officer who is terminated, voluntarily leaves employment, or retired from the Police Bureau is responsible for reassigning the service or due diligence of a complaint to another officer under his command.

D. Warrants Served for Harrisburg Police by Agencies Outside of the Commonwealth of Pennsylvania

1. The procedure that will be followed should a criminal warrant (misdemeanor - felony) be served by an agency outside the Commonwealth of Pennsylvania is as follows:
 - (a) Prior to this service, the warrant, in most cases, will be entered into the National Crime Information Center computer via the CLEAN System (Commonwealth Law Enforcement Assistance Network System).
 - (b) When an arrest has been made, contact will be made via either telephone or the CLEAN System with a message directed to ORI-PA0220200.
 - (c) After the arrest of the defendant, the Harrisburg Bureau of Police shall be contacted and a copy of the warrant (defendant copy) sent via the U.S. mail or facsimile (if a facsimile machine exists in the arresting agency) to the arresting agency.
 - (1) The District Attorney's Office shall also be immediately contacted (after normal hours, the District Attorney on call shall be contacted) and given the name, location, and telephone number of the agency holding the defendant so that extradition proceedings can be initiated.
 - (d) A supplemental report shall then be prepared by the Communications Center employee or the officer handling the investigation, giving all pertinent facts about the agency's arrest and contact with us including the attachment of copies of all teletypes. This document shall be forwarded to the Central Records Center with a copy forwarded to the District Attorney's Office.
 - (e) The original warrants, along with the original teletypes, shall be kept in the Communications Center files until the defendant is returned to the City of Harrisburg to face arraignment.

E. Procedure for serving inter-county fugitive warrants.

1. If a warrant has been signed and sealed for a misdemeanor charge; issued in another county and the defendant is arrested in Harrisburg, a new fugitive warrant is not required. Use the warrant of arrest from the other county either via Fax or a CLEAN message to have the defendant arraigned by a Dauphin County District Justice (Rule 517/Rules of Criminal Procedure).
2. If a warrant for a misdemeanor or felony charge, issued by another county, is not signed or sealed, but circumstances dictate that the defendant needs to be arrested by the Harrisburg Police Bureau as soon as possible, attach filler (See Appendix A) for your criminal complaint to detain the defendant and take him before a Dauphin

County District Justice, once the defendant is arrested. The defendant can then be taken to the other county without any further arraignments within the five day time period allowed under Title 42, Section 9163.

III. DUE DILIGENCE DOCUMENT AND WARRANT SERVICE RECORD

- A. The officer signing the criminal complaint will record the results of his search for defendant on the Due Diligence Document, according to the instructions in the Police Bureau's Field Reporting Manual. This document will then be updated in the computerized warrant system.
- B. A warrant service record form for summary warrants only will be completed after each attempt at service, recording such information as:
 - a. Date and time received
 - b. Type of legal process, civil or criminal
 - c. Nature of document
 - d. Source of document
 - e. Name of plaintiff/complainant or name of defendant/respondent
 - f. Officer assigned for service
 - g. Date of assignment
 - h. Court docket number
 - i. Date service is due

The completed form will be sent to Central Records, so that files can be updated.

- C. Prior to entering fugitives into the N.C.I.C. approval must be obtained from the Chief Deputy District Attorney, or in his absence, the Chief County Detective. Confirmation may be made by telephone. It is preferable if time allows to have the attached document (See Appendix B) prepared and approved by the District Attorney's Office.

IV. PRIORITY

- A. Service of arrest warrants by Bureau members will be prioritized according to the seriousness of the offense, possible flight by defendant, possibility of apprehension, development of new information regarding defendant's location.

V. ROUTINE WARRANT CHECKS

- A. Nothing in this General Order prohibits any officer from making warrant checks and making arrests when:
 - 1. Making vehicle stops.
 - 2. Observing accused in public.
 - 3. Dispatched to calls for service.
 - 4. Other circumstances, as required.

PART TWO
CIVIL

I. POLICY

The following Civil Process papers will be served by H.P.D. personnel.

- A. Emergency Protection from Abuse Orders, at the request of the issuing District Justice and only within the jurisdictional boundaries of the City of Harrisburg.
- B. Subpoenas
- C. Involuntary mental Health Commitment (AKA – Emergency 302 Commitment).

II. SERVICE PROCEDURES FOR EMERGENCY PROTECTION FROM ABUSE ORDERS

- A. Emergency Protection Orders will be signed and sealed by the issuing District Justice.
 - 1. The Patrol Supervisor will be notified of the required service of the Protection Order.
 - 2. Patrol Supervisor will ensure district officers attempt to serve the order as soon as possible during their tour of duty.
 - 3. When service or attempt of service is made, the date, time, incident number and location of service will be placed on back of the Records Center copy. Officers will document if the service was completed **or why the attempted service was unsuccessful.**
- B. Copy of this form will be maintained by Harrisburg Police Records.
- C. Officer will make necessary comments on D.C.A.D. screen to serve as record of service.

III. PROCEDURES FOR SERVICE OF IN-HOUSE SUBPOENAS

- A. Dauphin County Court Subpoenas will be electronically sent to the County Court Liaison Officer, via the computer through the DCAD system.
- B. The County Court Liaison Officer, will review the subpoenas, and then send them to the appropriate officer via the DCAD system.
- C. District Justice Subpoenas will be electronically sent to the District Justice Liaison Officer, via the computer through the DCAD system.
- D. The District Justice Liaison Officer will review the subpoenas, and then send them to the appropriate officer via the DCAD system.
- E. All officers will receive their subpoenas through the DCAD system, utilizing the subpoena receive/review option in the computer.

IV. Involuntary Mental Health Commitment (Emergency 302 Commitment)

1. An involuntary commitment is an application for emergency evaluation and treatment for persons who are “dangerous” to themselves or others due to a mental illness. Dangerousness is determined based on the following criteria:
 - a. Danger to self shall be shown by establishing that within the previous 30 days:
 - i) The person would be unable without the care, supervision and assistance of another to satisfy his/her need for nourishment, personal or medical care, shelter or self protection or safety and that within 30 days unless treatment was provided.
 - ii) The person has attempted suicide or the person has made threats to commit suicide and committed acts in furtherance of the threats; or
 - iii) The person has mutilated himself/herself or the person has made threats to mutilate and committed acts in furtherance’s of the threats.
 - b. Danger to others shall be shown by establishing that within the previous 30 days the person has inflicted or attempted to inflict serious bodily harm on another or has threatened serious bodily harm and has committed acts in furtherance of the threat to commit harm to another.
2. The Harrisburg Bureau of Police will participate in the service of 302 commitments utilizing the following guidelines:
 - a. Because this commitment is involuntary it may require the assistance of family, crisis professionals, police ambulance and any other person involved in the crisis.
 - b. A police supervisor will be notified of the action and will respond to the scene.
 - c. An ambulance will be dispatched to the scene.

- d. If possible, the police supervisors, responding officers, mental health professionals and all other individuals will meet and discuss the specifics of the commitment and the preferred course of action.
- e. The welfare and safety of all parties will be the primary focus of all actions.
- f. If needed, medical restraints will be the preferred type of restraint. However, other approved restraints may be utilized if needed.
- g. The mental health professional will be consulted for all mental health procedural issues.
- h. Once the individual is taken into custody, the individual will be taken to an emergency room by the police or ambulance for an evaluation by a physician to determine if they need to be admitted for involuntary psychiatric inpatient treatment. If the individual is admitted, they may be kept no longer than 120 hours unless a petition for a 303, extended Emergency Involuntary Treatment, is filed by the hospital.
- i. The Harrisburg Bureau of Police will assume the secure transport of the individual and will also respond to the designated emergency rooms.
- j. The Harrisburg Bureau of Police will assume that all required 302 commitment documentation is properly completed. They will also complete a detailed Miscellaneous Incident report in the METRO system.
- k. Officer will present testimony as needed.

AUTHORIZED SIGNATURE:_____

**PIERRE RITTER
CHIEF OF POLICE**



Linda D. Thompson
MAYOR



Thomas C. Carter
CHIEF

Harrisburg Bureau of Police

DATE OF ISSUE: October 17, 2013	EFFECTIVE DATE: October 17, 2013	GENERAL ORDER #: 13-34	EXPIRATION DATE: Until Amended or Rescinded
SUBJECT: <i>Use of Social Media</i>		DISTRIBUTION: All Personnel	AMENDS: N/A
REFERENCE: N/A			RESCINDS: N/A

I. PURPOSE

The Harrisburg Bureau of Police endorses the secure use of social media to enhance communication, collaboration, and information exchange; streamline processes; and foster productivity. This policy establishes this bureau's position on the utility and management of social media and provides guidance on its management, administration, and oversight. This policy is not meant to address one particular form of social media; rather social media in general, as advances in technology will occur and new tools will emerge.

II. POLICY

Social media provides a new and potentially valuable means of assisting the Harrisburg Bureau of Police and its personnel in meeting community outreach, problem-solving, investigative, crime prevention, and related objectives. This policy identifies potential uses that may be explored or expanded upon as deemed reasonable by administrative and supervisory personnel. The Harrisburg Bureau of Police also recognizes the role that these tools play in the personal lives of some bureau personnel. The personal use of social media can have bearing on bureau personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by bureau personnel.

III. DEFINITIONS

- *Blog*: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "Web log."

- *Page*: The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights. *Post*: Content an individual shares on a social media site or the act of publishing content on a site. *Profile*: Information that a user provides about himself or herself on a social networking site.
- *Social Media*: A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace), micro blogging sites (Twitter, Nixle), photo- and video-sharing sites (Flickr, YouTube), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).
- *Social Networks*: Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.
- *Speech*: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.
- *Web 2.0*: The second generation of the World Wide Web focused on shareable, user-generated content, rather than static web pages. Some use this term interchangeably with social media.
- *Wiki*: Web page(s) that can be edited collaboratively.

IV. ON-THE-JOB USE

A. Department-Sanctioned Presence

1. Determine strategy:

- a. Where possible, each social media page shall include an introductory statement that clearly specifies the purpose and scope of the Harrisburg Bureau of Police presence on the website.
- b. Where possible, the page(s) should link to the City of Harrisburg official website.
- c. Social media page(s) shall be designed for the target audience(s) such as youth or potential police recruits.

2. Procedures:

- a. All bureau social media sites or pages shall be approved by the Chief of Police or his or her designee.

- b. Where possible, social media pages shall clearly indicate they are maintained by the department and shall have bureau contact information prominently displayed.
- c. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.
 - (1) Content is subject to public records laws. Relevant records retention schedules apply to social media content.
 - (2) Content must be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies.
- d. Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the department.
 - (1) Pages shall clearly indicate that posted comments will be monitored and that the department reserves the right to remove obscenities, off-topic comments, and personal attacks.
 - (2) Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

3. Department-Sanctioned Use:

- a. Harrisburg Police personnel designated to representing the department via social media outlets shall do the following:
 - (1) Conduct themselves at all times as representatives of the Bureau of Police and, accordingly, shall adhere to all department standards of conduct and observe conventionally accepted protocols and proper decorum.
 - (2) Identify themselves as a member of the Bureau of Police.
 - (3) Not make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecutions, nor post, transmit, or otherwise disseminate confidential information, including photographs or videos, related to department training, activities, or work-related assignments without express written permission.
 - (4) Not conduct political activities or private business.
- b. The use of City of Harrisburg owned computers by Harrisburg Police personnel

to access social media for non-investigative purposes is prohibited without prior approval from the Chief of Police.

- c. Department personnel use of personally owned devices to manage the department's social media activities or in the course of official duties is prohibited without express written permission by the Chief of Police.
- d. Bureau personnel shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

B. Potential Uses:

- 1. Social media is a valuable investigative tool when seeking evidence or information about
 - a. missing persons;
 - b. wanted persons;
 - c. gang participation;
 - d. crimes perpetrated online (i.e., cyberbullying, cyberstalking); and
 - e. photos or videos of a crime posted by a participant or observer.
- 2. Social media can be used for community outreach and engagement by
 - a. providing crime prevention tips;
 - b. offering online-reporting opportunities;
 - c. sharing crime maps and data; and
 - d. soliciting tips about unsolved crimes (i.e., Crime stoppers, text-a-tip).
- 3. Social media can be used to make time-sensitive notifications related to
 - a. road closures,
 - b. special events,
 - c. weather emergencies, and
 - d. missing or endangered persons.
- 4. Persons seeking employment and volunteer positions use the Internet to search for opportunities, and social media can be a valuable recruitment mechanism.
- 5. This department has an obligation to include Internet-based content when conducting background investigations of job candidates.
- 6. Information pertaining to protected classes shall be filtered out prior to sharing any information found online with decision makers.
- 7. Persons authorized to search Internet-based content should be deemed as holding a sensitive position.

8. Search methods shall not involve techniques that are a violation of existing law.
9. Vetting techniques shall be applied uniformly to all candidates.
10. Every effort must be made to validate Internet-based information considered during the hiring process.

V. PERSONAL USE

A. Precautions and Prohibitions: Barring state law or binding employment contracts to the contrary, Bureau personnel shall abide by the following when using social media.

1. Bureau personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of this department for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the department.
2. As public employees, Bureau personnel are cautioned that speech on- or off-duty, made pursuant to their official duties—that is, that owes its existence to the employee's professional duties and responsibilities—is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the department. Department personnel should assume that their speech and related activity on social media sites will reflect upon their office and this department.
3. Bureau personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the chief executive or his or her designee.
4. For safety and security reasons, Bureau personnel are cautioned not to disclose their employment with Harrisburg Bureau of Police nor shall they post information pertaining to any other member of the bureau without their permission. As such, Bureau personnel are cautioned not to do the following:
 - a. Display Bureau logos, uniforms, or similar identifying items on personal web pages.

- b. Post personal photographs or provide similar means of personal recognition that may cause them to be identified as a police officer of this bureau. Officers who are, or who may reasonably be expected to work in undercover operations, shall not post any form of visual or personal identification.
- 5. When using social media, bureau personnel should be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to the bureau's code of conduct is required in the personal use of social media. In particular, bureau personnel are prohibited from the following:
 - a. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, age, or otherwise express bias against any race, any religion, or any protected class of individuals.
 - b. Speech involving themselves or other bureau personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
- 6. Engaging in prohibited speech noted herein, may provide grounds for undermining or impeaching an officer's testimony in criminal proceedings. Bureau personnel thus sanctioned are subject to discipline up to and including termination of office.
- 7. Bureau personnel may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this department without express authorization.
- 8. Bureau personnel should be aware that they may be subject to civil litigation for:
 - a. publishing or posting false information that harms the reputation of another person, group, or organization (defamation);
 - b. publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
 - c. using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or

- d. publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.
- 9. Bureau personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
- 10. Bureau personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.
- 11. Reporting violations—Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action.

AUTHORIZED SIGNATURE:_____
THOMAS C. CARTER
CHIEF OF POLICE



Linda D. Thompson
MAYOR

HARRISBURG BUREAU OF POLICE



Thomas C. Carter
CHIEF

Date of Issue: October 25, 2013	Effective Date: October 25, 2013	General Order #: 13-04	Expiration Date: Until Amended/Rescinded
Subject: USE OF FORCE		Distribution: All Personnel	Amends: 07-04
Reference: PLEAC 1.3.1 through 1.3.10 & Graham V. Conner - U.S. 490 386 (1989)			Rescinds: 07-04

I. POLICY

Officers shall use only objectively reasonable force to successfully attain lawful objectives, or protect themselves or others. Officers shall be guided by Police Bureau directives and training, the use of force continuum, applicable statutes, the totality of circumstances of the incident and this directive.

II. DEFINITIONS

- A. Lethal Weapon: A weapon, firearm, device, or instrument which in the manner it is used or intended to be used, is designed, calculated, or likely to cause death or serious physical injury.
- B. Less Lethal Weapon: A weapon, device, or instrument which, by design, purpose, and intended or actual use, is neither likely to produce death nor serious physical injury.
- C. Self-Defense: Action taken, necessary to avoid harm or evil to oneself, based on a reasonably founded belief that physical injury will occur due to the existence of a clear and present danger, to halt an attack. Self-defense may be personal or instituted for the protection of another person
- D. Serious Bodily Injury: Physical injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any physical member or organ.
- E. Forcible Felony: As used in this directive, any felony involving the confrontation of a victim by an assailant using or threatening to use deadly force.

F. Types of Force/Resistance:

1. Reasonable Force: Reasonable force is an objective standard of force viewed from the perspective of a reasonable officer, without the benefit of hindsight, and based on the totality of the circumstances presented at the time of the incident. See section IV. "Determining Objectively Reasonable Force."
2. Deadly Force: Force that, under the circumstances in which it is used, is readily capable of causing death or serious bodily injury.
3. Unlawful Force: The use of force against an individual after their resistance has ceased, or the confinement of an individual for no lawful purpose.
4. Reportable Force: Any intentional or attempted police contact with a subject involving the use of any weapon, substance, vehicle, equipment, tool, device or animal that inflicts pain or produces injury to another; or
 - Any physical strike to any part of the body of another;
 - Any physical contact with a person that inflicts pain or produces injury to another; or
 - Any restraint of the physical movement of another that is applied in a manner or under circumstances likely to produce injury; or
 - The pointing of a firearm or Taser ; or
 - The use of controlled aggression by a K9
5. Aggravated Actions: Actions by a subject which may cause serious bodily injury or death.
6. Active Aggression: Physical actions against an officer or another person utilizing less than lethal force, such as punching, or kicking.
7. Defensive Resistance: Any action by a subject that attempts to prevent an officer from gaining control of the subject which does not rise to the level of an assault on the officer, but is a physical act designed to prevent the officer from gaining control of the subject.
8. Passive Resistance: Any type of resistance in which the subject does not attempt to defeat the officer's attempts to touch or control him or her, but does not comply with verbal or physical attempts to control them. An example of passive resistance would be protestors going limp instead of dispersing, forcing officers to carry them.

9. Verbal Noncompliance: Any verbal response indicating a subject's willingness to disobey or ignore directions or commands from a law enforcement officer. Verbal noncompliance may range from calm statements disagreeing with the officer to threatening verbal statements directed at the officer.
10. Psychological Intimidation: Nonverbal cues which indicate a subject's attitude, appearance, and physical readiness to resist. These may include the clenching of fists, a blank stare, or other actions which indicate a willingness to resist.
11. Escort Control: Actions taken by an officer to maintain control of a person during necessary movement from place to place.
12. Submission Control: Actions taken by an officer to cause a person to cease resistance or flight and to comply with police directions.
13. Mechanical Control: Use of a baton or other device to assist in gaining control of a person.
14. Neck Restraints: Any attempt by an officer to gain control of a subject by constricting the windpipe or blood flow to the brain by direct pressure or other physical or mechanical means. Police Bureau personnel shall not utilize neck restraints.

III. DUTIES AND RESPONSIBILITIES

A. Training Coordinator:

1. Ensure use of force policy and guidelines update and refresher training is included in annual in-service training.
2. Ensure trainee officers complete the required courses, including use of force policy and guidelines, and weapons qualification and proficiency standards.
3. Ensure training records of all officers are maintained and updated as necessary.

B. Commanders and Supervisors:

1. Ensure officers under their command/supervision attend and complete scheduled Police Bureau training in the use of force and the policies described herein.

2. Ensure incidents involving the use of force are reported in accordance with Police Bureau policy.

C. Officers:

1. Complete Police Bureau training relating to the use of force and lethal/less lethal weapons.
2. Comply with State and Federal laws, and Bureau policy and procedure with regarding the use of force.
3. Use only Police Bureau-authorized weapons.
4. Submit written reports on all use of force incidents as required in this order.

IV. DETERMINING OBJECTIVELY REASONABLE FORCE

Under the Fourth Amendment of the United States Constitution a police officer may only use such force as is "objectively reasonable" under all of the circumstances. The standard that courts will use to examine whether a use of force is constitutional was first set forth in Graham v. Connor, 490 U.S. 386 (1989) and was expanded by subsequent court cases. The reasonableness of a particular use of force must be judged from the perspective of a reasonable officer on the scene, rather than with 20/20 vision of hindsight. The reasonableness must account for the fact that officers are often forced to make split-second judgments - in circumstances that are tense, uncertain, and rapidly evolving.

The reasonableness inquiry in reviewing use of force is an objective one: the question is whether the officer's actions are objectively reasonable in light of the facts and circumstances confronting them. The officer's perception may be a consideration, but other objective factors will be evaluated to determine the reasonableness of force. These factors may include but are not limited to:

- The severity of the crime(s) at issue;
- Whether the subject poses an immediate threat to the safety of the officer(s) or others;
- Whether the subject is actively resisting arrest or attempting to evade arrest by flight;
- The influence of drugs/alcohol or the mental capacity of the subject;
- The time available to an officer to make a decision;

- The availability of officers/resources to de-escalate the situation;
- The proximity or access of weapons to the subject;
- The environmental factors and/or other exigent circumstances.

The officer will use a level of force that is necessary and within the range of "objectively reasonable" options. When use of force is needed, officers will assess each incident to determine, based on policy, training and experience, which use of force option will de-escalate the situation and bring it under control in a safe and prudent manner, or stop the actions of the aggressor.

V. USE OF FORCE CONTINUUM

The use of force continuum gives officers a graphic aid for considering an appropriate response to control any given situation, including the level of subject resistance used against them. The continuum progresses from the lowest level of officer control options, known officer presence, to the highest, stop action/deadly force. Subject resistance levels range from the least threatening, psychological intimidation, to the most serious, aggravated action. When responding to resistance in the performance of duty, officers shall consider the totality of circumstances, including the level of subject resistance, escalate to the objectionably reasonable force necessary to control the situation, and de-escalate the level of force used to that which is necessary to maintain control once the situation and subject are under officer control. Officers may enter the continuum at any level, and need not exhaust all lower force options if circumstances dictate a higher level of force is objectively reasonable.

VI. DEADLY FORCE

Officers shall use deadly force in the performance of official duties in accordance with this directive, other Police Bureau directives, and existing statutes. Nothing contained in this directive shall preclude the use of deadly force in self-defense, when warranted.

- A. Deadly Force is defined as "Force that, under the circumstances in which it is used, is readily capable of causing death or serious bodily injury." (Section 501, Title 18 C.C.)
- B. Arrest: Officers may use deadly force to affect the arrest or prevent the escape of a felon, when *ALL* of the following elements are present: (Section 508, Title 18 C.C.)
 1. Knowledge a forcible felony was committed.
 2. Knowledge or reasonable belief that the suspect did, in fact, commit a forcible felony.
 3. Probable cause to believe the suspect poses a significant threat of causing death

or serious bodily injury unless arrested without delay.

4. All other reasonable means of affecting the arrest or preventing the escape have been exhausted.
- C. Protection: Officers may use deadly force to protect themselves or another person from what they reasonably believe to be an imminent threat of death or serious bodily injury.
- D. Firearms: Officers shall only discharge a weapon when the use of deadly force is justified, not shooting to kill or shooting to wound, but shooting to stop the action by causing the instant incapacitation of the subject. For maximum stopping effectiveness and to minimize the danger to innocent bystanders, officers shall shoot at "center body mass."
- E. Risk to Uninvolved Bystanders: Officers facing the decision to use deadly force must be cognizant of any bystanders who may be present in or near the line of fire. Officers are prohibited from discharging firearms when it appears reasonably likely an uninvolved person may be injured unless failure to use deadly force would likely result in the immediate death or serious bodily injury of the officer or another person.
- F. Other Offenses: Officers shall not utilize deadly force to affect the apprehension of persons who commit violations of the law amounting to summary or misdemeanor offenses, or who committed a felony but do not present a threat of death or serious bodily injury.

VII. LESS LETHAL WEAPONS

The use of less lethal weapons provides officers with a means, within the use of force continuum when force is necessary, to accomplish a lawful objective, when the use of deadly force is not justified or authorized. Officers shall utilize less lethal weapons in the performance of official duties only under the following circumstances:

- A. To affect an arrest, defend themselves, or defend another person from physical injury while affecting an arrest or conducting other lawful law enforcement actions.
- B. To protect themselves or another person from what they reasonably believe to be an immediate threat of physical injury.

VIII. UNHOLSTERING AND HANDLING OF FIREARMS

Officers may unholster their firearm in certain situations for safety, e.g., searching buildings for suspects, serving search or felony arrest warrants, checking vehicles in high-risk situations, felony arrest situations, etc. Officers shall exercise a reasonable standard of care with the drawn weapon by pointing the muzzle in a safe direction, keeping the trigger finger outside the trigger guard and parallel to the slide. Under no circumstances shall a weapon capable of double action be cocked. All officers are expected to maintain proficiency with regard to the safe handling and use of all Police Bureau-issued or approved firearms. Except for general maintenance, storage, or authorized training, officers shall not draw or exhibit firearms unless circumstances create a reasonable belief it may be necessary to use the weapon in conformance with Police Bureau policy. The playful or wanton pointing of a firearm at anyone, on or off duty, or the careless or negligent use of a firearm is prohibited.

IX. SHOOTING AT OR FROM MOVING VEHICLES

Officers shall not discharge a firearm at or from a moving vehicle with the following exceptions, and after considering:

- A. The difficulty of hitting a moving target.
- B. Ricocheting bullets strike unintended targets.
- C. Population densities.
- D. The inability to stop a vehicle's momentum even when the target actor is hit, and the damage or injury which might result from causing a vehicle to go out of control.
- E. As a last resort measure when the offender by using the vehicle or other means, poses an imminent danger of death or serious physical injury to the officer or another person.
- F. As a last resort to prevent the escape of a fleeing felon when the use of deadly force is otherwise justified.

X. WARNING SHOTS

Officers are prohibited from firing warning shots under any circumstances. Warning shots are usually not aimed at a specific target and may create a danger to others; additionally, other officers may mistake the intention and subsequently shoot without appropriate justification.

XI. RESCUE SHOTS

A rescue shot identifies a location and signals for appropriate assistance. Officers in danger of death or serious physical injury and incapacitated to the extent they cannot signal in any other manner, may fire rescue shot(s). Officers must exercise reasonable care in firing rescue shot, e.g., by shooting away from any other individuals, homes, vehicles, etc.

XII. DESTRUCTION OF ANIMALS

Officers may use a firearm to kill a dangerous animal or to terminate the suffering of a critically injured or sick animal when other means of disposal are impractical. Officers shall seek authorization from the Shift Commander, unless the urgency for immediate destruction precludes obtaining such authorization. Whenever possible, the owner of the animal shall be contacted to obtain written permission for the destruction of the animal. In the event the owner cannot be located, the identification of any available witnesses who will attest to the need to destroy the animal shall be recorded. Whenever the shooting of an animal is necessary, precautions shall be taken to protect any nearby persons or property. All pertinent actions shall be documented in a Miscellaneous Incident Report. A CAD call will be entered in the Metro system using call class 385, Destruction of Animal/Firearm. The Duty Commander and Technical Services Commander must be notified in person or via telephone or email of the destruction of any animal by any Bureau member, to include the Animal Control Officer.

XIII. RENDERING MEDICAL AID

After employing any force, including lethal or less lethal weapons, officers shall evaluate the need for and render appropriate medical aid and request further medical assistance, when necessary, for the suspect and any other injured individuals, as soon as it is safe to do so. Any aid provided shall be documented in the appropriate investigative report.

XIV. POSITIONAL ASPHYXIA

To avoid chest compression that may precipitate positional asphyxia, officers shall avoid maintaining control over (or transporting) a prisoner(s) by keeping them in a prone position. Once control over a prisoner(s) has been attained, officers shall place the prisoner(s) in a seated position, or if necessary, on their side. Prisoners may not be hobbled or hog-tied.

XV. NOTIFICATION AND REPORTING REQUIREMENTS FOR USE OF FORCE INCIDENTS

Officers involved in incidents where reportable force is used, (to include the pointing of firearms or Tasers) shall document all circumstances surrounding the incident, including the use of any lethal and/or less lethal weapons, etc., in the appropriate investigative report. In addition, a Use of Force interdepartmental communication, in electronic format as shown in Appendix B, shall be completed by each officer using force. This report shall be submitted electronically as a Word document to the reviewing supervisor in a timely manner. Supervisors shall review and approve these reports, retaining a signed hard copy and converting the Word document to PDF or scanning the hard copy into PDF form. The PDF will then be forwarded to the respective Division Commander, with an electronic copy to the Chief of Police, Commander of Technical Services, Internal Affairs Unit, and Training Coordinator. It is recognized officers who have been involved in incidents where lethal force has been used may require additional time to prepare reports. The Chief of Police or Duty Commander will coordinate the completion of reports in these circumstances with Dauphin County CID and the Internal Affairs Unit. Officers involved in any off-duty use of force in the performance of police duties, to include the pointing or display of firearms, shall notify the on-duty Patrol Supervisor and/or Duty Commander as soon as practical. In addition, the following notification and reporting requirements shall be followed:

A. Firearms:

1. Incidents involving the intentional discharge of a firearm at a human, or incidents in which a person has been injured by a Police Bureau firearm:
 - a. The involved officer(s) shall immediately notify the Patrol supervisor.
 - b. The Patrol or senior on-scene supervisor shall provide for the safety and security of the involved officer(s), ensuring they are transported from the incident scene as quickly as possible, and escorted to a secure area. Officers requiring medical or other treatment shall be accompanied by a member of the Police Bureau to the treatment facility, and the escort shall remain in the vicinity of the officer whenever possible.
 - c. The Patrol Supervisor shall ensure the following personnel are immediately notified:
 - 1) Chief of Police
 - 2) The Duty Commander and Division Commander of the involved officer.

- d. The Duty Commander will ensure the Chief of Police is fully briefed, and will make the following notifications:

- 1) Dauphin County Criminal Investigation Division
- 2) On-call Dauphin County District Attorney
- 3) Internal Affairs Unit
- 4) Fraternal Order of Police
- 5) PSP or Dauphin County Critical Incident Personnel

B. Less lethal Weapons:

1. In cases involving serious bodily injury, the patrol supervisor shall secure the scene and involved officers, then notify the Duty Commander and advise them of the incident. The Duty Commander will, in consultation with the Chief of Police, determine the investigative course of action.

C. Other Use of Force Incidents:

1. In cases involving serious bodily injury, follow the same procedures as detail in B. above.

XVI. INVESTIGATING USE OF FORCE INCIDENTS

A. Firearms:

1. The Patrol or senior supervisor on the scene shall:
 - a. When practical, after the involved officer has been assigned an escort and/or has been transported to a secure location, either take custody or assign another supervisor the duty of taking custody of the involved firearm(s), magazines and ammunition, making sure that the firearm is not unloaded or altered in any way from its condition immediately after its alleged/actual use. Weapons must remain in the same condition until turned over to Dauphin County CID. The involved officer must be accompanied by another sworn officer at all times while they have been relieved of their weapon and are not in a secure location.
 - b. Turn custody of the firearm(s), magazines, and ammunition over to the assigned Dauphin County CID Detective, according to proper evidence procedures.

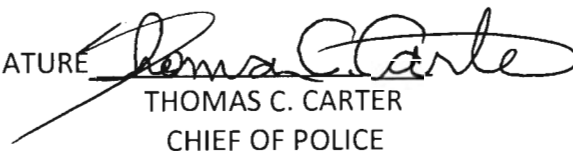
- c. Ensure the security of the scene is maintained, and all evidence is preserved.
 - d. Locate and secure any witnesses to the incident.
- 2. The Dauphin County District Attorney's Office shall investigate all use of force incidents involving the intentional discharge of a firearm(s) by an officer(s). The assigned Dauphin County CID Detective shall:
 - a. Assume custody of the involved firearm(s).
 - b. Prepare and submit the required investigative reports.
 - c. Be responsible for determining the appropriateness of filing any criminal complaint(s).
 - d. Record the condition of the firearm, its contents and spent casings.
 - e. Forward copies of all investigative reports to the Internal Affairs unit.
- 3. The Internal Affairs Unit shall:
 - a. Assist the Dauphin County CID Detective in all use of force incidents involving the use of a firearm(s) by an officer(s),
 - b. Prepare and submit an administrative investigation report regarding the incident to the Chief of Police.
 - c. Forward a copy of the report to the Chairman, Firearms Review Board.
- 4. A Firearms Review Board, composed of the Technical Services Division Commander (Chairman), Criminal Investigation Division Commander and Uniformed Patrol Division Commander, shall be formed at the direction of the Chief of Police to review the facts of every use of force incident involving the discharge of a firearm by a Bureau Member to determine if the action(s) of the officer(s) was in accordance with Police Bureau policy. The Firearms Review Board shall:
 - a. Be provided with copies of all investigative reports related to the use of a firearm(s) by an officer(s)

- b. If the Board determines further information is required, schedule a hearing and summon any witness (es) necessary to complete its deliberations.
 - c. If the Board determines the action(s) of the officer(s) was in accordance with Police Bureau policy, terminate its deliberations, and the Chairman shall notify the Chief of Police, in writing, of its findings.
 - d. If the Board determines the action(s) of the Officer(s) was not in accordance with Police Bureau policy, the Chairman shall notify the Chief of Police, in writing, of its findings, determine if there was a violation of policy or a policy failure, and conduct a disciplinary investigation or policy review as warranted.
- B. Less lethal Weapons:
- 1. In incidents involving death, the Dauphin County District Attorney's Office shall be responsible for the investigation.
 - 2. In incidents involving injury, the Internal Affairs Unit shall be responsible for the investigation.
- C. Other Use of Force Incidents:
- 1. In incidents involving death, the Dauphin County District Attorney's Office shall be responsible for the investigation.
 - 2. In incidents involving injury, the Internal Affairs Unit shall be responsible for the investigation.

XVI. COUNSELING AND TEMPORARY REASSIGNMENT

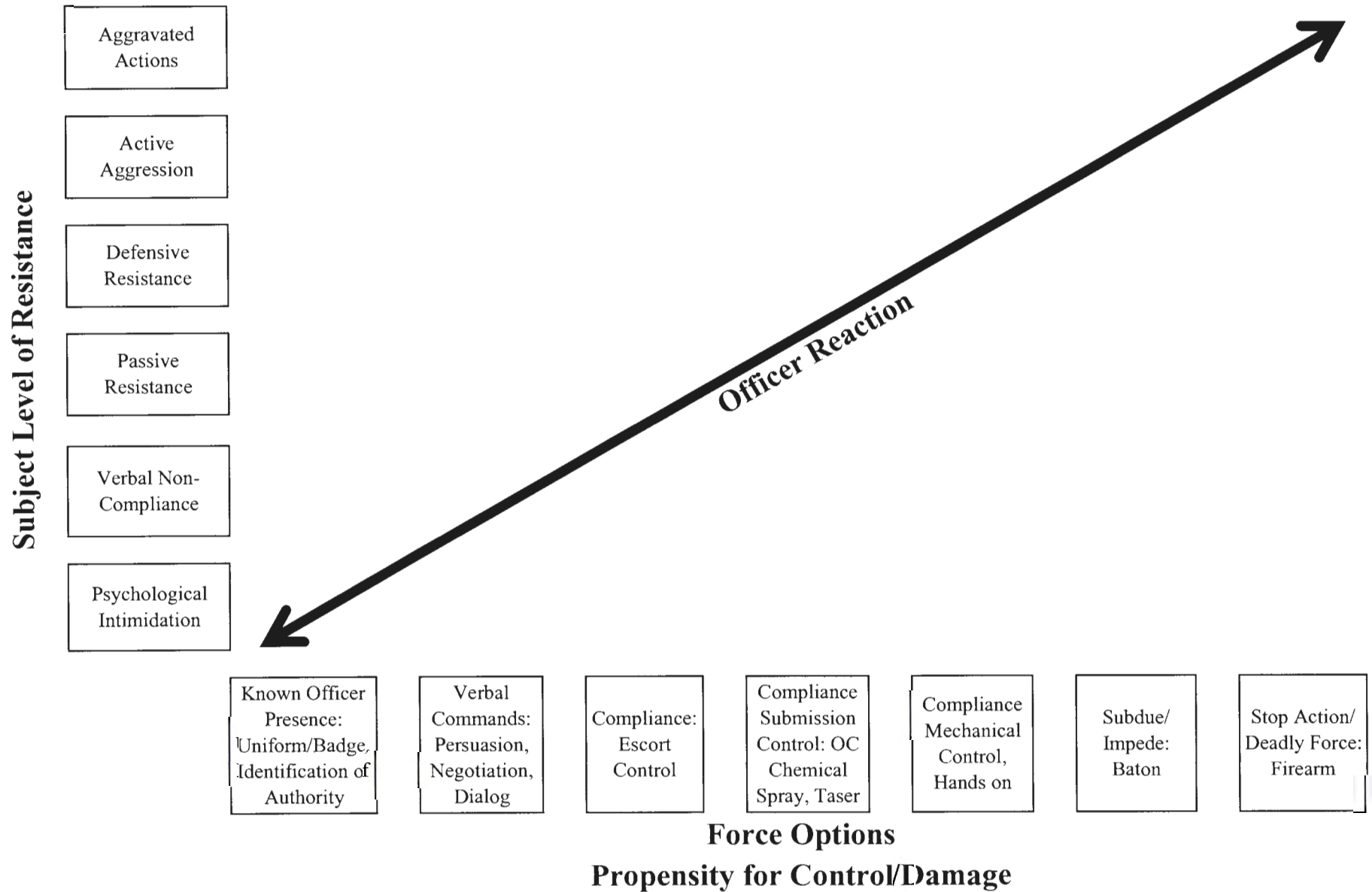
Officers whose actions or use of force results in any death or serious physical injury, shall be temporarily removed from line duty assignment, pending the completion of an administrative review, and the conduct of a psychological evaluation by a licensed psychologist within 5 days of the incident. The psychologist shall be selected and paid for by the Police Bureau, which shall also be responsible for the expense of follow-up visits. Officers will be relieved of line duty assignments until the evaluation and/or treatment is completed, and a certification of fitness for duty is provided to the Police Bureau. The psychological evaluation is not punitive, and is separate and apart from any disciplinary procedures.

AUTHORIZED SIGNATURE



THOMAS C. CARTER
CHIEF OF POLICE

Use of Force Continuum Totality of Circumstances



HARRISBURG BUREAU OF POLICE

USE OF FORCE REPORT

TO: Chief of Police Thomas Carter via Chain of Command

Date:

From:

Badge #:

Assignment:

Incident Number:

County Event Number:

Type of Force by Officer:

Accused have weapon:

Officer Injured: Choose an item

Accused Injured:

Arrest Made:

Photos of Injuries:

Narrative:

Page 1 of

Submitted By:

Approved By:

Use of Force Report

Continuation

Submitted By:

Approved By:

Page

of



HARRISBURG BUREAU OF POLICE



Linda D. Thompson
Mayor

Thomas C. Carter
Chief of Police

Date of Issue: October 4, 2013	Effective Date: October 4, 2013	General Order #: 13-37	Expiration Date: Until Amended/Rescinded
Subject: <i>EXTRA DUTY/SPECIAL DETAIL EMPLOYMENT</i>		Distribution: All Personnel	Amends: 05-37
Reference: PLEAC 1.7.1			Rescinds: 05-37

I. EXTRA DUTY/SPECIAL DETAIL EMPLOYMENT

A. Purpose.

The purpose of this Order is to ensure the integrity of the Harrisburg Bureau of Police and its members through the facilitation and regulation of Extra-Duty/Special Detail employment by members of the Bureau. All Extra Duty/Special Detail employment is and shall be considered as Special Detail employment pursuant to 29 U.S.C. § 207 (p) (.l.) and any hours worked in that capacity shall not be used for purposes of calculating overtime compensation for members pursuant to the Fair Labor Standards Act as amended, 29 U.S.C. § 201 et sec. Members engaged in Extra-Duty/Special Detail employment while solely in the employ of a separate and independent employer shall be held to the same high standards of conduct, dedication and integrity required of police officers performing normal police duties under the General Orders and Code of Conduct of the Harrisburg Bureau of Police.

II. DEFINITIONS

A. Chief of Police - the Chief of the Harrisburg Bureau Police.

B. Bureau - the Harrisburg Bureau of Police.

C. Detail Coordinator - the member who organizes, recruits for and coordinates the Detail.

D. Detail Officer in Charge - the member designated by the Chief of Police as responsible for facilitation of an Extra-Duty Detail so as to ensure that normal and appropriate standards of conduct under the General Orders and Code of Conduct of the Harrisburg Bureau of Police are observed by officers working on such details. The Detail Officer in Charge may be an On-Duty supervisor as designated by the Chief of Police, or for Details of three (3) or more may be an

officer holding the rank of corporal or above designated by the Chief of Police as responsible for facilitation of an Extra-Duty Detail.

- E. Extra-Duty/Special Detail Employment - The voluntary performance of external police duties within the confines of the City of Harrisburg solely for and in the employ of a separate and independent employer facilitated and regulated by the Harrisburg Bureau of Police by members of the Bureau who are required to observe their normal standards of police conduct and performance as set forth in the General Orders and Code of Conduct of the Harrisburg Bureau of Police. Members engaged in Extra Duty/Special Detail employment may wear Harrisburg Bureau of Police issue uniforms and identification, where applicable, as determined and approved by the Chief of Police.
- F. General Orders - The General Orders, Rules and Regulations, and Code of Conduct of the Harrisburg Bureau of Police.
- G. Member - A sworn police officer employed by the Bureau.
- H. Off-Duty Employment - Employment other than with the City of Harrisburg, which is not paid through the City of Harrisburg, and which is not regulated or facilitated by the Harrisburg Bureau of Police, and which is not Extra-Duty/Special Detail employment as defined above.
- I. Supervisor - A member of the Bureau holding the rank of Corporal, Sergeant, Lieutenant, Captain or Chief of Police who is performing regularly assigned duties, and not performing Extra Duty/Special Detail employment at the time in question.

III. RULES CONCERNING OFF-DUTY EMPLOYMENT

- A. A member shall be permitted to engage in Off-Duty employment not regulated or facilitated by the Harrisburg Bureau of Police only upon written approval of the Chief of Police. The Chief of Police shall only grant approval for Off-Duty employment as specified in this General Order.
- B. Members engaged in Off-Duty employment not regulated or facilitated by the Harrisburg Bureau of Police shall nevertheless be governed by the General Orders of the Bureau governing the Off-Duty activities of members.

IV. RULES CONCERNING EXTRA DUTY/SPECIAL DETAIL EMPLOYMENT

- A. All Extra Duty/Special Detail employment is strictly voluntary on the part of the member. No member shall be forced or required to work on an Extra Duty/Special Detail by the City of Harrisburg or by the Harrisburg Bureau of Police.
- B. All Extra Duty/ Special Detail employment is and shall be solely employment by and for a private or public employer separate and independent from the City of Harrisburg.
- C. All Extra Duty/Special Detail employment shall be facilitated and regulated by the City of Harrisburg and the Harrisburg Bureau of Police.
- D. All members working in Extra Duty/Special Detail employment shall be required to observe their normal standards of police conduct as mandated by the General Orders and Code of Conduct of the Harrisburg Bureau of Police.
- E. All members working in Extra Duty/Special Detail employment shall be subject to applicable discipline as set forth in the Rules and Regulations, Code of Conduct, and General Orders of the Harrisburg Bureau of Police.
- F. All Extra Duty/Special Detail employment shall be performed within the confines of the City of Harrisburg. No such employment shall be allowed outside of the City of Harrisburg.
- G. The Harrisburg Bureau of Police shall maintain a roster of all volunteer members who desire to work in Extra Duty/Special Detail employment. All such members who wish to be on the roster shall sign a written acknowledgement that they agree to voluntarily work on Extra Duty/Special Details for a separate and independent employer while remaining subject to their normal standards of police conduct as defined in the General Orders and Code of Conduct of the Harrisburg Bureau of Police.
- H. Members shall only be permitted to engage in Extra-Duty/Special Detail employment subject to the approval of the Chief of Police.
- I. Members engaged in Extra-Duty/Special Detail employment shall be governed by all standards of normal police conduct contained in the General Orders of the Bureau, and shall conduct themselves in accordance with said General Orders; except the Detail Officer in Charge appointed by the Chief of Police shall be considered the officer responsible for the facilitation of the Detail, regardless of the rank of said member and the rank of other members assigned to the Detail.

- J. The separate and independent employer pay the compensation for services performed on Extra Duty/ Special Details directly to the City Treasury.
- K. The Detail Coordinator shall provide an invoice for services to the separate and independent employer, a copy of which must be provided to the Chief of Police. The invoice shall provide for a 5% administrative fee to be paid to the City of Harrisburg, Members of the Detail will receive payment for the Extra-Duty/Special Detail employment through the City's' payroll system within thirty (30) days of receipt of payment to the City by the separate and independent employer. The City of Harrisburg shall not be obligated to make payment to members for Extra Duty/Special Detail work until payment for services and the administrative fee is received from the separate and independent employer by the City.
- L. The Detail Officer in Charge shall not be entitled to any form of "acting in rank" pay from the Bureau and shall not receive additional compensation for facilitation duties.
- M. The Detail Officer in Charge shall be subordinate to the highest ranking Supervisor on Duty, who shall maintain ultimate responsibility for the observation of normal standards of police conduct during the course of Extra Duty/ Special Details which occur on his or her watch.
- N. Members performing Extra-Duty/Special Detail employment shall be required to follow their normal standards of conduct for operating and reporting procedures as required by the General Orders for police actions taken while in performance of that employment for the separate and independent employer.
- O. Approval of Extra Duty/Special Detail employment by any member may be revoked by the Chief of Police for just cause, included but not limited to violations of the General Orders, Rules and Regulations, and Code of Conduct of the Bureau.
- P. Compatibility of a separate and independent employer with Bureau functions and standards shall be determined by the Chief of Police, who in his or her sole judgment may determine whether a separate and independent employer is suitable to employ members in Extra Duty/Special Detail employment.
- Q. Extra Duty/ Special Detail employment for any separate and independent employer shall be prohibited in any establishment where the primary purpose is dispensing or consuming alcoholic beverages, or in establishments specializing in adult or erotic entertainment or services.
- R. Members who are on sick or injured on duty status shall not be permitted to engage in Extra Duty/Special Detail employment. Members who are on "light duty" status shall not be permitted to engage in Extra Duty/Special Detail employment if the

employment activity for the separate and independent employer is inconsistent or interferes with the physical limitations placed on the Member by their physician.

- S. Probationary members shall not be allowed to work in Extra Duty/Special Detail employment until certified by M.P.O.T.A., Act 120 and until completion of at least six (6) months of their probationary period.
- T. Any injury sustained by a member working in Extra Duty/ Special Detail employment shall be documented by the officer and submitted on an Inter-Office memorandum to the Chief of Police no later than twenty-four (24) hours following the injury.
- U. Personnel shall not exceed a combined total of 80 hours (Extra-Duty/Special Detail employment and regular work hours) worked over any 7 consecutive days.
- V. Any violation or abuse of this policy by Bureau members that negatively affects the performance of their regularly scheduled duty will be dealt with on an individual basis and subject to discipline as outlined in General Order 9.

AUTHORIZED SIGNATURE:


THOMAS C. CARTER
CHIEF OF POLICE

MEMORANDUM OF UNDERSTANDING BETWEEN
CITY OF HARRISBURG AND
THE FOP, CAPITAL CITY LODGE #12

The City of Harrisburg and FOP, Capital City Lodge #12, agree as follows with respect to off-duty work performed by officers who have retired from the Bureau of Police and who are performing off-duty work for other employers while in terminal leave status.

WHEREAS, it has come to the attention of the City of Harrisburg and FOP, Capital City Lodge #12, that certain police officers, Lt. Robert Rapak, Lt. John Goshert, and Investigator Steven Blasko have retired from the Bureau of Police, but are in terminal leave status while receiving their accrued leave time;

WHEREAS, said officers have surrendered their badges upon retirement and no longer perform any police duties for the City of Harrisburg;

WHEREAS, said *officers* have secured employment with other companies, entities, and/or governmental agencies;

It is hereby agreed by and between the City of Harrisburg and FOP, Capital City Lodge #12, as follows:

1. All officers who retire from the Bureau of Police, but are in terminal leave status until their accrued leave expires, may work in other employment, including law enforcement activities for other governmental entities or agencies.
2. Any such work for any other employer after an officer has retired from the Harrisburg Bureau of Police and while the officer is being carried in terminal leave status until exhaustion of accrued leave shall be categorized as off-duty work as defined in General Order 01-37, effective January, 2002.
3. Specifically, off-duty work is defined in that Memorandum of Understanding as follows:

H. Off-duty employment - Employment other than with the City of Harrisburg, which is not paid through the City of Harrisburg, and which is not regulated or facilitated by the Harrisburg Bureau of Police, and which is not Extra-Duty/Special Detail employment as defined above.

Extra Duty/Special Detail Employment

4. With respect to any off-duty work after an officer has been retired and is being carried in terminal leave status until expiration of accrued leave, it is agreed that such off-duty work is not for or on behalf of the City of Harrisburg. It is further agreed that any such off-duty employment by a retired officer in terminal leave status is not in the capacity of a Harrisburg police officer. This includes any law enforcement activities for another agency or entity while on terminal leave status following retirement from the Harrisburg Bureau of Police.
5. Any officer in terminal leave status following retirement from the Harrisburg Bureau of Police shall not be entitled to benefits under either the Heart and Lung Act or Workers' Compensation Act of the Commonwealth of Pennsylvania for any injuries sustained or incurred in the course of employment with, or in the performance of duties for any other employer, including law enforcement activities for any governmental agency or entity.
6. No claims for Heart and Lung benefits or for benefits pursuant to Article IX of the Collective Bargaining Agreement will be filed by FOP, Capital City Lodge #12 for or on behalf of any officers who have retired and who are in terminal leave status and who are injured in the course of employment with, or in the performance of duties for any other employer, including law enforcement activities for any governmental entity or agency.
7. The City of Harrisburg is not obligated to and shall not provide insurance or indemnity to any officer in terminal leave status after retirement for any law enforcement or other activities performed in the course of employment with, or in the performance of duties for any subsequent employer, including law enforcement activities for any governmental agency or entity.
8. All officers in terminal leave status after retirement from the Bureau of Police who desire to work for another employer, including law enforcement activities for any governmental agency or entity shall execute a waiver and release in favor of the City of Harrisburg in the form set forth in Exhibit "A" to this Memorandum of Understanding



Linda D. Thompson
MAYOR



Pierre Ritter
CHIEF

Harrisburg Bureau of Police

DATE OF ISSUE: May 31, 2013	EFFECTIVE DATE: May 31, 2013	GENERAL ORDER #: 13-73	EXPIRATION DATE: <i>Until Amended or Rescinded</i>
SUBJECT: <i>Response to Routine and Emergency calls</i>		DISTRIBUTION: All Personnel	AMENDS:
REFERENCE: PLEAC 2.1			RESCINDS:

I. PURPOSE

Response by a sworn officer of the Harrisburg Bureau of Police in a Bureau vehicle for calls of service is a primary function of police personnel assigned to the patrol function. The purpose of this policy is to establish responding procedures for responding to calls for service. A call for service will be continually evaluated as to the seriousness of the situation, as it escalates or de-escalates. The response will be governed by the information available, realizing many situations are very fluid. This order further provides procedural guidelines for a number of commonly encountered situations by members of the Bureau. It is not to be considered a comprehensive listing of all patrol responsibilities and possible situations requiring an emergency response.

II. POLICY

It is the policy of the Bureau that all police personnel operating Bureau vehicles shall exercise due regard for the safety of all persons. No assignment, complaint or any other type of incident justifies the disregard of the public's safety. All personnel who operate Bureau vehicles will comply with safe driving procedures outlined herein with particular attention to responding to calls for service with emergency equipment activated or engaging in a vehicle pursuit.

III. DEFINITIONS

Emergency Driving: The operation of a Bureau vehicle in response to a life threatening or other serious incident which is determined by available and verifiable information which requires the activation of emergency warning devices as set forth in Title 75, PA Vehicle Code, § 3105 Drivers of Emergency Vehicles.

Emergency Driving – Silent Mode: The operation of a Bureau vehicle in response to a life threatening or serious incident, which is determined by available and verifiable information, in a silent mode. This is an extremely dangerous situation which exposes the officer and the Bureau to liability. An extreme degree of care and caution shall be exercised. Therefore, this type of response shall be very limited. This response is the same as Emergency Driving as defined by Title 75, § 3105 (c) except that the audible signal will be eliminated within the audio and/or visual proximity of the scene.

Emergency Warning Devices: Devices placed in and on each Bureau vehicle which emit audible or visual signals in order to warn others that law enforcement services are in the process of being delivered or attempting to be delivered.

Normal Driving: The operation of Bureau vehicles at speeds consistent with the normal flow of traffic, obedience to traffic laws, and adherence to commonly understood “rules of road”. The term does not usually dictate the use of emergency warning signals.

Police Vehicle: Any vehicle which is owned, leased, or otherwise under the control of the Harrisburg Bureau of Police which is equipped with emergency warning devices, at a minimum consisting of a siren and a flashing, rotating or pulsating red light. The vehicle shall meet the standard as set forth in Title 75, PA Vehicle Code, § 3105 Drivers of Emergency Vehicles (c) Audible and Visual Signals Required. For the purposes of this order, a vehicle without such equipment, or a vehicle with emergency equipment which is not functional, shall not be utilized in any capacity than normal driving.

IV. PROCEDURE

A. Preparation of Patrol Vehicle

1. Circumstances permitting, the assigned police officer shall check the mechanical and safety features of their assigned vehicle prior to commencing a tour of duty. The checks shall include, but not limited to: oil, windshield washer fluid, all lights, brakes, horn, steering and all other emergency equipment. The interior of the vehicle shall be checked for weapons and contraband, paying particular attention to the rear seat area or prisoner compartment.
2. No police officer shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, emergency or mechanical equipment or any other part of the vehicle beyond what is required for ordinary operator maintenance.
3. Police officers shall immediately notify the shift supervisor of any mechanical or emergency equipment which is not properly working, and note the deficiency on the vehicle inspection form. The vehicle shall be deadlined if it is deemed unsafe or does not meet the standards as outlined in Title 75, § 3105 Drivers of Emergency Vehicles sub section (a) relating to Emergency Vehicles. If the vehicle is deadlined, a VMC repair form

shall be completed, with a copy placed at VMC with the vehicle and a copy sent to the Technical Services Commander. Patrol supervisors shall be responsible for notifying all supervisors of deadlined vehicles via email.

B. Driver Requirements for the Operation of a Bureau Vehicle

1. All vehicles are equipped with safety belts (seatbelts/shoulder straps). All occupants of the vehicle shall properly utilize the safety belts before placing the vehicle into gear. It is the responsibility of the vehicle operator to ensure that this policy is adhered to.
 - a. This includes prisoners being transported.
 - b. It is understood various circumstances may prevent the prisoner from being secured, such as when a prisoner is combative, excessively large, or soiled with bodily fluids.
2. It is understood that there may be circumstances that necessitate the removal of a safety belt while the vehicle is in motion in very limited situations which include, but are not limited to:
 - a. When arriving at an emergency call, personnel may remove the safety belt just prior to stopping for a quick exit to prevent becoming entangled in the safety belt.
 - b. On a vehicle stop/traffic stop, personnel may remove the safety belt just prior to coming to a stop.
3. Vehicle operators shall carefully observe the surrounding conditions before moving the vehicle from any location.
4. Bureau Personnel shall drive safely and properly in full compliance with all traffic laws and regulations. Police vehicles are conspicuous symbols of authority in the community and the actions of these vehicles are observed by the public.
5. In certain emergency situations as defined in this policy it is acknowledged that the Pennsylvania Vehicle Code authorizes disregard of traffic regulations; however both the operator and the Bureau are not released from civil liability for failure to use reasonable care in such operation. Improper or negligent driving can result in the Police officer being personally liable for potential civil damages, as well as inflicting harm or injury to other persons or causing property damage.
6. Bureau members shall refrain from utilizing cell phones or other electronic devices while operating a vehicle. It is recognized certain circumstances communication via cell phone is necessary during an in-progress or emergency incident; however, use of these devices

for routine or non-duty related communication while operating a Bureau vehicle is prohibited.

C. Unattended or Parking of Bureau Vehicles

1. When a police officer parks a vehicle and the vehicle is unoccupied, the vehicle shall be secured except for:
 - a. Personnel conducting a traffic stop or using a vehicle for traffic control. In both circumstances, the officer is usually in close proximity to the vehicle.
 - B. At the scene of a police incident which requires the parking of a vehicle in such a manner so as not to create an obstacle unless this is the intent of the police officer. If this is the intent of the officer, visual emergency equipment shall be activated.
2. Bureau vehicles may be left unattended but running in extreme weather conditions to warm it up to remove weather related precipitation or to sustain a battery charge of a dead battery. The vehicle must be secure. K-9 vehicles may also be left running when weather conditions dictate the air conditioning or heat is required for the safety and health of the dog. Generally, K-9 vehicles should not be left running when temperatures are above freezing and below 60 degrees.
3. Specific to this policy, secure is defined as having direct control over the vehicle to include having the doors locked, the windows closed (with the exception of K-9 vehicles with a dog inside) and no unauthorized access to the vehicle or the vehicles contents.

D. Driving Rules for Bureau Vehicles

Police officers must recognize the unpredictable factors of weather, road surfaces, and traffic congestion including pedestrians, all of which directly affect the safe operation of the vehicle. The various factors presented shall always be a consideration when operating the vehicle regardless of the response mode.

E. Response Requiring Emergency Driving

1. Regardless of the seriousness of the situation to which Bureau personnel are responding, and acknowledging that circumstances are sometimes clearly out of the control of the officer, officers shall always be responsible for the manner in which the vehicle is operated.
2. Police officers shall be cognizant that the requirement of other drivers to yield the right of way to an emergency vehicle being driven in an emergency mode, does not relieve the responding police officer from the duty to drive with due regard for the safety of all

persons using the highways, nor shall they protect the police officer from the consequences of an arbitrary exercise of failing to yield the right of way.

3. No fixed rule can apply to every circumstance that may arise when operating a vehicle in an emergency mode. The Bureau requires responding personnel to drive at a safe and reasonable speed based on existing conditions and the available information regarding the emergency to which they are responding. A call for service shall be evaluated as to the seriousness of the situation and the response will be governed by the apparent urgency. Factors to be considered include, but are not limited to:
 - a. Seriousness of the call. Active calls are calls for service where there is an immediate, active threat to life and/or property. This includes in-progress calls, crashes with injury and incidents that have just occurred where the perpetrator could be in the immediate area of the crime or incident.
 - b. The number of Bureau personnel responding to the incident and their proximity to the incident location.
 - c. The ongoing assessment of their response based on the totality of the circumstances of the call and realizing that the circumstances are very fluid which could cause the situation to de-escalate, prompting a reduction of the seriousness of the call and therefore a reduction in the response.
 - d. Supervisors may direct a specific response to an incident.
4. Title 75, Pennsylvania Vehicle Code, § 3105 Drivers of Emergency Vehicles (e) states:

“This section does not relieve the driver of an emergency vehicle from the duty to drive with due regard for the safety of all persons”. Recognizing that the protection of human life is paramount, the responding personnel must remember the objective is to get to the location of the incident as soon as possible in a safe manner, without undue risk to Bureau personnel and the public.

F. Use of Emergency Warning Devices while Responding in Emergency Mode

1. During an emergency response, emergency lights and siren shall be activated. Bureau vehicles may also possess other devices such as wig-wag headlights, which may also be activated.
2. During an emergency response, four-way flashers shall not be used when the emergency vehicle is in motion. This may preclude confusing other motorist about misinterpreting flashers for turn signals.

G. Emergency Warning Devices while Conducting Traffic Stops

Emergency warning devices consist of audible and visual signals and shall be used as needed to affect the stop. The visual devices will remain activated to provide a safe environment for the officer, the public and the traffic violator.

H. Discretionary Use of Emergency Warning Devices

1. Police officers may activate emergency warning devices when required to handle any perceived emergency situation. The police officer shall communicate the emergency situation to Dauphin County Control.
2. There are situations which require the effective notification of the public or other police personnel to eliminate a potential hazard. Bureau personnel may activate emergency warning devices to allow orderly and safe transit through heavily congested roadways. Examples of permissible uses of emergency warning devices during non-emergency response situations include but are not limited to:
 - a. Assisting a disabled motorist.
 - b. Protecting a scene of a police incident.

I. Alarms Requiring a Non-Emergency Response

1. The number of alarms which constitute an actual emergency or crime is extremely low. Bureau personnel shall recognize this, and will respond to most alarms in a non-emergency mode.
2. Residential alarms will be a non-emergency response unless specific information is received which indicates that an actual crime or emergency exists at the scene, or the alarm is a "panic" alarm indicating danger to persons who are present at the alarm location.
3. Specifically, a non-emergency response will be the normal response in the following scenarios:
 - a. A response to a commercial alarm, except holdup/robbery alarms during normal business hours.
 - b. Response to all "trouble" or "line trouble".
 - c. An individual is on the scene of an alarm and the individual does not know the proper code. This will be considered false alarm verification.

J. Alarms Requiring an Emergency Response

1. A verifiable emergency from any source including a specific location or general location which has been a victim of criminal activity in the recent past.
2. A robbery or holdup alarm at a commercial location during or near normal business hours.
3. A commercial location with a burglar or intrusion alarm during non-business hours with a history of property crimes being perpetrated against the business or residence.
4. Panic or other alarms indicating persons present at the alarm location require immediate assistance.

K. Silent Response Mode

1. Emergency response may be made in the "silent response mode" only when the use of audio and visual signals in close proximity to the incident would likely:
 - a. Create a potential danger to citizens at the scene or alert the suspects of the presence of law enforcement and potentially aid in creating a hostage or similar situation.
 - b. Aid in the escape of the suspect(s).
2. An emergency response in the silent response mode is the most dangerous type of response and should not be utilized except in very specific situations which meet the criteria outlined previously in this general order.
3. Safety is the main concern when responding in the silent deployment mode. Extreme care and caution shall be required and measured against the danger posed by alerting criminals of the arrival of law enforcement.

L. Incidents which Require a Routine Response

This response will incorporate all previously stated functions; however the use of emergency response devices will not be activated. This response will indicate a normal, routine response by the Bureau to a given situation. When an officer is provided a call for service which meets this criterion, the officer will proceed in a timely manner. During this response, if an officer observes a more urgent police matter, it would be appropriate to conduct that police business prior to arriving to this call of service.

AUTHORIZED SIGNATURE: _____
PIERRE RITTER
CHIEF OF POLICE



Linda D. Thompson
MAYOR



Thomas C. Carter
CHIEF

Harrisburg Bureau of Police

DATE OF ISSUE: September 30, 2013	EFFECTIVE DATE: September 30, 2013	GENERAL ORDER #: 13-93	EXPIRATION DATE: Until Amended or Rescinded
SUBJECT: Surveillance Cameras		DISTRIBUTION: All Personnel	AMENDS: N/A
REFERENCE: N/A			RESCINDS: N/A

I. Purpose

The City of Harrisburg and the Harrisburg Bureau of Police recognize that the use of surveillance camera technology can serve to improve the delivery of police services and contribute to increased public safety and livability for our community. This camera technology can also contribute to the detection, investigation, deterrence and prevention of crime within the City of Harrisburg.

II. Policy

It shall be the policy of the City of Harrisburg that all personnel adhere to the provisions of this General Order.

Definitions

- A. Surveillance Camera - A camera that monitors and records visual images of activities.
- B. PTZ - Pan, Tilt, and Zoom capabilities of the camera.
- C. Monitoring - Real-time viewing or the viewing of footage stored on the camera systems server.
- D. Personnel - Authorized City of Harrisburg Personnel or Information Technology Staff.

- E. Recording - Capturing images on a disc, drive, CD Rom, or other video capturing device.

General Principals

- A. Video monitoring and/or recording shall be conducted in a professional, ethical and legal manner. Personnel utilizing the surveillance camera system shall be appropriately trained and supervised in the responsible use of the system.
- B. Information obtained through video monitoring and/or recording shall be used exclusively for safety, security and other legitimate purposes. Viewing, or the use of information from viewing, by personnel for personal or non-departmental purposes is expressly prohibited.
- C. Information obtained through video monitoring and/or recording shall only be released in accordance with this General Order or as allowed and required by applicable law.
- D. Surveillance of areas within the City of Harrisburg is limited to public areas which will not violate a reasonable expectation of privacy as defined by law. In recognizing that citizens do have an enhanced expectation of privacy in dwellings, buildings, and private property, video monitoring and/or recording shall not be focused into these locations absent a search warrant or other court authorization.
- E. No person shall be selected for video monitoring based solely on their race, ethnicity, age, gender, or sexual orientation.
- F. Violations of this General Order may result in disciplinary action(s) and may subject those involved to criminal and/or civil penalty or damages under applicable state and federal laws.

Responsibilities

- A. Harrisburg Bureau of Police
 - 1. Although the devices are the property of Dauphin County, The Harrisburg Bureau of Police shall be designated as the agency authorized and responsible to oversee and coordinate the use of surveillance cameras within the City of Harrisburg.
 - 2. In addition, the Bureau of Police has primary responsibility for ensuring

adherence to this General Order, as well as dissemination of this General Order to applicable personnel.

B. Chief of Police

1. The Chief of Police has the responsibility to authorize all surveillance camera locations within the City of Harrisburg.
2. The Chief of Police or his designee shall ensure that responsible and proper camera monitoring/recording practices are being followed by conducting periodic or specific audits of the surveillance camera system.

C. Captain of Technical Services

1. The Technical Services Commander is responsible for the day-to-day operations of the surveillance cameras, including training personnel as deemed necessary.

D. Forensics Unit

1. The Forensics unit is responsible for the duplication of camera footage and preservation of evidence as required.

Procedures

- A. Due to limited personnel resources , the surveillance cameras will not be monitored on a continuous basis. There may be periods, however, when trained Police Data Technicians or officers are available to monitor the cameras. In those circumstances, all use of the surveillance cameras shall be in conformance with this General Order, as well as applicable state and federal law.

1. Surveillance camera monitors shall not be visible to the public.
2. When cameras are being actively monitored by Police Data Technicians and suspected criminal activity is observed, the PDT will advise Dauphin County Emergency Management of the activity so a DEMA event can be created and units dispatched IAW established policy. If sworn police personnel are monitoring, every effort will be made to route the initial information via DEMA, unless exigent circumstances exist and public safety requires direct communication via radio.
3. Surveillance camera activities which are being viewed from patrol vehicles or other locations shall also be shielded from public view.

4. All personnel authorized to monitor the surveillance cameras or view recorded footage shall be required to sign in using assigned user names and passwords.
 - a. The Technical Services Commander shall be responsible for establishing authorized user levels for the surveillance camera system. These user levels shall generally be broken down as follows:
 - 1) Ability to view live cameras only, no manipulation of PTZ camera view or access to recorded camera footage.
 - 2) Ability to fully monitor all cameras, including the ability to manipulate PTZ camera view and access recorded camera footage.
 - b. The surveillance camera system shall also be capable of tracking the following user data for a minimum of ninety (90) days:
 - 1) All attempts to log in to the system by user name
 - 2) The specific camera that was viewed live by date and time, down to the second.
 - 3) The specific camera recorded footage that was viewed by date and time, down to the second.
 - 4) The specific recordings that were downloaded by date and time, down to the second.

Retention, Extraction, and Storage

- A. The surveillance camera system shall be capable of storing a minimum of three (3) days worth of recorded data. The system may, depending on the amount of footage being stored on the server, be capable of retaining data in excess of this minimum time frame.
- B. Requests for review or duplication of camera recordings shall be made via email to the Commander of Technical Services or his/her designee. The email shall contain the relevant Metro incident number, DEMA event number, and sufficient information regarding the circumstances and time frame of the incident to make the reviewer aware of what evidence is being sought.

- C. Only authorized personnel shall be permitted to access recorded data.
- D. Recorded data that is deemed necessary to a pending investigation shall be stored on a suitable external storage media and placed into evidence in accordance with General Order 72 (Property Management).
 - 1. Authorized personnel shall maintain the recorded data (i.e. images) in the strictest confidence, and shall not duplicate, release, disclose, disseminate, or distribute any such data or images in any form; except as provided in this General Order or as required by law.
- E. Recorded data that is not retained for evidentiary purposes or based upon a public safety necessity shall not be duplicated, released, disclosed, disseminated, or distributed without the approval of the Chief of Police or the Commander of Technical Services.

NOTE: Disclosure to the District Attorney's Office or another law enforcement agency is permitted in connection with a criminal investigation or prosecution based on a specific request without (prior) approval from the Chief of Police or Commander of Technical Services. Notification of such disclosure shall be made to the Commander of Technical Services as soon as practical.

AUTHORIZED SIGNATURE

Thomas C. Carter
CHIEF OF POLICE



Linda D. Thompson
MAYOR



Thomas C. Carter
CHIEF

Harrisburg Bureau of Police

DATE OF ISSUE: October 11, 2013	EFFECTIVE DATE: October 11, 2013	GENERAL ORDER #: 13-96	EXPIRATION DATE: <i>Until Amended or Rescinded</i>
SUBJECT: <i>Temporary Detention</i>		DISTRIBUTION: All Personnel	AMENDS: 10-96
REFERENCE: PLEAC Chapter 3 (3.2.1 through 3.2.6)			RESCINDS: 10-96

I. POLICY

It is the policy of the Harrisburg Bureau of Police to provide proper custodial care for all detainees. Officers/Detectives shall ensure that all applicable laws and regulations are followed in regards to the handling of temporarily detained individuals.

II. AUTHORIZED TEMPORARY DETENTION AREAS

The following areas have been designated as temporary detention areas:

1. Room 312A of the Adult Offender Section
2. Room 314A of the Juvenile Offender Section
3. CID Observation Rooms
4. Roll Call Room (juveniles only)
5. Room 119 (Former Female Cell Block)
6. Room 122 (Former Male Cell Block)
7. Room 123 (AKA Cell 1 in Booking Room)

NOTE: There are **no** other authorized temporary detention areas within the bureau. If there are no on-duty CID personnel, Officers will access the above temporary detention areas by

utilizing the key pad located outside of the Juvenile Section. Officers will utilize the logs provided in CID to document which of the temporary areas that were utilized.

III. PROCEDURES

- A. The temporary detention area and the detainee will be searched prior to placing a detainee within the area. The search will be documented in the Officers/Detectives report.
- B. The Officer/Detective will document the following information regarding the use of the temporary detention area;
 - 1. The reason for the use of the temporary detention area.
 - 2. The date and time the detainee was placed in the temporary detention area.
 - 3. The date and time the detainee was removed from the temporary detention area.
 - 4. If any meals were provided while the detainee was in temporary detention.
- C. The Officer/Detective will be responsible for the supervision, welfare and security of the detainee. The Officer/Detective will ensure the detainee is taken to the Booking Facility for processing, if charges are filed against the detainee.
- D. Detainees may be temporarily handcuffed or shackled to a handcuff ring or bar that is specifically designed and intended for such use, but in no event may the period of temporary restraint exceed two hours and shall be documented in the Officers/Detectives report.
- E. Males, females and juveniles being temporarily detained are to be separated from each other by sight and sound at all times.
- F. The following security procedures shall be followed in regards to the temporary detention areas:
 - 1. Officers/Detectives shall ensure their weapons are secured and shall conduct a security inspection prior to entering the temporary detention area.
 - 2. At least one of the Officers/Detectives shall be equipped with a portable radio when a detainee is being questioned, in case of an emergency or duress.
 - 3. Access to the temporary detention area and detainee shall be restricted to the arresting Officer/Detective.

4. The Officer/Detective or their designee shall maintain continuous face-to-face supervision and control over detainees to prevent escape and to ensure the detainee does not become a threat to other bureau personnel.
- G. Temporary detainees shall be provided reasonable access to water, restrooms and other needs, and upon request, shall be afforded confidential access to an attorney. Attorney-client conferences shall only be held in the Criminal Investigation Division in such circumstances.
- H. Smoking shall not be permitted by anyone within a temporary detention area. In the event of a manageable-sized fire breaks out in the vicinity of the temporary detention area, the Officer/Detective or their designee may utilize existing fire equipment to suppress the fire in accordance with established fire suppression procedures. If the fire is of unmanageable proportions or if the fire alarm is activated in any part of the bureau facility, the Officer/Detective or their designee shall be responsible for the evacuation of the detainee, in accordance with established fire evacuation procedures.

IV. TRAINING REQUIREMENTS

- A. All Officers/Detectives shall receive initial training on the proper operation and use of the temporary detention areas, to include;
 1. The use of physical restraints.
 2. Fire suppression and equipment.
 3. First aid.
 4. Any additional or special training necessary to ensure the safety and security of the Officers/Detectives and the detainee.
 5. Officers/Detectives shall be retrained at least once every three years.

V. INSPECTIONS

- A. The temporary detention areas will be inspected on a monthly basis by CID personnel.
- B. This policy will be reviewed at least once every three years to ensure all procedures are being utilized and to make any necessary revisions.

Authorized Signature: _____
Thomas C. Carter
Chief of Police



Eric R. Papenfuse
MAYOR



Thomas C. Carter
CHIEF

Harrisburg Bureau of Police

DATE OF ISSUE: September 10, 2014	EFFECTIVE DATE: September 11, 2014	GENERAL ORDER #: 14-10	EXPIRATION DATE: <i>Until Amended or Rescinded</i>
SUBJECT: <i>Fiscal Management</i>		DISTRIBUTION: All Personnel	AMENDS: N/A
REFERENCE: PLEAC Chapter 1			RESCINDS: 08-10

I. POLICY

It is the policy of the Harrisburg Bureau of Police to fully comply with City of Harrisburg policies, procedures, and regulations pertaining to fiscal matters.

II. MANAGEMENT

- A. Chief of Police: The Chief of Police has ultimate responsibility and authority for the fiscal management of the Police Bureau.
- B. Technical Services Division Commander: The Technical Services Division Commander shall be responsible for the Police Bureau's fiscal management function, to include:
 - 1. Annual budget preparation.
 - 2. Supervision and monitoring of Bureau expenditures.
 - 3. Maintaining liaison with the Department of Business Administration's Bureau of Financial Management, which has overall responsibility for the management and control of fiscal matters for the City of Harrisburg.

III. BUDGET

- A. Division Commanders: Division Commanders shall be responsible for the completion of annual budget proposals for the organizational segments under their command. Annual budget proposals shall consist of the following sections:
 - 1. Personnel Services – Current uniformed and non-uniformed personnel complement, along with salaries and fringe benefits listed by accounts.

2. New Position/Salary Adjustment Request – Include all changes to the present personnel complement, e.g., unbudgeted positions, upgrades, reclassifications and salary adjustments. (NOTE: Justifications for changes shall be provided).
 3. Overtime Requests – Contractual and Emergency Overtime Costs.
 4. Operating Expenses – Bureau Operating Programmatic Expenses, along with justifications by line item accounts.
 5. Capital Equipment Request – Operating Equipment with a value exceeding one thousand dollars (\$1000.00) and a useful life expectancy of three (3) or more years.
- B. Unit Supervisors: Unit Supervisors shall prepare recommendations for the organizational segments under their supervision for inclusion in Division budget proposals. Such recommendations shall be based on analyses of operational activities to include:
1. Number of personnel assigned to Unit.
 2. Assessment of existing positions.
 3. Expenditure requests, including detailed item descriptions, justifications, and itemized costs.

IV. PURCHASING

A. Requests:

1. Except for emergency purchases, a Purchase Request Form shall be completed by the requestor and submitted to the Technical Services Division Commander or designee.
2. The request shall include a description of the product or service desired, estimated cost, date required, and quotes from three different vendors. The Technical Services Division Commander or designee may contact the requestor to obtain additional information, if necessary, to comply with City regulations.
3. The requestor shall not make any commitment to purchase until approval is obtained, as indicated by the signature of the Chief of Police.
4. Orders for the purchase of goods and/or services shall not be placed until approval is obtained, as indicated by the signature of the Chief of Police.

B. Types, Quotes and Bids:

1. Purchases under \$1000.00 – Requisition not required, however, Police Bureau personnel shall obtain telephone quotes from at least three (3) vendors to secure the lowest price.
 2. Purchases of \$1000.00 to \$2,499.99 – Requisition required. Police Bureau personnel shall obtain telephone quotes from at least three (3) vendors to secure the lowest price.
 3. Purchases of \$2,500.00 to \$9,999.99 – Requisition required. Police Bureau personnel shall obtain at least three (3) written price quotes. The Director of Administrative Services shall be responsible for ensuring compliance with City regulations regarding minority business solicitation.
 4. Purchases over \$10,000.00 – Requisition required. All services and personal properties required by the City shall be furnished under the Public Bid Contract. Contracts shall be advertised three (3) times in two publications and sealed bids shall be opened no less than ten (10) days after the advertisement.
- C. Emergency Purchases: An emergency purchase request is to be made only when there is a threat to life, property, or any critical Police Bureau operation. Emergency purchases include, but are not limited to, hospital tests administered to DUI defendants or rape victims, and shall be made in accordance with the following:
1. During Normal Business Hours:
 - a. The requestor shall contact the Technical Services Division Commander or designee, who shall obtain the approval of the Chief of Police or his designee prior to contacting the City Purchasing Agent for final approval of the purchase.
 - b. For purchases under \$300.00, approval shall be obtained from the Chief of Police, as indicated by his signature on the Purchase Request Form.
 - c. For purchases exceeding \$299.00, the Technical Services Division Commander or designee shall obtain the approval of the Chief of Police or his designee prior to contacting the City Purchasing Agent for final approval of the purchase.
 - d. Upon receiving final approval, the Technical Services Division Commander or designee shall notify the requestor of the approval and prepare a Purchase Request Form for submission through appropriate channels.
 2. After Normal Working Hours:

- a. The on-duty Uniform Patrol Commander shall be authorized to make an emergency purchase to protect life, property, and critical Police Bureau operations.
 - b. The on-duty Uniformed Patrol Commander shall inform the Technical Services Division Commander, via Inter-Office Memorandum, when an emergency purchase has been made. The Memorandum shall include the location, time and nature of the emergency, items/services purchased, and the actual/estimated cost and vendor information. The Memorandum shall be submitted to the Technical Services Division Commander or designee no later than the beginning of the next regularly scheduled daylight shift, i.e., 0700-1500 hours.
 - c. When such emergency expenditures exceed \$299.99, the Technical Services Division Commander or designee, upon receipt of the notifying Memorandum, shall promptly prepare and submit a requisition to the Purchasing Agent.
- D. Vendors: Unless precluded by exigent circumstances, goods and services shall be purchased from the lowest bidder.

V. ACCOUNTING

- A. Budget Balance and Expenditure Transaction Reports: The Bureau of Financial Management shall disseminate Budget Balance and Expenditure Transaction Reports to city departments on a monthly basis. These reports shall include the following:
1. Initial appropriation for each account.
 2. Account balances at the beginning of the monthly period.
 3. Expenditures and encumbrances made during the month.
 4. Unencumbered account balances.
- B. Technical Services Division: The Technical Services Division Commander or designee shall maintain daily records of Police Bureau expenditures according to accounts, to include:
1. Vendor Names.
 2. Description of Purchases.
 3. Costs.

4. Purchase Order Numbers.

5. Entry Dates.

6. Invoice Dates.

7. Invoice Numbers.

- C. Position Control: City Ordinance No. 135.04 mandates that no moneys shall be paid out by the City Treasurer except upon appropriation previously made by Council, and City Ordinance No. 135.06 stipulates that payments related to positions may only be made if the positions are authorized and listed in the budget; consequently, the Police Bureau may only fill positions that have previously been approved through the budgetary process.
- D. Collection, Safeguarding, and Disbursing Cash: Except for “petty cash” funds, which shall be administered by the Chief of Police in accordance with established City of Harrisburg procedures and subject to audit by the Department of Administration, no funds shall be disbursed by any member of the Police Bureau.
- E. Fund Transfers: The Technical Services Commander or designee shall consult with the Chief of Police to determine whether to transfer funds between Bureau accounts or request additional funds in accordance with City Ordinance No. 135.04, which provides for the transfer of funds between accounts when unanticipated expense are incurred during emergency situations.
- F. Audits: City Ordinance No. 135.07 provides that all City of Harrisburg accounts be audited following the close of each year by an independent certified public accountant selected by resolution of Council.

VI. TRAVEL ADVANCES AND REIMBURSEMENT REQUESTS

- A. Approval: Division Commanders shall ensure a travel request is submitted to the Chief of Police, via Inter-Office Memorandum, when travel related to the performance of duty is required. The Inter-Office Memorandum shall include the reason for travel, departure and return dates, contact address and telephone number at destination, and all other relevant information.
- B. Travel Advance Requests: Personnel in travel status anticipating expense exceeding \$200.00 may obtain a travel advance when the out-of-pocket payment of such expenses would constitute an undue financial hardship. The requestor must submit a Request for Travel Advance Form to the Chief of Police at least eleven (11) days prior to the departure date to obtain a travel advance. (NOTE: Travel advances shall not be provided to personnel who on a prior occasion were unable to properly account for travel advance funds).

- C. Reimbursements: Police Bureau personnel shall be entitled to reimbursement for expenses incurred in the performance of duty while in travel status, in accordance with City of Harrisburg Travel Regulations. Only amounts actually expended may be claimed for such items as:
1. Lodging.
 2. Parking and tolls.
 3. Car Rentals.
 4. Meals – based on the federal per diem guidelines.
 5. Personal Vehicle Mileage – Federal reimbursement rate
 6. Luncheon or dinner meetings approved by the Chief of Police.
 7. Other miscellaneous official expenses.
- D. Reimbursement Requests: Upon returning from approved travel status, personnel shall submit original receipts to the Technical Services Division Commander or designee, who shall review the receipts, prepare a Request for Reimbursement Form, and submit the form to the Department of Administration within nine (9) days after obtaining said receipts.

VII. SUMMARY WARRANTS

- A. Platoon Administrative Officer or Platoon Supervisor: The on-duty administrative officer or supervisor shall:
1. Be responsible for the receipt of funds from the service of summary warrants.
 2. Ensure required receipts for summary warrant funds are issued as follows:
 - a. Defendant Copy.
 - b. Second party or Officer's Copy.
 - c. File Copy.
 3. Ensure summary warrant funds are stapled to the blue copy of the warrant before being placed in a separate sealed envelope, and then locked in the

“Communications Center” safe. (NOTE: A backup key for the Communications Center safe shall be retained in the Records Unit safe.

NOTE: The Harrisburg Bureau of Police does not maintain a cash fund. All fees collected are directly paid to the CITY TREASURER’S office. The only exceptions are the collection of funds for summary warrants or tow slips. In the event an individual requests to pay a summary warrant or requests a tow slip, officers will utilize the appropriate procedure and turn them over to the administrative officer for receipt of funds.

VIII. TOW SLIPS

- A. Platoon Administrative Officer or Platoon Supervisor: The on-duty administrative officer or supervisor shall:
1. Be responsible for the receipt of funds from tow slip fees.
 2. Ensure required receipts for tow slips funds are issued as follows:
 - a. Collect the funds
 - b. Issue the tow slip to the individual.
 - c. Place the funds in the “communications center” safe.

IX. BOOTING FEES

- A. The Parking Enforcement Supervisor shall be responsible for maintaining records of all booted vehicles.
- B. Individuals whose vehicles have been booted for outstanding fines when the Treasurer’s Office is closed will be instructed to wait until the next business day to make payment. All fee’s related to booted vehicles shall be paid to the CITY TREASURER only. Parking Enforcement Officers will not collect or receive cash.

X. DISBURSEMENT OF FUNDS

- A. Police Data Technicians shall obtain the key to the “Communications Center” safe from the Technical Services coordinator, for the monthly disbursement of funds to their respective agencies.

- B. Police Data Technicians shall be responsible for preparing monthly documents of accounting for disbursement to District Justices, and for transporting funds to the Office of the City Treasurer. The City Treasurer shall be responsible for the issuance of checks to the appropriate District Justices.
- C. The Process Server shall be responsible for the delivery of checks and relevant documentation to the affected District Justices who shall sign for their receipt. (NOTE: Signed disbursement receipts will be stored in the Records Center).
- D. All cash funds where agency personnel are permitted to receive, maintain, or disperse funds will be accounted for on a quarterly basis.

XI. MISCELLANEOUS FUNDS

Miscellaneous funds received by the Bureau will be deposited in the appropriate City Revenue account, through the City Treasurers' office.

AUTHORIZED SIGNATURE _____
Thomas C. Carter
CHIEF OF POLICE



Eric Papenfuse
MAYOR



Thomas C. Carter
CHIEF

Harrisburg Bureau of Police

DATE OF ISSUE: May 14, 2014	EFFECTIVE DATE: May 16, 2014	GENERAL ORDER #: 14-16	EXPIRATION DATE: Until Amended or Rescinded
SUBJECT: MAINTENANCE, SERVICING, & FUELING OF VEHICLES		DISTRIBUTION: All Personnel	AMENDS: 02-16
REFERENCE: N/A			RESCINDS: 02-16

I. POLICY

Police vehicles will be checked each shift of duty by the assigned operator to ensure that they are clean, in good repair and in safe operating condition. Operators shall note all defects, malfunctions, or missing equipment on the Daily Vehicle Inspection Report.

II. VEHICLE INSPECTION

A. Uniformed Patrol Division Personnel:

1. Daily: Before each shift of duty, the operator of an assigned vehicle will:
 - (a) Inspect the tires, brakes, steering, lights, wipers, mirrors, emergency equipment and other operating systems, and look for dents, scratches or other damage.
 - (b) Note any defects or missing equipment on a Daily Vehicle Inspection Report.
 - (c) Ensure that the vehicle is not overdue for service. If a vehicle more than 500 miles overdue for maintenance, it must be taken out of service. If a vehicle does not have a windshield sticker which indicates the mileage at which it is due for maintenance, it must be taken out of service until the sticker is replaced.
 - (d) Notify a supervisor of any new damage or deficiencies found on an assigned vehicle. The damage will also be documented on the Daily Vehicle Check Sheet.
 - (e) Ensure the fuel card is present.

- (f) Ensure the MVR is functional, if so equipped.
- (g) K-9 or other personnel with take-home vehicles shall follow the guidelines under B. below.

B. Non-Uniformed Police Personnel

1. Monthly

- (a) At the beginning of each month the operator of an assigned vehicle will:
 - (1) Inspect the tires, brakes, steering, lights, wipers, mirrors, antenna, heater, air conditioner, emergency equipment if so equipped, and look for dents, scratches, or other damage.
 - (2) Note any defects or missing equipment on a Daily Vehicle Check Sheet.
 - (3) Ensure that the vehicle is properly maintained.
 - (4) Ensure a fuel card is present.
 - (5) Notify a supervisor of any new damage or deficiencies found on an assigned vehicle. The damage will also be documented on the Daily Vehicle Check Sheet.

- 2. The same check sheet will be updated throughout the month by the assigned operator. The assigned operator will note any new damage, change in equipment status, addition of fuel/oil etc.
- 3. At the end of the month the check sheet will be turned in to the on-duty supervisor, who shall review the check sheet for completeness and sign as the approving supervisor.
- 4. The check sheet shall be routed to the person (s) designated by the Division Commander.
- 5. The Daily Vehicle Check Sheet may be utilized by the same assigned operator on the same assigned vehicle for the entire month. If another person utilizes the vehicle, a new Daily Vehicle Check Sheet must be completed.

III. MAINTENANCE OF POLICE VEHICLES

- A. When any mechanical defects are observed, the operator of the vehicle must notify the on duty OIC or their designee, who will advise the Quartermaster and the "Police-Supervisor" email group via Microsoft email of the mechanical defect.

1. The Quartermaster or other person designated will check daily for needed vehicle repairs and notify the appropriate commander or their designee.
 2. Vehicles taken to the Vehicle Maintenance Center (VMC) during the weekend or after normal business hours will be parked in the designated area. The keys shall be dropped in the appropriate area.
 3. Police personnel shall receive permission from a supervisor prior to bringing a vehicle to the VMC for other than scheduled maintenance.
 4. Platoon/Section Commanders shall be responsible for ensuring police vehicles are taken to VMC as close to the preventative maintenance/service sticker date or mileage as possible.
 5. When a vehicle is left at VMC for repair or scheduled maintenance, the platoon OIC or their designee will notify the Quartermaster via Microsoft email, copying the "Police-Supervisor" email group.
- B. Each officer assigned to a vehicle will ensure the vehicle is equipped with the following:
1. Fuel Card
 2. Flares
 3. Fire Extinguisher
 4. First Aid Kit
 5. Spare Tire
 6. Jack and related equipment
- C. Any discrepancies, shortages, and/or need to replenish supplies will be initiated by submitting a Microsoft E-mail to the quartermaster.

III. REFUELING

- A. Police vehicles shall be fueled at approved/designated locations.
- B. The operator of a police vehicle needing fuel will drive to the fuel point; place himself/herself out on a self-initiated Metro call for fuel, and shut off the engine.
- C. The operator shall take from the glove box of the vehicle, the fuel card assigned to that vehicle.
- D. The operator shall insert the card into the appropriate slot on the fuel pump to activate it.
- E. The operator shall then enter the personal pin number assigned to them,

followed by the odometer reading of the vehicle.

- F. The operator selects the proper fuel dispensing nozzle (note: 87 octane for all police vehicles) and insert in into the fuel tank
- G. The operator then dispenses fuel into the fuel tank until the desired amount is obtained.
- H. Once refueling is completed and the nozzle is returned to the dispenser, the operator shall check all under-hood fluids.
- I. The operator shall ensure that all nozzles or hoses are returned to their respective locations prior to moving his/her vehicle.
- J. If lubricants are required, the operator will utilize VMC during their hours of operation.
- K. Vehicles needing lubricants when VMC is not open, the operator shall notify the on duty OIC and attempt to obtain items needed from the Harrisburg Bureau of Police station. If items are not available the on duty OIC will determine if a vehicle shall be deadlined or driven.
- L. Vehicle should be refueled when their respective fuel gauge indicate a ½ tank or less.
- M. The operator should make the appropriate comments (mileage/gallons) to his/her Metro dispatch and clear the call.

IV. RESTRICTIONS

- A. Due to the increasing liability on the City of Harrisburg, as well as upon individual officers, the use of personal vehicles for duty use is discouraged. However, officers occasionally may request to utilize their personal vehicles for transportation to various schools, training seminars, or meetings. The Command Staff, whose respective decisions will be final on each individual request, will review these requests on an individual basis.
- B. Police personnel operating private vehicles for duty purposes, will be required to contact the Chief of Police for special instructions and handling of fueling and/or cost reimbursement.

V. INSPECTION AND CONTROL

- A. The Platoon/Section Commander or his/her designated supervisor will review all Daily Vehicle Check Sheets and sign each in the designated supervisor block line.
- B. The appropriate Division Commander will periodically review and initial a sample of the logs submitted by his/her subordinates to:

1. Ensure General Order compliance.
 2. Review/analyze trends or reoccurring problems with the fleet.
- C. One copy of the Daily Vehicle Check Sheet Forms will be forwarded to the appropriate Division Commander daily; another copy will be kept at the Platoon, Section or Unit level for 90 days. As the inspection sheets are purged, they will be forwarded to the Accreditation Manager for file/destruction.

Authorized Signature: _____
Thomas C. Carter
Chief of Police



Eric R. Papenfuse
MAYOR



Thomas C. Carter
CHIEF

Harrisburg Bureau of Police

DATE OF ISSUE: January 23, 2014	EFFECTIVE DATE: January 24, 2014	GENERAL ORDER #: 14-18	EXPIRATION DATE: <i>Until Amended or Rescinded</i>
SUBJECT: Mobile Visual Recorders		DISTRIBUTION: All Personnel	AMENDS: N/A
REFERENCE: PLEAC Chapter 4 (4.4.1 & 4.7.1)			RESCINDS: N/A

I. Purpose

The purpose of this policy is to provide officers with guidelines for the use and care of Mobile Visual Recorders, as well as to provide guidelines for the storage, management, and retrieval of audiovisual media recorded by Mobile Visual Recorders ("MVR").

II. Policy

It is the policy of this bureau to utilize Mobile Visual Recorders, in every police vehicle so equipped, to record any activity that may contain evidentiary value in our mission to provide a safe and secure environment for our community and to identify, apprehend, and prosecute criminal offenders.

III. Definitions

- A. Mobile Visual Recorder ("MVR"): A system which captures audio and/or video signals, consisting of one or more video cameras, one or more microphones, a display screen, and a digital video recorder.
- B. Digital Video Recorder ("DVR"): For the purposes of this policy, a vehicle-mounted hard drive which temporarily stores recorded audio and/or video as part of the MVR.
- C. Media: Refers to audio and/or video signals recorded on any storage device.

- D. Storage Device: Any device designed to contain audio and/or video signals. This term includes, but is not limited to: CD's, DVD's, hard drives, and flash drives.
- E. MVR Server: The dedicated server, housed within the police bureau, to which all MVR media is transmitted from the patrol cars via a secure wireless connection.
- F. Event: An activity recorded by the MVR.
- G. Event Conclusion: That point in time when the incident in question has reached its end. A point in time when the MVR would not be recording any additional media relative to the event.

IV. Responsibilities

A. Officer Responsibilities

1. Officers will ensure that the MVR (if so equipped) in their vehicle is operational and free from damage and/or defect during their daily vehicle inspection at the beginning of their assigned shift. Their findings will be recorded on the daily vehicle inspection report. Any damage or defect must be immediately reported to the officer's on-duty supervisor.
2. Any damage and/or defect that becomes apparent during the officer's shift shall be immediately reported to the officer's on-duty supervisor.
3. Officers will make requests for MVR media duplication in accordance with this policy (See section V - E).

B. Supervisor Responsibilities

1. Supervisors will ensure that the MVR (if so equipped) in their vehicle is operational and free from damage and/or defect during their daily vehicle inspection. Their findings will be recorded on the daily vehicle inspection report. Any damage or defect must be properly reported to the Technical Services Commander on an interdepartmental memorandum sent via email .
 - a. When damage and/or defect is observed, it must be reported via departmental memorandum prior to the end of the shift during which the damage and/or defect was discovered.
2. Supervisors will make requests for MVR media duplication in accordance with this policy (See section V - E).

3. Supervisors shall ensure that officers are abiding by the procedures set forth in this policy.
4. Upon receiving information from an officer that MVR equipment is damaged or defective; the supervisor will inspect said equipment, and report the incident to the Technical Services Commander via Inter-Departmental memorandum sent via E-mail using the City of Harrisburg Outlook.
 - a. When damage and/or defect is observed, it must be reported via departmental memorandum prior to the end of the shift during which the damage and/or defect was discovered.

C. Technical Services Commander Responsibilities

1. Oversee the operational use of the MVR's.
2. Manage the maintenance needs of the MVR's, based on reports received from supervisors in reference to damage and/or defects.
3. Manage special requests for MVR event duplication when received from an outside agency or through Internal Affairs.
4. Coordinate the duplication, retention, and storage of MVR events with the department's evidence custodian.

V. Procedures

- A. All uniformed Patrol Officers and Bureau Supervisors will be trained to have a working knowledge of the MVR system.
 1. The MVR will not be used in a manner which is inconsistent with the officer's training, nor will the MVR be used in a manner inconsistent with the recommendations and/or guidelines of the manufacturer of the MVR.
- B. Media recorded by the MVR shall be treated as evidence, and as such, officers shall abide by departmental rules, regulations, and policies concerning evidence when handling MVR media.
- C. Officers shall not erase, alter, modify, or tamper with MVR media.
- D. Operation
 1. At the beginning of each shift, officers assigned to a patrol vehicle equipped with a MVR shall sign-in to the MVR as the operator of that particular vehicle.
 2. The officer assigned to the MVR-equipped vehicle will inspect the MVR components for damage and/or defect, and proper operation.

- a. Any damage, defect, or operational issue must be immediately reported to the on-duty shift supervisor.
3. At the beginning of the shift, the officer shall ensure that the forward-facing camera is facing in the proper direction and is properly aligned, so as to accurately record the field of vision in front of the patrol vehicle.
4. Once a MVR begins to record an event, either automatically by a programmed trigger, or manually through the officer's use of the record button, the recording shall not be discontinued until such time as the event in question has reached its conclusion.
 - a. Automatic Recording: The MVR will automatically begin an audio/visual recording for any of the following triggers:
 - (1.) The emergency lights are activated.
 - (2.) The patrol vehicle is involved in a crash.
 - (3.) The patrol vehicle exceeds 50 MPH.
 - (4.) Manual Recording: The MVR will manually begin an audio/visual recording when an officer manually depresses the record button on the display screen.
 - b. Officers are only authorized to record events related to official law enforcement purposes.
5. When a recorded event has reached its conclusion, the officer may discontinue the recording by depressing the "Stop" button on the display screen.
 - a. After the recording has stopped, the officer shall select a description of the recorded event from the displayed drop-down menu which most accurately describes the event.
6. Officers shall endeavor to position the patrol car in such a manner that recorded events (traffic stops, etc.) are accurately and completely captured by the MVR.
7. At the conclusion of the officer's shift, the officer will sign-out of the MVR system.

- a. The MVR shall not be turned off manually by the officer; since the MVR will require a short period of time to wirelessly upload the recorded events to the department's server (the MVR will conduct its own shut-down sequence automatically).

E. Media Duplication

1. The MVR Server will maintain all uploaded media for a period of 60 calendar days.
2. Officers shall make a request to have MVR media duplicated and/or retained when the footage in question contains valuable video and/or audio evidence related to:
 - a. Felonies
 - b. Misdemeanors
 - c. Response to resistance, aggression and uses of force
 - d. Pursuits
 - e. Any incident that will likely result in a civilian complaint
3. Officers may make a request to have MVR media duplicated and/or retained when the footage in question is related to:
 - a. Summary Violations
 - b. Training situations
4. All requests for media duplication shall be forwarded to the Technical Services Commander via departmental email as soon as possible after the media has been recorded.
5. The Technical Services Commander will coordinate with Forensics personnel to ensure that the media in question is properly duplicated and maintained as evidence.
6. Officers shall have access to duplicated media in accordance with departmental rules, regulations, and policies concerning evidence storage.

7. All media is the property of the Harrisburg Bureau of Police, and is to be treated as evidence, in accordance with departmental rules, regulations, and policies. Dissemination of any and all media outside of this agency is strictly prohibited without specific authorization from the Chief of Police or his designee.
8. Media shall be duplicated onto two storage devices: one to be retained as evidence by Property Management, and one to be used for court purposes. The court version shall be used for viewing purposes, and the master version shall remain in evidence so as to protect the integrity of the recording and the storage device.
 - a. Exception: Media duplicated for training purposes must only be placed onto one storage device.
9. All media shall be retained in accordance with the rules, regulations, and policies of the Harrisburg Bureau of Police, as well as in accordance with Pennsylvania's Records Retention Act.

Authorized Signature: _____
Thomas C. Carter
Chief of Police



Eric R. Papenfuse
MAYOR



Thomas C. Carter
CHIEF

Harrisburg Bureau of Police

DATE OF ISSUE: January 23, 2014	EFFECTIVE DATE: January 24, 2014	GENERAL ORDER #: 14-20	EXPIRATION DATE: <i>Until Amended or Rescinded</i>
SUBJECT: <i>Mandatory Fingerprinting</i>		DISTRIBUTION: All Personnel	AMENDS: N/A
REFERENCE: PLEAC Chapter 4 (4.4.1 & 4.7.1)			RESCINDS: N/A

I. PURPOSE

The purpose of this policy is to ensure that all persons arrested, cited or sent a summons who are required to be fingerprinted under the law are actually fingerprinted.

II. POLICY

It is the policy of the Harrisburg Bureau of Police that all persons, including juveniles, shall be fingerprinted at the earliest possible time when they are arrested, cited or sent a summons for offenses which require fingerprinting under Section § 9112 of the Pennsylvania Crimes Code (title 18).

III. PROCEDURE

A. Adults in Custody

1. Fingerprinting shall be done in compliance with Title 18, known as the Pennsylvania Crimes Code.
2. Persons arrested on view and taken into custody for any felony, misdemeanor or authorized summary offense shall be fully processed, including all appropriate finger and palm prints, prior to the preliminary arraignment or release from custody when authorized to do so prior to an initial arraignment.
 - a. If the person arrested is to be released pursuant to the issuance of a summons and has been fingerprinted, the issuing authority shall be advised so as not to issue a fingerprint order.

- b. If the person arrested has not been fingerprinted for whatever reason and is to be released pursuant to the issuance of a summons, the issuing authority shall be advised so that a finger print order can be issued by the Magisterial District Court staff.
 - c. If the person waives the preliminary hearing or enters a guilty plea and has not been finger/palm printed, the Police Officer shall request of the Magisterial District Court a bail condition before accepting the plea. The condition will be a full processing is completed on the day of the waiver or guilty plea.
- 3. All criminal processing shall occur at the Dauphin County Judicial Center (DCJC). The processing shall be completed by employees of the DCJC.
 - a. It is the responsibility of the Dauphin County Judicial Center Personnel to forward the finger/palm prints to the appropriate state and federal central repositories within 48 hours. If the repository does not accept palm prints, they shall be returned to the Bureau of Police.
 - b. It is the responsibility of the Dauphin County Judicial Center Personnel to ensure that booking photographs are entered into CPIN and all information is forwarded to the appropriate MDJ for processing unto AOPC.
 - c. The Pennsylvania State Police Repository shall cause the transmittance of the criminal history record information to the Department which submitted the finger print card.
- 4. It is the Affiant who bears the ultimate responsibility to ensure that the person has been fully processed in a quality manner. If a quality control problem exists with Dauphin County Judicial Center, this matter shall be brought to the attention of the supervisor in charge of Technical Services.
- 5. If ordered by a court of competent jurisdiction, upon conviction of certain offenses, as a result of a private complaint being filed for an offense occurring in the City of Harrisburg, those accused shall be processed at Dauphin County Booking Center. The fingerprints shall be forwarded to the central repository within 48 hours.
- 6. All persons arrested by warrant for any felony or misdemeanor crime shall be fully processed including all appropriate finger and palm prints, prior to their formal arraignment. If the case would proceed into the Court of Common Pleas and the person has not been fully processed, the appropriate Magisterial District Justice will order this to be completed.

B. Juveniles in Custody

1. Fingerprinting shall be done in compliance with Title 18, known as the Pennsylvania Crimes Code or other applicable Titles dealing specifically with juveniles.
2. Title 42, Chapter 63 of the Pennsylvania Consolidated Statutes § 6301, cited as the Juvenile Act, specifically allows a law enforcement officer the authority to take finger/palm prints and/or photographs of any minor (under the age of 18) in § 6308 (c) (1) who is alleged to have committed an act designated as a misdemeanor or felony under the laws of this Commonwealth or federal law.
3. If the juvenile is not adjudicated or found guilty in a criminal proceeding for the act which gave rise to the processing, the Department shall retain the photographs and finger/palm prints unless a court of competent jurisdiction issues an expungement order causing their destruction.
4. Juveniles shall be taken to the DCJD. In the event, that the Booking Section contains adults being processed, it might be necessary for the transporting officer to monitor the juvenile outside the Judicial Center until such time that the processing area is free of adult prisoners.
5. While transporting a juvenile to the Dauphin County Judicial Center, attempts to reach a responsible adult shall be made so that this individual can take custody of the juvenile upon completion of the booking process.

C. Juveniles in Custody for Retail Theft

1. Juveniles at least 16 years of age, who are cited for retail theft, shall be fingerprinted as soon as possible.
2. If the juvenile who is at least 16 years of age is not fingerprinted, proper notification shall be made to the Magisterial District Judge or Dauphin County Juvenile Probation Office, whichever is appropriate based on where the charges were filed.

D. Juvenile Required Processing when not in Custody.

1. Juveniles not in Harrisburg police custody will be processed by Dauphin County Probation in accordance to their policy.

2. It shall be the Supervisor of the Juvenile Offender Section responsibility to ensure that the juvenile is ultimately processed as the result of the Juvenile Petition being filed.

Authorized Signature: _____
Thomas C. Carter
Chief of Police



Eric Papenfuse
Mayor

HARRISBURG BUREAU OF POLICE



Thomas Carter
Chief of Police

Date of Issue: June 26, 2014	Effective Date: June 27, 2014	General Order #: 14-30	Expiration Date: Until Amended/Rescinded
Subject: CRASH INVESTIGATION		Distribution: All Personnel	Amends: 12-30
Reference: PLEAC 4.1.1			Rescinds: 12-30

I POLICY

It is the policy of the Bureau of Police for members to investigate all crashes that occur within the City of Harrisburg, and submit the proper report.

1. Reportable - A reportable crash report will be completed by the investigating officer on Pennsylvania Department of Transportation Crash Report when there is a report of injury or death and/or the vehicle must be towed from the scene due to damages caused by the crash. A crash diagram is mandatory and must be completed and forwarded to the Traffic Safety supervisor upon completion of the report.
2. Non-Reportable - A non-reportable crash report will be completed by the investigating officer when there are no injuries or deaths and the vehicle(s) can be driven from the scene.

II RESPONSE

A. Bureau personnel will respond to all crashes dispatched and will:

1. Upon arrival, position vehicle so as to protect the crash scene.
2. Ascertain extent of injuries and if fatal or life threatening injuries, protect scene until arrival of Traffic Safety officer.
3. Aid the injured until arrival of emergency medical technicians.
4. Complete and provide an exchange form to all parties involved.

III PRIVATE PROPERTY CRASHES

Bureau personnel will respond to and investigate crashes occurring on private property.

Crashes which occur on a common drive open to the public (such as drive around shopping centers) will be handled in the same manner as if it occurred on a public street.

Crashes occurring in parking stalls, garages, and other private property crashes will be investigated and a NR report will be completed.

If injury occurs, the State Crash Report will be utilized and the appropriate Non-Reportable box will be checked, as private property crashes are non-reportable.

IV HIT AND RUN CRASHES

A. Bureau personnel will respond to and investigate all reports of hit and run crashes.

1. Solvability Factors

(a) Reportable Crashes

(i) All pertinent information will be obtained and included in the narrative of the Crash Report.

(b) Non-Reportable Crashes

(ii) All pertinent information will be documented and included in the narrative of the NR report.

2. No Solvability Factors

(a) Reportable Crashes

(i) All pertinent information will be obtained and included in the narrative of the Crash Report.

The block titled "Case Closed" will be marked yes, and the box titled "Follow-up" will be marked no and the victim/complainant will be informed that no follow-up will be conducted.

(b) Non-Reportable Crashes

All pertinent information will be obtained and included in the NR report, and the victim will be advised that the investigation is complete.

V CRASHES INVOLVING SEVERE INJURY OR DEATH

In the event of a fatal crash, or a crash in which a person is severely injured and may die, the Duty Commander shall be contacted and advised of the details of the incident.

The Duty Commander, in consultation with the Traffic Safety Unit supervisor or the senior Traffic Safety Officer, will make the determination if personnel will be recalled to duty, and if so, how many Traffic Safety Officers are needed.

The Duty Commander may, in instances involving Harrisburg Police vehicles or in other unusual circumstances where a conflict of interest exists or may be perceived, request a crash investigation be conducted by the Pennsylvania State Police or the Dauphin County Accident Reconstruction Team (DCART).

VI TOWING

A. Responsibility after a traffic crash is as follows:

1. Bureau personnel will ensure that the traffic flow returns to normal as quickly as possible and remains unobstructed.
2. When a vehicle must be towed as a result of a crash the owner will be asked who he/she would like to tow the vehicle. That towing service will be contacted by DEMA. If the owner's choice of towing service cannot be immediately dispatched, DEMA will then notify the City's towing vendor who will respond immediately. When the owner/operator is unable to request towing services due to injuries, physical incapability's, etc., the officer will request DEMA notify the City's towing vendor.

VII CRASHES INVOLVING CITY OWNED VEHICLES OTHER THAN POLICE VEHICLES

Bureau personnel will investigate all crashes involving City Owned Vehicles. When available, a Traffic Safety officer will handle the investigation.

All reports will be submitted to the Traffic Safety Supervisor for distribution: original to records, copy to Risk Manager, and copy to Traffic Safety.

VIII CRASHES INVOLVING POLICE BUREAU PERSONNEL AND VEHICLES

A. Operators of Police Bureau vehicles involved in a crash will:

1. Immediately notify DEMA of the location and seriousness of the crash.
2. Allow vehicles to remain in post-crash position as much as possible.
3. When serious delay to traffic requires removing vehicles from the roadway, mark the final rest position of the vehicles.
4. Avoid conversation with the operator of involved vehicle other than to check for Injuries. (Police personnel assigned to investigate the crash will ask the appropriate questions).
5. Unless the operator is injured or otherwise incapacitated, they shall prepare and submit to their immediate supervisor or the Uniformed Patrol OIC an interdepartmental communication detailing the event, before completing their tour Of duty.

B. All crashes will be reported on Penn DOT Crash Report whether it is reportable or non-reportable. Check the appropriate section if the crash is a non-reportable.

C. Traffic Safety officers will investigate crashes involving police vehicles operated by Police Bureau personnel, to include traffic crashes involving unmarked units. If a Traffic Safety officer is not available, an on-duty supervisor will investigate the crash. If a Bureau vehicle is involved in a crash in an outside jurisdiction, the responsible law enforcement agency will conduct the investigation and complete reports as per their policy.

D. All reports are to be forwarded to the Traffic Safety Supervisor and the Technical Services Commander by the next working day. In addition, a Microsoft email shall be sent to the Traffic Safety Supervisor, with a copy to the involved officer's Division Commander and the Commander of Technical Services.

The on-duty supervisor will ensure that the following actions are taken, with reports properly completed and submitted:

1. Thorough investigation of the crash.
2. Accurate and detailed report on appropriate Crash Report form.
3. Completion of the Auto Liability Insurance.
4. Completion of Officer's Interdepartmental Communication.

5. Photographs of damaged area(s) of vehicles.

IX POLICE CRASH REVIEW PANEL

Hearing (s):

1. Following a crash involving a police vehicle and/or operator, the Traffic Safety Supervisor shall notify the Technical Services Commander of the need for a Crash Review Panel.
2. The Chief of Police shall convene a Crash Review Panel consisting of:
 - (a) The Traffic Safety Supervisor.
 - (b) The Bureau Training Officer.
 - (c) The Technical Services Commander.
 - (d) The panel will convene within sixty (60) days for its review purposes.
3. The Crash Review Panel is established to provide a uniform equitable means of determining if the crash was preventable. Once this function is met, some type of action can be implemented to curb crashes and promote traffic safety.
4. The Commander of the Technical Services Division will preside over the hearing, which will review all reports and photographs of the crash.
5. Determination:
 - (a) Members of the Panel shall review all reports and photographs relative to the crash in order to reach a determination.
 - (b) The Crash Review Panel shall then render one of the following decisions:
 - (i) Non-preventable crash - the crash under investigation resulted from circumstances beyond the control of the operator; or
 - (ii) Preventable crash - the crash under investigation resulted from negligence on the part of the Officer operator.
 - (c) A majority decision by Panel members shall constitute a majority and shall represent the official findings of the Panel.

- (d) If the decision made by the Panel is that the crash under investigation was non-preventable, the crash will be noted as such and the case will be closed.
- (e) If the decision made by the Panel is that the crash was preventable, the presiding officer shall initiate a Disciplinary Action Information form charging the operator with the appropriate violation of the Disciplinary Code. Panel members may also recommend the operator attend a remedial driving course or other training.
- (f) Disciplinary Action: Whenever a Disciplinary Action Information form has been initiated, as the result of a Crash Review Panel Hearing, General Order #9 shall apply.

X. Reporting Requirements and Fees:

Crash reports are electronically filed every Sunday night via the METRO system, with Penn Dot acknowledging receipt and rejection of any reports with identified errors. All crash reports must be properly approved and submitted within 15 days of the event.

Fees charged for reports will be in accordance with appendix A and applicable state law.

Authorized Signature: _____
Thomas C. Carter
Chief of Police



Eric Papenfuse
MAYOR

Harrisburg Bureau of Police



Thomas C. Carter
CHIEF

DATE OF ISSUE: November 12, 2014	EFFECTIVE DATE: November 12, 2014	GENERAL ORDER #: 2014-39	EXPIRATION DATE: <i>Until Amended or Rescinded</i>
SUBJECT: Reporting Child Abuse		DISTRIBUTION: All Personnel	AMENDS: 11-39
REFERENCE: PLEAC - 4.6.1			RESCINDS: 11-39

I POLICY

- A. It is the policy of the Bureau of Police to provide a child who is a suspected victim of physical and/or sexual abuse, the protection and needed medical treatment as soon as possible in an effort to reduce the long range and/or permanent effects of abuse, and when necessary, the prosecution of those responsible for the acts of abuse.
- B. The Criminal Investigation Division, Juvenile Offender Section, will have primary responsibility and authority for investigation and examination of abuse scenes when a death occurs, as prescribed in the General Order: Responsibilities at Crime Scenes.

II DEFINITION

Child Abuse - Serious physical or mental injury which is not explained by the available medical history as being accidental; sexual abuse or sexual exploitations; or serious physical neglect of a child if the injury, abuse or neglect of a child has been caused by the acts or omissions of the child's parent, by a person responsible for the child's welfare, by an individual residing in the same home as the child or by a paramour of the child's parent. A child will not be deemed to be physically or mentally abused for the sole reason that the child is in good faith being furnished treatment by spiritual means through prayer alone in accordance with the tenets and practices of a recognized church or religious denomination by an accredited practitioner thereof or is not provided specified medical treatment in the practice of religious beliefs or solely on the grounds of environmental factors which are beyond the control of the person responsible for the child's welfare, such as inadequate housing, furnishings, income, clothing and medical care.

III PROCEDURE:

- A. A police officer, upon receiving a report of suspected physical or sexual abuse of a child, either on view or on information received, shall immediately notify his/her immediate supervisor and:
 - 1. Notify the District Attorney's office or the District Attorney on-call during weekends and evenings, **before making an arrest.**

Reporting Child Abuse

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2. Exception: When an immediate arrest must be made at the scene or when in "fresh pursuit" of a suspect. The District Attorney is to be notified as soon as possible after the arrest.
 3. Protect the crime scene as per the General Order, Responsibilities at a Crime Scene.
 4. Ensure the victim is taken to a hospital immediately.
 5. Prepare and Initial Crime Report from the information gathered from the parent/guardian or interested party representing the victim, if possible.
 6. The responding officer will gather **basic** information from the victim, in order to file the Initial Crime Report. **AT NO TIME SHOULD A CHILD BE INTERVIEWED BY THE OFFICER REGARDING THE OFFENSE.**
 7. A Forensic Interview of the victim will be conducted at the Children's Resource Center (CRC), 782-6800. This information shall be given to the parent/guardian or interested party representing the victim. They should be instructed to contact the CRC to schedule an interview.
- B. The supervisor so notified shall:
1. Direct the officer to telephone Dauphin County Social Service for Children and Youth (CYS) **immediately** at 780-7200, day or night, and notify the agency of the incident and the facts surrounding the case. **In addition, copy of this incident report must be forwarded to Children and Youth within 48 hours.**
 2. Notify the supervisor of the Criminal Investigation Juvenile Offender Section or if not available, then the on-duty detective.
 3. Remove the victim from his/her surroundings if the victim is in imminent danger.
 4. Assure that General Order, Responsibilities at Crime Scenes, is being used.
- C. If a child is taken into police protective custody, the child shall be immediately delivered to a caseworker from the CYS, or when necessary, delivered to the nearest available hospital for medical treatment.
- D. The assigned detective will:
1. In addition to investigative reports, contact the case coordinator of the Child Abuse Task Force for the Dauphin County District Attorney's Office at 780-6770 and provide the details of the incident.
 2. Be responsible for notifying the Forensics Section to arrange for processing of the crime scene.
 3. Attend and review the reports and the results of the CRC forensic interview.
 4. Take complete statements from any witness and all parties even remotely connected with the incident.

5. Note in the investigative reports any scratches, bruises, wounds, marks, etc. on either victim or suspect.
6. Attempt to take a statement from the suspect, after appropriate warnings.
7. Secure a search warrant based on facts from the victim or witness, to search the suspect's residence, automobile, place of work, etc. for weapons, clothing, pornography, etc.

E. Forensic Personnel:

1. Gather all evidence
2. Photograph Crime Scene
3. Search for latent fingerprints
4. Photograph victim, scars, wounds and marks, in color when possible.
5. Photograph torn clothing and other evidence as necessary.
6. Ensure all evidence is properly preserved, labeled and forwarded to the appropriate laboratory for testing.

AUTHORIZED SIGNATURE: _____

**THOMAS C. CARTER
CHIEF OF POLICE**



Eric Papenfuse
MAYOR

Harrisburg Bureau of Police



Thomas C. Carter
CHIEF

DATE OF ISSUE: November 10, 2014	EFFECTIVE DATE: November 11, 2014	GENERAL ORDER #: 2014-59	EXPIRATION DATE: <i>Until Amended or Rescinded</i>
<i>SUBJECT: NOTIFICATION OF SEXUALLY VIOLENT PREDATORS</i>		DISTRIBUTION: All Personnel	AMENDS: 11-59
<u>REFERENCE:</u> PLEAC, 4.8.1			RESCINDS: 11-59

I. PURPOSE

To establish the guidelines for the notifications required under Section 9797 and 9798 of the Pennsylvania Judicial Code (Title 42) regarding sexual violent predators. **These shall also be applicable to interstate parolees designated as sexually violent offenders.**

II. PROCEDURES

A. The Chief of Police or his designee shall be responsible for providing a written notice as required by the Pennsylvania Judicial Code, and the notice shall contain:

1. The name of the convicted sexually violent predator.
2. The address or addresses at which he resides.
3. The offense for which he was convicted.
4. A statement the he has been designated by court order as a sexually violent predator, which designation has or has not been terminated as of a specified date.
5. A photograph of the sexually violent predator, if available.

NOTE: The notice **shall not** include any information that might reveal the victim's name, identity or address.

Notification of Sexually Violent Predators

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- B. The Chief of Police or his designee shall provide the written notice to the following persons, within the required time frame:
1. Neighbors of the sexually violent predator located within a 250 foot radius or the 25 most immediate residences and places of employment, whichever is greater, **WITHIN 72 HOURS.**
 2. The Director of Dauphin County Children and Youth Services **WITHIN 7 DAYS.**
 3. The superintendent of each school district, private or parochial school enrolling students up through grade 12 within the City of Harrisburg **WITHIN 7 DAYS.**
 4. The director of each licensed daycare and preschool program within the City of Harrisburg **WITHIN 7 DAYS.**
 5. The president of each college or university located within 1,000 feet of a sexually violent predator's address **WITHIN 7 DAYS.**
 6. The sexually violent predator's victim shall be given written notice of the predator's name and address (es) where he/she resides **WITHIN 72 HOURS.**
- C. Notwithstanding the provisions of sections A and B, verbal notification may be used if written notification would delay meeting the time requirements.
- D. Public Notice – All information provided in section A shall be available, upon request, to the general public.

AUTHORIZED SIGNATURE: _____
THOMAS C. CARTER
CHIEF OF POLICE



Eric Papenfuse
MAYOR

Harrisburg Bureau of Police



Thomas C. Carter
CHIEF

DATE OF ISSUE: November 12, 2014	EFFECTIVE DATE: November 12, 2014	GENERAL ORDER #: 2014-81	EXPIRATION DATE: <i>Until Amended or Rescinded</i>
SUBJECT: POLICE INFORMATION SYSTEMS MANAGER		DISTRIBUTION: All Personnel	AMENDS: 11-81
REFERENCE: PLEAC, 4.12.1			RESCINDS: 11-81

I. MISSION

- A. The purpose of the police Information Systems Manager is to facilitate the protection of the city and its citizens, to provide and maintain a successful police force by utilizing crime reports and related data into report format which will assist Police Bureau members in assessing criminal activity. The employee responsible for crime analysis must be capable of data input and retrieval from the personal computer. Work will be under the general supervision of the Commander, Technical Services Division.
- B. This function will be maintained by a full-time employee of the Harrisburg Police Bureau who is of high rank or professional non-sworn status.

II. POLICY

- A. The Harrisburg Police Bureau shall regularly collect information on reported crimes and criminals for the purpose of prevention, suppression and apprehension of criminal offenders.
- B. The function of crime analysis will be assigned to and accomplished by the Police Information Systems Manager.

III. FUNCTIONS AND PROCEDURES OF POSITION

- A. The Police Information Systems Manager extracts and compiles information from several in-house sources to include:
 - 1. Initial Crime Reports (I.C.R.'s)
 - 2. Miscellaneous Incident Reports
 - 3. Worthless Document Reports
 - 4. Supplemental Information Reports

5. Property Record Reports
 6. Stolen Vehicle Reports
 7. Juvenile Contact Sheets
 8. Arrest Reports
 9. Metro Description Forms
 10. M.O. Files
 11. Due Diligence Documents
- B. Specific factors to be reviewed and analyzed are:
1. Crime Type
 2. Geographic Area
 3. Chronological Factors
 4. Victim Types and Target Descriptors
 5. Suspect(s)/Suspect Vehicle Description
 6. M.O. Factors
 7. Physical Evidence
- C. The information is gathered, analyzed, condensed and maintained in various files by the P.I.S.M. for Bureau use. Special files and/or requests will be processed as they are received or on an "as need" basis.
- D. Information will be disseminated to users through various methods such as:
1. Daily Crime Bulletins
 2. Special Bulletins and reports
 3. Pin Maps
 4. Personal Contact
 5. Suspect packets: Photos and Records of suspects wanted in connection with current investigations.
- The Chief of Police will be apprised of any crime trends and/or patterns.
- E. In addition to these methods of dissemination, when a developing trend is seen in a major crime classification or problem area, a special bulletin will be prepared with all available information and probability projections, for immediate distribution to Senior Staff and those persons who will be accountable for immediate remedial action.

- F. All Police Information Systems Manager files are located within the Resource Management Unit, both manual and computerized files will be maintained. Useable information will be made available to the various users by means of computer inquiry, with proper computer I.D. (and "password") on a 24 hour basis.
- G. Users of crime analysis information are defined as those persons who provide operational, strategic, and/or tactical services relevant to preventing, detecting, reporting and investigating crime and apprehending perpetrators. Information pertaining to tactical or strategic planning shall be disseminated in a timely manner to those units affected.
- H. The Police Information Systems Manager's information shall be used in development of tactics for operational services (i.e., saturation patrol and task forces) and crime prevention programs. By identifying crime patterns and trends and using statistical analysis, multi-year plans will be developed to project future manpower and resource needs.


IV. DISSEMINATION OF INFORMATION

- A. The Agency will comply with requirements of the Uniform Crime Reporting Acts (20 P.S. 20.101, 20.301—20.305 and 20.501—20.509) and act 2004 180 (S.B.668)301, as applicable, requiring the Harrisburg Bureau of Police to report crime statistics to the Pennsylvania State Police. Information may be submitted on-line, via the Pennsylvania State Police portal.
- B. All information released to outside agencies must be pre-approved by the Chief of Police.

V. EVALUATION AND FEEDBACK

- A. In order for the Police Information Systems Manager to determine if the information that it provides is meeting Bureau needs, feedback is necessary.
 - 1. Annually, users will be surveyed to determine if informational needs are being met, with an opportunity to provide suggestions for improvement in gathering, formatting and/or disseminating.
 - 2. The adoption of any suggestions will be included and acknowledged in future correspondence to users.

AUTHORIZED SIGNATURE:


THOMAS C. CARTER
CHIEF OF POLICE



Eric Papenfuse
MAYOR

Harrisburg Bureau of Police



Thomas C. Carter
CHIEF

DATE OF ISSUE: November 12, 2014	EFFECTIVE DATE: November 12, 2014	GENERAL ORDER #: 2014-89	EXPIRATION DATE: <i>Until Amended or Rescinded</i>
SUBJECT: <i>Missing Persons</i>		DISTRIBUTION: All Personnel	AMENDS: 11-89
REFERENCE: PLEAC, Chapter 4 (4.3.1)			RESCINDS: 11-89

I. POLICY

The Harrisburg Bureau of Police will investigate all reports of missing person utilizing the following guidelines.

II. VALID MISSING PERSONS REPORT CATEGORIES/ENTRY INTO NCIC/CLEAN

A. A Missing Person Report (MP in the METRO Field Reporting System) may be filed and entered into NCIC/CLEAN only under the following categories and not until an NCIC/CLEAN search has been completed for the missing person. This is to eliminate double entries into the NCIC/CLEAN system for wanted and missing persons.

1. DISABILITY: A person of any age who is missing and under a proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger.
2. ENDANGERED: A person of any age who is in the company of another person under circumstances indicating that their physical safety is in danger.
3. INVOLUNTARY: A person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary (i.e., abduction or kidnapping).
4. JUVENILE: A person who is missing and not declared emancipated as defined by the laws of his or her state of residence and does not meet any of the entry criteria set forth in Disability, Endangered, Involuntary or Catastrophe Victim.
5. CATASTROPHE VICTIM: A person of any age who is missing after a catastrophe.
6. OTHER: A person over aged 21 or older not meeting any other category who is missing and for whom there is reasonable concern for his/her safety

and is younger than age 21 and declared emancipated by the laws of his or her state of residence.

7. AMBER ALERT: A juvenile missing under circumstances that indicate the juvenile was abducted by an adult, non-family member or family member where the abducted juvenile is believed to be in danger of death or serious bodily injury. (REFER TO GENERAL ORDER #79, AMBER ALERT)
 - (a) There is no waiting period prior to commencing the investigation of a missing child. A MP report will be filed upon receiving information from a verifying source that a child is missing or has run away. An affidavit is not required.
 - (b) As used in this General Order, the term "child" means a person under 18 years of age.
- B. A MP report will be completed immediately upon receipt of the report from a verifying source accompanying a completed and signed "Missing Person Affidavit Verification" document. **An affidavit is not required for juveniles.**
- C. A MP report for a person who is declared emancipated or is 18 years of age or older will be entered in the NCIC/CLEAN Missing Person File only if the bureau possesses a signed "Missing Person Affidavit Verification" document. This signed document supports the stated conditions under which the person is declared missing.
- D. The information on the "Missing Person Affidavit Verification" document should be from a source other than the Harrisburg Bureau of Police, such as a parent, legal guardian, next of kin, physician or other authenticating source. In unusual circumstances, a friend, neighbor or police officer may be an authenticating source.
- E. Victims of "SUZANNE'S LAW", which is any person under the age of 21, may be reported missing. **AN AFFIDAVIT IS NOT REQUIRED.**

III. GENERAL GUIDELINES & RESPONSIBILITIES

- A. Responding Officer/Detective/Telephone Report Writer
 1. Interview person(s) who made initial report.
 2. Verify the circumstances qualifying a person for a MP report. Refer to Section II.

3. Through police dispatch, furnish other field units with descriptions, method, last known direction and other relevant information concerning missing persons and possible vehicle(s) used.
4. Conduct a search of the residence of the missing person even if person reporting/parent/guardian states they have already conducted a search. Person(s) in the residence will not participate in the search and will be consolidated in one room while the search is conducted.
5. Identify the circumstances of the disappearance.
6. Determine when, where and by who the missing person was last seen.
7. Interview the person(s) who had last contact with the missing person, if available.
8. Obtain a detailed description of the missing person to include: full name, address, phone number, date-of-birth, employment or school information, social security number, birthplace, height, weight, complexion, hair style/color, eye color, character codes, scars, tattoos, drug use, mental disorder, medical illness, medications, clothing/jewelry worn, destination, history of runaways or disappearances, verify child's custody status, information on friends, family or organizations to which a missing person belongs.
9. Attempt to procure a recent photograph of the missing person. The photograph shall be forwarded to the **records center** for enclosure in the Missing Person File and attached to the appropriate missing person report.
10. Complete the "Missing Person Affidavit Verification" document for the following adult categories: DISABILITY, ENDANGERED, INVOLUNTARY, CATASTROPHE VICTIM or OTHER.. A parent, legal guardian, next of kin, physician or other authenticating source must sign the form. In unusual circumstances, a friend, neighbor or police officer may be an authenticating source.
11. Complete the MP report in the METRO field reporting system.
12. Utilize the following UCR codes:

2811 - Lost and Missing - Persons, Adult

2812 - Lost and Missing - Persons, Juvenile
13. Inform patrol supervision that a MP report has been completed and needs approval. MP reports will not be entered into NCIC/CLEAN until this has

been completed.

14. Call DEMA (Dauphin County Emergency Management) and inform them a MP report (include incident number) is completed and the reporting officer is faxing the appropriate DEMA form for entry into NCIC/CLEAN.
15. The reporting officer will complete and fax to DEMA the NCIC MP form. This **SHALL** be done **within 2 hours** from the time call is received by dispatch. Officers will obtain the name of the person entering the form into NCIC and place this in their report. (i.e. For **Juveniles**: Dispatch receives the at 1800 hrs, all paperwork shall be completed by 2000 hrs). All paperwork for **Adults** must be completed in a timely manner.
16. The reporting officer will issue a BOLO using the city email system identifying the missing person by name, age, description, incident number and circumstances surrounding the incident (ex., Runaway, Alzheimer patient wandered off, Abduction from schoolyard last seen in white Ford traveling south on 6th St from Camp Curtin.)
17. In cases of abduction, protect the crime scene to insure that evidence is not lost or contaminated. Reference General Order #13.
18. Inform the reporting person(s) to contact and inform the bureau if the missing person returns.
19. Notify supervisor.

B. Patrol Supervisor

1. Obtain a briefing from the responding officer/detective.
2. Determine if additional personnel are needed to assist in the investigation.
3. Determine if **help** is needed from:
 - (a) C.I.D.
 - (b) Forensics
 - (c) National Center for Missing and Exploited Children
 - (d) F.B.I.
 - (e) Victim/Witness Services
 - (f) If confirmed abduction, contact the Dauphin County Abduction Response Effort (CARE).

- (g) A Child is Missing Alert, (ACM), 1-888-875-2246.
 - (1) All children, infant to 18 years
 - (2) Elderly
 - (3) College students on campus
 - (4) Mentally challenged
 - (5) Disabled/unconscious individuals without identification

- 4. Insure all required resources, equipment and assistance necessary to conduct an efficient investigation has been requested. Expedite their availability.
- 5. Establish a command post **away** from the missing person's residence, if necessary.
- 6. Ensure all required notifications have been made.
- 7. Ensure all bureau policies and procedures are in compliance.
- 8. Be available to make any decisions or determinations as they develop.
- 9. MP flyer with all information and photo shall be created and placed on Roll Call for all shifts and copies given to all officers.

C. Detective

- 1. Obtain a briefing from the responding officer or review the MP report after being assigned the incident.
- 2. Review, verify and analyze facts of preliminary investigation.
- 3. Investigate and correct the reasons for any conflicting information offered by witnesses and other persons submitting information.
- 4. Determine if there were any similar incidents within the area that were reported to the police.
- 5. Obtain a recent history of family dynamics.
- 6. Obtain information from Children and Youth or any applicable social service.
- 7. Check employment or school attendance records.
- 8. Review and evaluate all available information and evidence collected.

9. Develop and execute an investigative plan.
10. Determine if additional resources or specialized services are required.
11. Facilitate entry of dental/medical records if missing person is missing over 60 days. See Section IV.
12. Complete Supplemental Report (SP) in the METRO field reporting system detailing the investigation.

D. Detective Supervisor

1. Determine if additional detectives are needed to assist in the investigation.
2. Insure all required resources, equipment and assistance necessary to conduct an efficient investigation has been requested. Expedite their availability.
3. Ensure all bureau policies and procedures are in compliance.
4. Be available to make any decisions or determinations as they develop.

E. DEMA/ Police Data Technicians

1. DEMA will insure the appropriate information is entered into the NCIC/CLEAN Missing Person File once informed by the responding officer/detective that a completed MP form has been faxed to DEMA and received.
 - (a) In cases involving an unidentified child or deceased child, an entry will be Made into the unidentified person File through the CLEAN system.

NOTE: Only the agency holding the missing person report may enter and cancel from NCIC/CLEAN.

2. The Police Data Technicians will maintain a Harrisburg Police reported Missing Person File. This file will contain copies of all open MP reports, appropriate NCIC/CLEAN information copies and procured photographs, if available.
3. DEMA will enter dental/medical records into NCIC/CLEAN on any person missing over 60 days. Information will be provided by the incident detective.

4. The Police Data Technicians – reference juvenile MP reports, must send letters referencing the status of the MP reports, **missing and/or found**, to the school districts, Bureau of Vital Statistics and contact DEMA to update the NCIC entry to reflect that this has been completed within 2 hours. This information will be entered in the miscellaneous screen of the NCIC entry.
5. DEMA **cannot** enter ADULT MP reports into NCIC until they physically have the MP affidavit.

IV. DENTAL/MEDICAL RECORDS

- A. It is required under CLEAN regulations that any person missing over 60 days must have their dental and medical records placed in the system, if available. A SP report should be completed in the METRO field reporting system documenting whether the dental or medical records were available and entered into NCIC/CLEAN.
- B. The incident detective will request that the missing persons parent, legal guardian, spouse or any other person responsible for the missing person, to provide written consent to obtain the dental or medical records for the missing person. The names of physicians, dentists and medical facilities will be needed in order to obtain records.
- C. The information will be provided to DEMA for entry into NCIC/ CLEAN. The documentation will then be filed as an external document in the Records Center by the incident detective.

V. RETURNED/LOCATED MISSING PERSON – HARRISBURG REPORT

- A. When DEMA receives a report of a returned or located missing person, they will confirm the person was previously reported as missing via the Missing Person File via NCIC/CLEAN and dispatch a police officer to verify recovery.
- B. The responding officer will enter the initial call of a returned or located missing person under one of the following UCR's:

2911 Found Person, Adult

2912 Found Person, Juvenile
- C. Upon confirmation that a missing person has returned or been located, **the responding officer will ensure the missing person is removed from NCIC/CLEAN by DEMA.** Copies of the Appropriate NCIC/CLEAN information and an updated MP report will be forwarded to the reporting Officer, who will forward the appropriate paperwork to the Records Center for filing as an external document.

- D. The officer/detective locating or confirming the return of a missing person will:
1. Determine the physical and mental condition of the located missing person. If necessary, detain the missing person and contact the person reporting them missing.
 2. Update the original MP report narrative inquire screen with date/time/place of apprehension and person contacted. This will automatically change the reports UCR code to 2911 or 2912.
 3. If an adult, complete a SP report under the original incident number including the circumstances of locating the missing person, location of apprehension and the names of person(s), if any, the missing person was found with. If a juvenile, complete a JV report. The narrative portion of the JV report will include the above information.
 4. Contact the parent(s), legal guardian, spouse or any other person responsible for the missing person to arrange for the pick-up of the missing person.
 5. Inform DEMA that a missing person has been located and/or is being detained. When the MP report is updated, inform DEMA to remove the missing person from NCIC/CLEAN. **The dispatchers badge number should be included in the SP or JV report narrative as being told to remove the located missing person from NCIC/CLEAN.**

VI. LOCATED MISSING PERSON – OUTSIDE JURISDICTION

- A. When an officer/detective requests a NCIC/CLEAN warrant check for a person stopped and a missing person "hit" is relayed from the NCIC/CLEAN system, DEMA will immediately inform the officer/detective of the person's status as a missing person. If an adult, the officer/detective will determine the physical and mental condition of the located missing person. If necessary, detain the missing person. If a juvenile, detain until the status of the missing person "hit" is confirmed.
- B. DEMA will send a NCIC/CLEAN message to the outside jurisdiction originally filing the missing person report. When the outside jurisdiction calls or teletypes back that the missing person report is still active, DEMA will inform the officer/detective of the current status of the missing person.
- C. The responding officer will enter the initial call of a located missing person under one of the following UCR's:
- 2911 Found Persons, Adult
- 2912 Found Persons, Juvenile

- D. If necessary, the officer/detective will transport or arrange transport to base, complete a Miscellaneous Report (MI) (if an adult) and await the arrival of the original agency entering the MP report or the parent, legal guardian, spouse or any other person responsible for the missing person. DEMA will attempt to determine an estimated time of arrival and who will be coming to pick up the missing person. **A JV Report shall be completed on every child taken into custody (General Order #32).** A MI report is not required for juveniles. The narrative portion of the JV report should summarize the events of the incident.

VII. RUNAWAYS

- A. Responding Officer or Telephone Report Writer.
1. Interview person(s) who made the initial report.
 2. Utilize the UCR code 2812 - Lost and Missing - Person, Juvenile.
 3. Determine when, where and by whom the runaway was last seen.
 4. Interview the person(s) who had last contact with the runaway, if available. Identify possible destinations of the runaway.
 5. Obtain a detailed description of the runaway to include: full name, address, phone number, date-of-birth, employment or school information, social security number, birthplace, height, weight, complexion, hair style/color, eye color, character codes, scars, tattoos, drug use, mental disorder, medical illness, medications, clothing/jewelry worn, destination, history of runaways or disappearances, verify child's custody status, information on friends, family not living with or organizations to which a runaway belongs.
 6. Attempt to procure a recent photograph of the runaway. The photograph shall be forwarded to the communication center for enclosure in the Missing Person File and attached to the appropriate missing person report.
 7. Inform the reporting person(s) to contact and inform the bureau if the runaway returns.
 8. Complete a MP report utilizing UCR code: 2812.
 9. Inform DEMA that a MP report (include incident number) is completed and to enter the appropriate information into NCIC/CLEAN upon receipt of FAX. **The dispatchers badge number should be included in the MP report narrative as being told to enter the runaway into NCIC/CLEAN.**

B. Detective

1. Review, verify and analyze facts of the MP report on new runaways on a daily basis. At least a weekly check will be made on all open runaway cases.
2. Complete a SP report detailing the investigation. Document date, time, who contacted, etc.. If unable to contact report person or witness, this will be documented. If no phone number is listed or phone contact cannot be made, a home visit shall be made.
3. Maintain the runaway log book which includes filing of MP reports of runaways in alphabetical order.
4. Maintain a log sheet in the log book to include: log number, date, name, R/S/A, location, incident number and date returned.
5. When contacting a social service agency (YWCA, YMCA, etc.) concerning reported runaways, insure the name of the case worker and phone number is obtained. If a caseworker is assigned, frequent contact should be made until the runaway is located.
6. A check with school officials will be made to determine if the runaway is attending school.

VIII. RETURNED/LOCATED RUNAWAY – HARRISBURG REPORT

- A. When DEMA receives a report of a returned/located runaway, they will confirm the runaway was previously reported as missing via NCIC/CLEAN and dispatch an officer to investigate.
- B. The responding officer will enter the initial call of a returned or located runaway under the following UCR:

2912 Found Person, Juvenile
- C. Upon confirmation that a runaway has returned or been located, the responding officer will ensure DEMA removes the runaway from NCIC/CLEAN. Copies of the appropriate NCIC/CLEAN information and updated MP report will be forwarded to the reporting officer and/or detective (if followed up) who will forward the appropriate paperwork to the Records Center for filing as an external document.
- D. The officer/detective locating or confirming the return of a runaway will:
 1. If necessary, detain the runaway.

2. Contact the parent(s), legal guardian or any other person responsible for the runaway to arrange for their return.
3. Update the **original MP report** narrative inquire screen with date/time/place of apprehension and person contacted. This will automatically change the reports UCR code to 2912.
4. **Complete a SP report** (if reported returned home). Include the circumstances of locating the runaway, location of apprehension and names of person(s), if any, the runaway was found with. A JV report shall be completed on every child taken into custody (General Order #32).

Note: A runaway located on the street would require the completion of a JV report and an update of the MP report. The above information will be summarized in the narrative of the JV report.

5. Inform DEMA that a runaway has been located and is being detained. When the MP report is updated, inform DEMA to remove the runaway from NCIC/CLEAN. **The dispatchers badge number should be included in the SP or JV report narrative as being told to remove the located runaway from NCIC/CLEAN.**

IX. LOCATED RUNAWAY – OUTSIDE JURISDICTION

- A. When an officer/detective requests a NCIC/CLEAN warrant check for a person stopped and a missing person "hit" is relayed from the NCIC/CLEAN system, DEMA will immediately inform the officer/detective of the persons status as a missing person - runaway. The officer/detective will detain the stopped person until the status of the missing person "hit" is confirmed.
- B. DEMA will send a NCIC/CLEAN message to the outside jurisdiction originally filing the missing person report. When the outside jurisdiction calls or teletypes back that the Missing Person report is still active, DEMA will inform the officer/detective of the current status of the missing person - runaway.
- C. The initial responding officer will enter the initial call of a located runaway under the following UCR:

2912 Found Persons, Juvenile
- D. The officer/detective will transport or arrange transport to base, complete a JV report and await the arrival of the original agency entering the MP report or the parent, legal guardian or any other person responsible for the missing person. DEMA will attempt to determine an estimated time of arrival and who will be coming to pick up the runaway.

X. UTILIZATION OF OUTSIDE AGENCIES - JUVENILES

- A. When it is determined that an outside agency, parent, guardian or any other person responsible for the missing juvenile will not be able to retrieve them in a timely manner, the following guidance is provided.
1. An estimated time of arrival and who will be retrieving a located juvenile will be determined.
 2. The Dauphin County Children and Youth Services will be contacted and apprised of the situation and requested to provide temporary shelter for the located juvenile. All information known on the located juvenile, person(s) arriving and the estimated time of their arrival will be given to the Children and Youth caseworker assigned.
 3. The Bureau may be responsible to transport the juvenile to the facility designated by Children and Youth.
 4. The officer/detective delivering the juvenile to the designated Children and Youth facility will initiate and/or update required reports to note action taken and the disposition of the child (The reports may be a SP or an update to the JV).

AUTHORIZED SIGNATURE: _____
Thomas C. Carter
Chief of Police



Eric Papenfuse
MAYOR



Thomas C. Carter
CHIEF

Harrisburg Bureau of Police

DATE OF ISSUE: March 1, 2015	EFFECTIVE DATE: March 1, 2015	GENERAL ORDER #: 15-38	EXPIRATION DATE: Until Amended or Rescinded
SUBJECT: Internal Affairs		DISTRIBUTION: All Personnel	AMENDS: N/A
REFERENCE: PLEAC 2.3.1, 2.3.2 & 2.3.3			RESCINDS: 08-38

I. POLICY

- A. The Internal Affairs Unit is a fact-finding body for the Bureau Head or higher authority and, as such, shall gather any and all information or evidence that is relevant to obtain the objectives or goals of the Bureau.
1. The Unit members shall exercise no command authority, but may act in an advisory capacity in matters of concern.
 2. All Bureau members, regardless of rank, will cooperate fully in any fact gathering activity being conducted by members of the Internal Affairs Unit.
- B. All police and civilian personnel have the duty to promptly inform the Chief of Police and Internal Affairs Unit, of any instances of corruption, dishonesty, fraud, irregularity, misconduct, inefficiency or other similar conditions existing within the Bureau.
1. However, these rights and duties are not to be used as a means of initiating inquiry into complaints which are groundless, false, or which maliciously slander another member of the Bureau.
 2. Complaints may be made orally by telephoning the Internal Affairs Unit and obtaining an appointment.
 3. Complaints may be made, in writing, by addressing the correspondence to the Internal Affairs Unit.
 4. All complaints against the Bureau or its employees, (Police or Non-Police), will be investigated.

II. RESPONSIBILITY

- A. To protect the integrity and reputation of the Police Bureau by ferreting out corruption and other misconduct, i. e., physical abuse or violations of regulations and procedures at any level of authority within the Bureau.
- B. To protect the public interest.
- C. To protect Bureau members from unjust accusations through complete and objective investigations.
 - 1. To keep all matters of Internal Affairs "STRICTLY CONFIDENTIAL", i. e., Citizen' Complaints, Criminal and Fact Finding investigations, which are to be kept in locked files in the Internal Affairs Office.
 - 2. The Integrity of the Internal Affairs Unit shall be maintained at all costs. Any member of this Unit found to be imparting information relative to any investigation (past or present) to unauthorized personnel without approval of the Chief of Police shall be subject to disciplinary action, to include removal from the Internal Affairs Unit.

III. SCOPE OF INVESTIGATIONS

- A. To interview any and all persons whose information may be relevant to the fact-finding process.
- B. To obtain and review copies of any Police Bureau document that may aid or assist with the fact-finding process.
- C. To observe any practice, procedure or activity of any kind by Bureau members or others, and, if warranted, report same, in writing, to the Chief of Police or higher authority.
- D. To inspect any or all equipment and vehicles or other items which are issued or owned by the Police Bureau.
- E. To use or cause to be used any investigative aid which is not prohibited by law or ordinance that will aid or assist in the fact-finding process (Example: Polygraph, Voice Stress, and Handwriting Analysis). However, at no time shall any Bureau member's civil rights be violated to effect or complete an internal investigation.

IV. COMPLAINTS AGAINST POLICE

- A. Internal Affairs Unit personnel will be responsible for the following complaints against police:
 - 1. Complaints of physical abuse of citizens by Bureau personnel.
 - 2. Complaints of crimes committed by police personnel.
 - 3. Discharging of service weapon by police personnel, on or off duty.

- B. Platoon, Section or Unit Commander will be responsible for investigating all other complaints against police personnel concerning verbal abuse and/or willful/simple misconduct.

V. COMPLAINTS AGAINST NON-POLICE PERSONNEL

- A. The Internal Affairs Unit will be responsible for the following complaints against non-police personnel.
 - 1. Complaints of crimes committed by non-police personnel.
 - 2. Complaints of acts committed by non-police personnel which could reflect negatively upon the credibility and integrity of the Bureau or the City.
- B. Complaints concerning verbal abuse and/or willful/simple misconduct will be investigated by non-police supervisory/administrative personnel.

NOTE: All complaints against non-police personnel will be investigated following similar procedures as complaints against police personnel, utilizing all legal investigative techniques and resources. At no time, however, will the employee's constitutional rights be violated.

VI. PROCEDURES TO BE USED WHEN RECEIVING COMPLAINTS

- A. All citizens' complaints will be received during normal business hours, 8:00 a.m. to 4:00 p.m. in the Office of the Chief of Police.
- B. After business hours, the shift commander or O.I.C. shall provide any persons wishing to file a complaint with the appropriate form.
- C. All citizens' complaints against police personnel (other than anonymous) must be sworn to and notarized, consistent with Harrisburg City Ordinance 28-1987 amended.
- D. Provide complainant with a copy of the Citizen Complaint against Police form and a Continuation Report form to be notarized upon completion.
 - 1. Instruct the complainant, if necessary, how to prepare the form(s); narrative of incident, signature, address and telephone, etc.
- E. The complainant shall be advised that the signed, notarized Citizen's Complaint form must be returned to the Office of the Chief of Police within five (5) working days. On the case file will be so noted and the file closed.
- F. Upon receipt of the complaint, the Chief of Police will sign the complaint and issue a copy of same to the complainant as a receipt.

- G. Upon receipt of the Citizen's Complaint form, in instances of alleged verbal abuse/simple misconduct, the complaint will be forwarded to the Section/Unit Commander for investigation. The Section/Unit Commander will inform the Chief of Police and Internal Affairs of the outcome and any discipline issued.
- H. All investigations will be completed and a report submitted no later than ninety (90) working days after receipt of the complaint form. There shall be weekly status reports on all investigations submitted to the Chief of Police. Extensions of the ninety (90) day rule shall only be permitted with approval of the Chief of Police in cases where extenuating circumstances exist. The investigative report will include, but not limited to the following:
 - 1. Statement of complainant.
 - 2. Statement of officer(s)
 - 3. Results of investigations
 - 4. Recommendations and supporting facts
 - 5. Findings, i.e., sustained, unfounded, not sustained, etc.
- I. Investigations which result in the discovery of criminal activity by Bureau personnel will be reviewed by the Office of the Chief of Police and District Attorney. Dauphin County Criminal Investigation Division (or other outside law enforcement agencies) will file the appropriate criminal charges.
- J. In accordance with existing agreements, an officer may be relieved from duty by the Chief of Police, pending the outcome of an investigation involving criminal conduct in the nature of a Felony, Misdemeanor 1 or Misdemeanor 2, as set forth in the Crimes Code of Pennsylvania.
- K. Final decision for investigation of any complaint rests with the Chief of Police.

VII. **ANNUAL REPORT, STORAGE AND RETENTION OF RECORDS**

- A. An annual unit statistical report will be compiled and submitted no later than January 31st of each year to the Chief of Police.
 - 1. As per City Ordinance, a copy of the unit annual report will be forwarded to the City Clerk for the use of the Chairperson of the Public Safety Committee by April 1st of each year.
 - 2. A copy of the unit Annual Report will be forwarded to the Accreditation Manager for inclusion in the Accreditation file; to be forwarded by January 31 of each year.

3. All Internal Affairs files shall be maintained only by personnel assigned the Internal Affairs Unit. All files will be securely stored in the Internal Affairs office. This office shall remain locked and the door alarmed if no Internal Affairs personnel are present.
4. Files stored electronically will be maintained on the Internal Affairs server. Access is limited to the personnel assigned to Internal Affairs only.

VIII. NOTIFICATION

- A. Accused officer(s) will be notified in writing within ten (10) working days by Internal Affairs of the receipt of a complaint. The officer(s) will be required to submit a signed Inter-Departmental Report with the information of the incident and forwarded directly to the Internal Affairs Unit.
- B. The status of the investigation shall be communicated to the complainant, should the investigation extend past the ninety (90) working day period allowed. The complainant will then be notified every thirty (30) working days thereafter where the degree of specificity of notice is left to the discretion of the agency upon approval of the Chief of Police.
- C. The complainant and accused officer(s) will be advised, in writing, of investigation results and findings by the Chief of Police within ten (10) working days of the completion of the investigation.
- D. Members have the right to consult with an attorney of their choosing and expense, pursuant to established civil rights law and criminal law procedure. However, the attorney will not have involvement in the administrative process of the internal investigation.

IX. ANONYMOUS COMPLAINTS

- A. All citizens are afforded their right to have allegations against Police Officers officially investigated. The preferred way is the filing a formal sworn complaint, however, any complainant's request to remain anonymous will be honored, and they will be requested to notify the Internal Affairs Unit at 255-6484 or 255-6485 at their convenience. No attempt will be made to identify the complainant prior to contact with Internal Affairs.

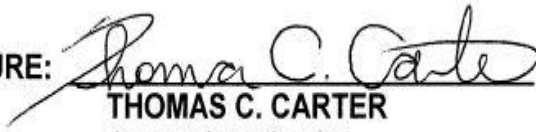
X. TRAINING

All individuals assigned to Internal Affairs shall be required to attend formal training in conducting Internal Affairs investigations. This training shall take place as soon as possible after assignment in Internal Affairs.

XI. COMPLIANCE

A. Failure to cooperate fully with an Internal Investigation may, by direction of the Chief of Police, be cause for disciplinary action pursuant to Code of Conduct:

1. Article III, Section 3.04, Neglect of Duty

AUTHORIZED SIGNATURE: 
THOMAS C. CARTER
CHIEF OF POLICE



Eric Papenfuse
MAYOR



Thomas C. Carter
CHIEF

Harrisburg Bureau of Police

DATE OF ISSUE: October 30, 2015	EFFECTIVE DATE: October 30, 2015	GENERAL ORDER #: 15-45	EXPIRATION DATE: <i>Until Amended or Rescinded</i>
SUBJECT: <i>Use of Naloxone</i>		DISTRIBUTION: All Personnel	AMENDS: N/A
REFERENCE: MOU DATED 8-21-15			RESCINDS: N/A

I. PURPOSE

To provide protocols within the Department for obtaining, storage, and recordkeeping of Naloxone and to inform all sworn Bureau members of the circumstances under which the use of Naloxone is appropriate.

II. BACKGROUND

Opiate overdose is the leading cause of accidental death in Dauphin County. Fatal and non-fatal overdose can result from the abuse of opiates such as morphine, heroin, and fentanyl, oxycodone as found in OxyContin, Percocet, Percodan, and hydrocodone as found in Vicodin. Act 139 of 2014 allows law enforcement, to administer NALOXONE to individuals experiencing an opioid overdose provided certain requirements have been met.

III. DEFINITIONS

- A. Naloxone: an intranasal prescription medication that can be used to reverse the effects of an opioid overdose.
- B. Opioids: Opioid drugs include, but are not limited to heroin, morphine oxycodone, methadone, hydrocodone, and codeine.
- C. Drug Overdose Response Immunity: Act 139 of 2014 mandates a person shall not be charged and shall be immune from prosecution for violations of, and for probation and parole violations of, The Controlled Substance, Drug, Device, and Cosmetic Act, Sections 13(a), (5), (16), (19), (31), (32), (33), and (37) provided the following occur:

- a. Law enforcement only became aware of the offense because the person transported the overdose victim to a law enforcement agency or for medical help.
- b. A person reports a drug overdose event in good faith to law enforcement, emergency services, or medical provider, and the person provided their own name, proper location, and remained with the overdose victim until help arrived.

IV. REQUIREMENTS OF EACH OFFICER WITHIN THE DEPARTMENT

- A. Each officer shall complete the online training provided by the Pennsylvania Department of Health: Opioid-Associated Overdose Prevention, Recognition, and Response Training.
- B. Each officer shall provide a copy of the certificate of that training to the Department Training Coordinator.
- C. Each patrol officer shall, prior to the beginning of his/her shift, secure from the Bureau supply room, in accordance with the distribution policies determined by the Training Coordinator, two (2) doses of Naloxone, and shall at the conclusion of his/her shift return unused doses. In the event of usage, the officer shall prepare the attached report, and provide the completed report to The Departmental Training Coordinator and both Division Commanders.
- D. It is the responsibility of each officer carrying Naloxone within his/her vehicle to inspect the Naloxone kits to ensure they are intact and not damaged. All damaged Naloxone kits shall be immediately reported to their shift supervisor.
- E. When an officer believes that an individual is suffering from an opioid drug overdose: Immediately request the response of Emergency Medical Service (EMS)
 1. If the aided is unconscious, rub the sternum of the aided in attempt to regain consciousness.
 2. Provide CPR, AED, or other emergency treatment as necessary.
- F. If the aided is not breathing adequately (6 to 8 breaths a minute) or does not have a pulse, administer Naloxone in the following manner:
 1. Pry the yellow caps from the plastic tube.
 2. Remove the red cap from the Naloxone ampule.
 3. Insert the nasal cone into the appropriate end of the plastic tube.
 4. Gently screw the Naloxone ampule into the barrel of the plastic tube.
 5. Insert the nasal cone into a nostril while depressing the Naloxone ampule into the tube.
 6. Spray one half of the Naloxone into each nostril.
 7. Request DEMA to notify responding EMS personnel that Naloxone was administered.
- G. If the aided has not responded within three to five minutes after administering the first dose, administer a second dose.

- H. Inform responding EMS of the circumstances in which the victim was found that led to the belief that aided is suffering from an opioid drug overdose (i.e., physical signs, statement by witnesses, etc.).
- I. Report any attempt to revive aided (e.g., CPR, AED, etc.) in the City of Harrisburg R.M.S.
- J. In each case of a suspected drug overdose (Opioid or otherwise) complete a miscellaneous report and an interdepartmental indicating the Naloxone usage, which then shall be emailed to the Bureau Training Coordinator and both Division Commanders.

V. DEPARTMENTAL PROTOCOLS:

- A. The Bureau Training Coordinator shall, after consultation with the Chief of Police, or his designee,
 - a. Make a written initial request to the District Attorney, for the number of dosages determined to be appropriate for the Department and shall at the time of receipt
 - b. Certify through the Chief of Police, or his designee, that all members of the Department have undergone training as required.
 - c. Shall supply a signed Memorandum of Understanding (MOU) between the Department and the District Attorney's Office concerning the use of Naloxone by the Department.
- A. The Bureau Training Coordinator shall also:
 - 1. Maintain a signed Memorandum of Understanding (MOU) between the Department and the District Attorney's Office concerning the use of Naloxone by the Department.
 - 2. Maintain records, and annually certify, through the Chief of Police, or his designee, to the Office of the District Attorney, that all officers within the Department have received the appropriate training and instructional materials, thereby permitting them to administer Naloxone.
 - 3. Procure and transport Naloxone from the District Attorney's Office as necessary and maintain records of procurement together with copies of any invoices.
 - 4. Insure that any officer maintaining employment within the Department shall successfully complete the online training provided by the Pennsylvania Department of Health: Opioid-Associated Overdose Prevention, Recognition, and Response Training.
 - 5. Insure proper storage of Naloxone supplies at room temperature in a secure location within the Department.
 - 6. Maintain an inventory documenting the quantities of Naloxone maintained, and expiration dates of Naloxone supplies, and a log documenting the distribution and return of Naloxone before and after each shift.

7. Insure replacement of expired or used kits by supplying to the District Attorney, as necessary, copies of miscellaneous reports completed by Departmental Officers together with any expired doses for destruction.

AUTHORIZED SIGNATURE: Thomas C. Carter
THOMAS C. CARTER
CHIEF OF POLICE



Eric Papenfuse
MAYOR



Thomas C. Carter
CHIEF

Harrisburg Bureau of Police

DATE OF ISSUE: May 1, 2015	EFFECTIVE DATE: May 1, 2015	GENERAL ORDER #: 15-75	EXPIRATION DATE: Until Amended or Rescinded
SUBJECT: <i>Agency Jurisdiction & Mutual Aid</i>		DISTRIBUTION: All Personnel	AMENDS: N/A
REFERENCE: PLEAC Chapter 1			RESCINDS: 02-75

I. POLICY

The Harrisburg Bureau of Police shall have primary responsibility for providing police services within and for the City of Harrisburg, a third class city. The Police Bureau shall share concurrent jurisdiction with those federal, state and county law enforcement agencies having specific law enforcement responsibilities as a matter of law or on the basis of an interagency agreement within the City of Harrisburg.

II. JURISDICTION

A. Geographic Boundaries: The specific geographic boundaries of the Police Bureau's jurisdiction are:

1. *North* – Midpoint of Linglestown Road.
2. *South* – 1500 South Cameron Street.
3. *East* – Midpoint of South 29th Street.
4. *West* – West bank (water line) of Susquehanna River.

B. General: Federal, state and county law enforcement agencies, as a matter of law, are vested with the authority to conduct investigations and make arrests within the City of Harrisburg, based on their established roles and specific organizational responsibilities. These agencies include the Federal Bureau of Investigation (FBI), Pennsylvania State Police (PSP), United States Secret Service, United States Postal Service, Attorney General's Office, Pennsylvania Game Commission, Pennsylvania Fish Commission, Dauphin County Sheriff's Office and U.S. Federal Marshals.

- C. Concurrent Jurisdiction: Responsibilities regarding concurrent jurisdiction shall be specified in any interagency agreement entered into by the Police Bureau.
1. Federal Building and Post Offices: The Police Bureau shall investigate all complaints within the Federal Building and post offices, and will make appropriate referrals, to the appropriate agencies, when applicable.
 2. Banks: The Bureau shall be responsible for the initial investigation robberies at federally insured banks. The FBI will be notified of the robbery, and they will provide any assistance they deem necessary.
 3. Railroad Property: The Norfolk Southern Police shall investigate all incidents occurring on Norfolk Southern property north of State Street. Amtrak Police shall investigate incidents occurring on Amtrak property south of State Street. Officers shall, when necessary, render appropriate assistance to all Railroad Police personnel.
 4. Capitol Complex: The Capitol Police shall investigate all incidents occurring on the Capitol Complex. Officers shall, when necessary, render appropriate assistance to Capitol Police personnel.
 5. Farm Show Complex: The Capitol Police shall investigate all incidents occurring on the Farm Show Complex. Officers shall, when necessary, render appropriate assistance to Capitol Police personnel.

Other State Buildings and Property: Capitol Police or other state law enforcement agencies shall be responsible for investigating incidents occurring in state-owned buildings and on state property. In buildings leased by the state, the Harrisburg Police Bureau shall be responsible for all investigations. Officers shall, when necessary, render appropriate assistance to state personnel.

III. MUTUAL AID

- A. Controlling Legislation: The controlling legislation governing the provision of mutual aid in emergency situations is Title 35.
- B. Interagency Agreements: The interagency agreements entered into by the Police Bureau are as follows:
1. Dauphin County Interagency Agreement of 1994: This agreement specifies operational protocols and responsibilities for the Police Bureau and participating law enforcement agencies.
 2. Harrisburg Bureau of Police-PSP Interagency Agreement of 1980: This agreement, which grants the Police Bureau the authority, pursuant to Section 6109 and Subchapter F of Chapter 33 of the Vehicle Code, to enforce speed restrictions on all limited access and divided state highways within the City of Harrisburg, specifies operational protocols and responsibilities for the Police

Bureau and PSP. Officers shall conduct routine patrol activities, and enforce speed restrictions on the following highways:

- a. Forster Street.
- b. Harvey Taylor Bridge.
- c. State Street Bridge.
- d. Cameron Street.
- e. Route 83. (Exception: No routine patrol activities).
- f. Front Street.
- g. Route 22 By-pass.

- C. Incident Commanders: The Police Chief, or his designee, shall be responsible for serving as Incident Commander at emergency incident scenes within the boundaries of the City of Harrisburg. Outside the boundaries of the City of Harrisburg, the Incident Commander shall be from the agency having primary jurisdiction in the area of the emergency.

IV. FEDERAL LAW ENFORCEMENT OR NATIONAL GUARD ASSISTANCE

- A. Emergency National Guard Assistance: For the National Guard to use any of its assets and resources to assist the Police Bureau in emergency situations, the National Guard must be ordered to active duty by the Governor. In most situations, the Governor must first issue a Declaration of Disaster Emergency upon finding that a disaster has occurred or a threat of a disaster is imminent; or, find that an imminent threat or existence of civil disorder within the City of Harrisburg may require the mobilization of the National Guard. In the event of an emergency situation that may necessitate a request for National Guard of federal law enforcement assistance, the involved Officer(s) shall ensure all available relevant information is forwarded through channels, by the most expedient means possible, to the Chief of Police. The Chief of Police shall then notify the Mayor, who shall have sole authority for requesting National Guard assistance.
- B. Emergency Federal Law Enforcement Assistance: In rare cases, the City of Harrisburg may experience a law enforcement emergency in which it is unable to provide an adequate response due to exhaustion of resources or unavailability of necessary resources, and the nature of the law enforcement emergency is such that civilian and National Guard resources are also unable to cope with the situation. In such circumstances, the City of Harrisburg may request that the Governor submit a formal written application to the President of the United States, through the United States Attorney General, requesting federal law enforcement assistance. The Mayor, after consultation with the Chief of Police and command personnel, shall have sole authority for requesting federal law enforcement assistance in circumstances of this nature.

- C. Routine Requests for Federal Law Enforcement Agency Assistance: Routine requests for investigative assistance from federal law enforcement agencies may be initiated by the investigating Officer/Detective to the appropriate agency by the most expedient means available. Officers/Detectives requesting such assistance shall ensure the Criminal Investigation Division Commander and Unit Supervisor are notified of such requests as soon as possible.

V. COMMUNICATIONS

In multi-agency emergency situations, the agency receiving the first call/contact regarding an emergency situation shall be responsible for initial notification of other participating agencies. Dauphin County Communications Center (DEMA) shall assume responsibility for emergency communications and coordination of multiple agencies according to DEMA's written policies.

AUTHORIZED SIGNATURE:


THOMAS C. CARTER
CHIEF OF POLICE



HARRISBURG BUREAU OF POLICE



Eric Papenfuse
Mayor

Thomas C. Carter
Chief

Date of Issue: February 12, 2015	Effective Date: February 12, 2015	General Order: #2015-099	Expiration Date: Until Amended
Subject: Protection and Proper Disposal of JNET/CLEAN/NCIC Media and Physical Equipment		Distribution: Bureau Personnel	Amends: N/A
Reference: FBI's CJIS Security Policy 5 dated July 13, 2012.			Rescinds: N/A

I Purpose:

The purpose of this Order is to ensure that Criminal Justice Information (CJI) and information system hardware, software, and media are physically protected through access control measures. And that access to electronic and physical media, in all forms, is restricted to authorized individuals. This also is providing instruction for the proper disposal of such media or system hardware.

This General Order was developed using the FBI's *CJIS Security Policy* 5 dated July 13, 2012.

II Physically Secure Location:

A physically secure location is a facility or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect the FBI CJI and associated information systems. The perimeter of the physically secure location shall be prominently posted and separated from non-secure locations by physical controls. Security perimeters shall be defined, controlled, and secured. Restricted non-public areas in the **Harrisburg Bureau of Police** shall be identified with a sign at the entrance.

III Visitors Access:

A visitor is defined as a person who visits the **Harrisburg Bureau of Police** facility on a temporary basis who is not employed by the **Harrisburg Bureau of Police** and has no unescorted access to the physically secure location within the **Police Bureau** where FBI CJI and associated information systems are located.

Visitors shall:

1. Show **Harrisburg Bureau of Police** personnel a valid form of photo identification.

2. Be accompanied by a **Harrisburg Bureau of Police** escort at all times to include delivery or service personnel. An escort is defined as an authorized person who accompanies a visitor at all times while within a physically secure location to ensure the protection and integrity of the physically secure location and any CJI therein. The use of cameras or other electronic means used to monitor a physically secure location does not constitute an escort.
3. Not be allowed to view screen information mitigating shoulder surfing.
4. Not be allowed to take Photographs without permission of the **Harrisburg Bureau of Police** assigned personnel.

IV Authorized Physical Access:

Only authorized personnel will have access to physically secure non-public locations. The **Harrisburg Bureau of Police** will maintain and keep current a list of authorized personnel and will implement access controls and monitoring of physically secure areas for protecting all transmission and display mediums of CJI. Authorized personnel will take necessary steps to prevent and protect the agency from physical, logical and electronic breaches. These areas are to remained locked at all times and alarmed when unoccupied.

All personnel with CJI physical and logical access must:

1. Meet the minimum personnel screening requirements prior to CJI access.
 - a. To verify identification, a state of residency and national fingerprint-based record checks shall be conducted within 30 days of assignment for all personnel who have direct access to CJI and those who have direct responsibility to configure and maintain computer systems and networks with direct access to CJI.
 - b. Support personnel, private contractors/vendors, and custodial workers with access to physically secure locations or controlled areas (during CJI processing) shall be subject to a state and national fingerprint-based record check unless these individuals are escorted by authorized personnel at all times.
2. Complete security awareness training.
 - a. All authorized **Bureau personnel**, Noncriminal Justice Agencies (NCJA) like city or county IT and private contractor/vendor personnel will receive security awareness training within six months of being granted duties that require CJI access and every two years thereafter.
 - b. Security awareness training will cover areas specified in the *CJIS Security Policy* at a minimum.
3. Be aware of who is in their secure area before accessing confidential data.
 - a. Take appropriate action to protect all confidential data.
 - b. Protect all terminal monitors with viewable CJI displayed on monitor and not allow viewing by the public or escorted visitors.
4. Properly protect and not share any individually issued keys, proximity cards, computer account passwords, etc.

- a. Report loss of issued keys, proximity cards, etc. to authorized agency personnel.
 - b. If the loss occurs after normal business hours, or on weekends or holidays, personnel are to call the **Harrisburg Bureau of Police Duty Commander** to have door locks possibly rekeyed or other security measures implemented.
 - c. Safeguard and not share passwords, Personal Identification Numbers (PIN), Security Tokens (i.e. Smartcard), and all other facility and computer systems security access procedures.
5. Properly protect from viruses, worms, Trojan horses, and other malicious code.
6. Do not use personally owned devices on the **Harrisburg Bureau of Police** computers with CJI access. (Agency discretion).
7. Use of electronic media is allowed only by authorized **Harrisburg Bureau of Police** personnel. Controls shall be in place to protect electronic media and printouts containing CJI while in transport. When CJI is physically moved from a secure location to a non-secure location, appropriate controls will prevent data compromise and/or unauthorized access.
8. CJI is not permitted to be emailed by **Harrisburg Bureau of Police** personnel.
9. Report any physical security incidents to the **Harrisburg Bureau of Police's Duty Commander** to include facility access violations, loss of CJI, loss of laptops, Blackberries, thumb drives, CDs/DVDs and printouts containing CJI.
10. Properly release hard copy printouts of CJI only to authorized vetted and authorized personnel in a secure envelope and shred hard copy printouts when no longer needed. Information should be shared on a "need to know" basis.
11. Ensure data centers with CJI are physically and logically secure.
12. Keep appropriate **Harrisburg Bureau of Police** security personnel informed when CJI access is no longer needed. In the event of ended employment, the individual must surrender all property and access managed by the local agency, state and/or federal agencies.
13. Ensure the perimeter security door securely locks after entry or departure. Do not leave any perimeter door propped opened and take measures to prevent piggybacking entries.

V Roles and Responsibilities:

Terminal Agency Coordinator (TAC)

The TAC serves as the point-of-contact at the **Harrisburg Bureau of Police** for matters relating to CJIS information access. The TAC administers CJIS systems programs within the agency and oversees the agency's compliance with FBI and state CJIS systems policies.

Information Technology Support

In coordination with above roles, all vetted IT support staff will protect CJI from compromise at the **Harrisburg Bureau of Police** by performing the following:

1. Protect information subject to confidentiality concerns—in systems, archived, on backup media, and until destroyed. Know where CJI is stored, printed, copied, transmitted and planned end of life. CJI is stored on laptops, mobile data terminals (MDTs), computers, servers, tape backups, CDs, DVDs, thumb drives, RISC devices and internet connections as authorized by the **Harrisburg Bureau of Police**
2. Be knowledgeable of required **Harrisburg Bureau of Police** technical requirements and policies taking appropriate preventative measures and corrective actions to protect CJI at rest, in transit and at the end of life.
3. Take appropriate action to ensure maximum uptime of CJI and expedited backup restores by using agency approved best practices for power backup and data backup means such as generators, backup universal power supplies on CJI-based terminals, servers, switches, etc.
4. Properly protect the **Harrisburg Bureau of Police**'s CJIS system(s) from viruses, worms, Trojan horses, and other malicious code (real-time scanning and ensure updated definitions).
 - a. Install and update antivirus on computers, laptops, MDTs, servers, etc.
 - b. Scan any outside non-agency owned CDs, DVDs, thumb drives, etc., for viruses.
5. Data backup and storage—centralized or decentralized approach.
 - a. Perform data backups and take appropriate measures to protect all stored CJI.
 - b. Ensure only authorized vetted personnel transport off-site tape backups or any other media that store CJI that is removed from physically secured location.
 - c. Ensure any media released from the **Harrisburg Bureau of Police** is properly sanitized / destroyed.
6. Timely application of system patches—part of configuration management.
 - a. The agency shall identify applications, services, and information systems containing software or components affected by recently announced software flaws and potential vulnerabilities resulting from those flaws.
7. Access control measures
 - a. Address least privilege and separation of duties.
 - b. Enable event logging of:
 - i. Successful and unsuccessful system log-on attempts.
 - ii. Successful and unsuccessful attempts to access, create, write, delete or change permission on a user account, file, directory or other system resource.
 - iii. Successful and unsuccessful attempts to change account passwords.
 - iv. Successful and unsuccessful actions by privileged accounts.
 - v. Successful and unsuccessful attempts for users to access, modify, or destroy the audit log file.
 - c. Prevent authorized users from utilizing publicly accessible computers to access, process, store, or transmit CJI. Publicly accessible computers include

but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.

8. Account Management in coordination with TAC

- a. Agencies shall ensure that all user IDs belong to currently authorized users.
- b. Keep login access current, updated and monitored. Remove or disable terminated or transferred or associated accounts.
- c. Authenticate verified users as uniquely identified.
- d. Prevent multiple concurrent active sessions for one user identification, for those applications accessing CJI, unless the agency grants authority based upon operational business needs.
- e. Not use shared generic or default administrative user accounts or passwords for any device used with CJI.
- f. Passwords
 - i. Be a minimum length of eight (8) characters on all systems.
 - ii. Not be a dictionary word or proper name.
 - iii. Not be the same as the Userid.
 - iv. Expire within a maximum of 90 calendar days.
 - v. Not be identical to the previous ten (10) passwords.
 - vi. Not be transmitted in the clear or plaintext outside the secure location.
 - vii. Not be displayed when entered.
 - viii. Ensure passwords are only reset for authorized user.

9. Network infrastructure protection measures.

- a. Take action to protect CJI-related data from unauthorized public access.
- b. Control access, monitor, enabling and updating configurations of boundary protection firewalls.
- c. Enable and update personal firewall on mobile devices as needed.
- d. Ensure confidential electronic data is only transmitted on secure network channels using encryption and *advanced authentication when leaving a physically secure location. No confidential data should be transmitted in clear text. **Note: For the purposes of this policy, a police vehicle is defined as an enclosed criminal justice conveyance with the capability to comply, during operational periods.*
- e. Ensure any media that is removed from a physically secured location is encrypted in transit by a person or network.
- f. Not use default accounts on network equipment that passes CJI like switches, routers, firewalls.
- g. Make sure law enforcement networks with CJI shall be on their own network accessible by authorized personnel who have been vetted by the **Harrisburg Bureau of Police**. Utilize Virtual Local Area Network (VLAN) technology to segment CJI traffic from other noncriminal justice agency traffic to include other city and/or county agencies using same wide area network.

10. Communicate and keep the **Harrisburg Bureau of Police** informed of all scheduled and unscheduled network and computer downtimes, all security incidents and misuse. The ultimate information technology management control belongs to **Harrisburg Bureau of Police**.

VI **Media Storage and Access:**

Controls shall be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. "Electronic media" includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. "Physical media" includes printed documents and imagery that contain CJI.

To protect CJI, the **Harrisburg Bureau of Police** personnel shall:

1. Securely store electronic and physical media within a physically secure or controlled area. A secured area includes a locked drawer, cabinet, or room.
2. Restrict access to electronic and physical media to authorized individuals.
3. Ensure that only authorized users remove printed form or digital media from the CJI.
4. Physically protect CJI until media end of life. End of life CJI is destroyed or sanitized using approved equipment, techniques and procedures.
5. Not use personally owned information system to access, process, store, or transmit CJI.
6. Not utilize publicly accessible computers to access, process, store, or transmit CJI. Publicly accessible computers include but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.
7. Store all hardcopy CJI printouts maintained by the **Harrisburg Bureau of Police** in a secure area accessible to only those employees whose job function requires them to handle such documents.
8. Safeguard all CJI by the **Harrisburg Bureau of Police** against possible misuse.
9. Take appropriate action when in possession of CJI while not in a secure area:
 - a. CJI must not leave the employee's immediate control. CJI printouts cannot be left unsupervised while physical controls are not in place.
 - b. Precautions must be taken to obscure CJI from public view, such as by means of an opaque file folder or envelope for hard copy printouts. For electronic devices like laptops, use session lock use and /or privacy screens. CJI shall not be left in plain public view. When CJI is electronically transmitted outside the boundary of the physically secure location, the data shall be immediately protected using encryption.

- i. When CJI is at rest (i.e. stored electronically) outside the boundary of the physically secure location, the data shall be protected using encryption. Storage devices include external hard drives from computers, printers and copiers used with CJI. In addition, storage devices include thumb drives, flash drives, back-up tapes, mobile devices, laptops, etc.
 - ii. When encryption is employed, the cryptographic module used shall be certified to meet FIPS 140-2 standards.
10. Lock or log off computer when not in immediate vicinity of work area to protect CJI. Not all personnel have same CJI access permissions and need to keep CJI protected on a need-to-know basis.
11. Establish appropriate administrative, technical and physical safeguards to ensure the security and confidentiality of CJI.

VII Media Transport:

Controls shall be in place to protect electronic and physical media containing CJI while in transport (physically moved from one location to another) to prevent inadvertent or inappropriate disclosure and use. "Electronic media" means electronic storage media including memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card.

Dissemination to another agency is authorized if:

1. The other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or
2. The other agency is performing personnel and appointment functions for criminal justice employment applicants.

The **Harrisburg Bureau of Police** personnel shall:

1. Protect and control electronic and physical media during transport outside of controlled areas.
2. Restrict the pickup, receipt, transfer and delivery of such media to authorized personnel.

The **Harrisburg Bureau of Police** personnel will control, protect, and secure electronic and physical media during transport from public disclosure by:

1. Use of privacy statements in electronic and paper documents.
2. Limiting the collection, disclosure, sharing and use of CJI.
3. Following the least privilege and role based rules for allowing access. Limit access to CJI to only those people or roles that require access.
4. Securing hand carried confidential electronic and paper documents by:
 - a. Storing CJI in a locked briefcase or lockbox.
 - b. Only viewing or accessing the CJI electronically or document printouts in a physically secure location by authorized personnel.

- c. For hard copy printouts or CJI documents:
 - i. Package hard copy printouts in such a way as to not have any CJI information viewable.
 - ii. That are mailed or shipped, agency must document procedures and only release to authorized individuals. **DO NOT MARK THE PACKAGE TO BE MAILED CONFIDENTIAL.** Packages containing CJI material are to be sent by method(s) that provide for complete shipment tracking and history, and signature confirmation of delivery.
- 5. Not taking CJI home or when traveling unless authorized by **Harrisburg Bureau of Police.**
- 6. When disposing confidential documents, use a shredder.

VIII Media Sanitization and Disposal:

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store and/or transmit FBI CJI and classified and sensitive data shall be properly disposed of in accordance with measures established by this General Order.

Physical media (print-outs and other physical media) shall be disposed of by shredding using **Harrisburg Bureau of Police** issued shredders.


Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier Hard-drives, etc.) shall be disposed of by one of the following methods:

- 1) **Overwriting (at least 3 times)** - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
- 2) **Degaussing** - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
- 3) **Destruction** - a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from **Harrisburg Bureau of Police** 's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods

IX Breach Notification and Incident Reporting:

The **Harrisburg Bureau of Police** shall promptly report incident information to appropriate authorities. Information security events and weaknesses associated with information systems shall be communicated in a manner allowing timely corrective action to be taken. Incident-related information can be obtained from a variety of sources including, but not limited to, audit monitoring, network monitoring, physical access monitoring, and user/administrator reports.

AUTHORIZED SIGNATURE:
THOMAS C. CARTER
CHIEF OF POLICE



Eric Papenfuse
MAYOR



Thomas C. Carter
CHIEF

Harrisburg Bureau of Police

DATE OF ISSUE: August 11, 2016	EFFECTIVE DATE: August 11, 2016	GENERAL ORDER #: 16-35	EXPIRATION DATE: <i>Until Amended or Rescinded</i>
SUBJECT: <i>Weapons Qualifications & Proficiency Training</i>		DISTRIBUTION: All Personnel	AMENDS: 14-35
REFERENCE: PLEAC Chapter 1, Section 3			RESCINDS: 14-35

I. PURPOSE

This directive designates the type of weapons and ammunition authorized for use by officers, ensures all Police Bureau weapons are inspected regarding condition, functionality and reliability, identifies qualification and proficiency training procedures and ensures Officers are capable of demonstrating safe, proficient use of authorized Police Bureau and approved personal weapons.

II. POLICY

Officers shall annually qualify and demonstrate their proficiency with authorized Police Bureau and approved off-duty weapons, unless otherwise indicated, before being authorized to carry the weapons in an official capacity. The Police Bureau shall be responsible for providing the necessary instruction, proficiency training and qualification guidelines concerning all weapons authorized for use by officers. All weapons must be authorized by the Chief of Police prior to usage.

III. DEFINITIONS

The following meanings are applicable for the purpose of this directive.

Firearm:

As defined in Title 18, Crimes Code, Section 6102.

Handgun:

A revolver or pistol designed to be fired with one hand.

Pistol:

A semi-automatic handgun.

Duty Weapon:

A pistol that is issued to an officer, or owned by the officer, that is carried in the course of their regularly assigned or approved external employment duties.

Assigned Weapon:

A shotgun or rifle that is used in the course of regularly assigned or special police duties.

Backup Weapon:

A handgun conforming to the guidelines in this order, carried by an officer as a secondary weapon in the course of regularly assigned or special police duties.

Off Duty Weapon:

A handgun conforming to the guidelines in this order, carried by an officer not receiving compensation for police or security services.

Lethal Weapon:

A lethal weapon, firearm, device or instrument which, in the manner it is used or intended to be used, is designed, calculated or likely to cause death or serious bodily injury.

Less Lethal Weapon:

A weapon, device or instrument, which by design, purpose and intended used is neither calculated nor likely to cause death or serious bodily injury.

IV. DUTIES AND RESPONSIBILITIES

A. The Technical Services Commander shall ensure the following:

1. Periodic Firearms Instructor certification courses are conducted providing a sufficient number of Firearms Instructors to conduct weapons qualification and proficiency training.
2. There is uniform interpretation and application of this directive throughout the Police Bureau.
3. Officers, Instructors and range facilities are scheduled as needed for training, practice and qualification.
4. Proficiency training on proper application and tactics for using all authorized weapons and use of force policies and procedures is included in each annual in-service training cycle. Firearms Instructors shall instruct personnel on the proper assembling, loading and firing of duty weapons (for training purposes only inert ammunition shall be used).

5. Qualification and proficiency training courses are modified/updated when necessary.
6. Ensure a minimum of one Instructor and one Safety Officer per five shooters on the firing line during daylight hours and a minimum of one instructor and Safety Officer per three shooters on the firing line during dim-light conditions is assigned to each period of qualification and proficiency training.
7. Police Bureau pistols are available to serve as replacement pistols in the event an Officer's issued pistol is found to be malfunctioning and in need of repair during the weapons qualification and proficiency training period.
8. Qualification and proficiency training courses are appropriately documented and that a record is maintained of off-duty firearms carried by personnel.
9. Remedial training is conducted for Officers who are unable to qualify with an authorized weapon prior to their resuming line duties.

B. Division Commanders shall:

1. Ensure all officers under their command comply with Police Bureau directives concerning weapons, qualification and proficiency training procedures.
2. Evaluate each Officer's claim for a physical disability exemption in accordance with Police Bureau directives. If the claim is approved the Division Commander shall determine whether to modify or wave all or part of the affected course(s) after consultation with the claimant's medical doctor and the Chief of Police.
3. Ensure any physical injury or impairment suffered by an Officer subsequent to the preceding qualification period is evaluated for its impact on the Officer's ability to safely handle a firearm in conjunction with the Officer's medical doctor and the Chief of Police.
4. Ensure Officers determined to have suffered a physical injury or impairment which could hamper their ability to safely use a firearm are re-qualified with the Police Bureau-issued firearms (and, if applicable, firearms) by a Firearms Instructor upon their return to duty.
5. Determine if re-qualification is appropriate based on the results of an internal affairs investigation when an Officer, either on or off duty, accidentally fires a Police Bureau-authorized or approved off-duty weapon, with which they are currently qualified (Note: if found to be appropriate re-qualification shall take place within 5 days of the completion of the internal affairs investigation and the officer will not return to full duty until qualified).

6. Ensure deficient pistols are submitted for repair and that a replacement pistol is provided to Officers whose issued pistol is determined to be deficient.

C. Bureau Quartermaster shall:

1. Conduct a documented annual inventory of all weapons maintained in Police Bureau weapons lockers. Any weapon found to be dirty, unsafe or in need of repair shall be properly cleaned, repaired and/or replaced. Any weapon found to be missing shall be reported via Interoffice Memorandum through the chain of command to the Commander of Technical Services.
2. Ensure the availability of a sufficient quantity of Police Bureau pistols to serve as replacement pistols in the event an Officer's Police Bureau-issued pistol is malfunctioning and in need of repair.
3. Ensure each weapon is reviewed and inspected prior to usage.

D. Firearms Instructors shall:

1. Have the authority and responsibility to monitor and control all class room and range activity associated with weapons qualification and proficiency training.
2. Ensure the safe and efficient handling, use and firing of all firearms and weapons during weapons qualification and proficiency training.
3. Conduct weapons qualification and proficiency training according to the requirements of this directive and range guidelines.
4. Record the serial number of the handgun each Officer is qualifying with.
5. Document all qualifications, failures to qualify and remedial training provided to Officers on the Annual Qualification Form. These records shall be forwarded to the Training Coordinator via the Technical Services Commander no later than 10 days after the qualification, failure or retraining takes place.

E. Officers shall:

1. Handle and fire all weapons during weapons qualification and proficiency training with due regard for safety.
2. Take the required orientation or safety courses for issued or duty weapons prior to carrying these weapons.
3. Obey all range commands of the Firearms Instructors during weapons qualification and proficiency training.
4. If applicable, report a claim or a physical disability exemption via Interoffice Memorandum, through the chain of command, to their Division Commander.

5. Present all issued and off-duty weapons to the Firearms Instructor for inspection in accordance with the provisions of this directive.
6. Immediately report, to the Chief or Duty Commander via their supervisor or the Uniformed Patrol OIC, any unintentional or accidental discharge of their duty weapon or any discharge of any weapon which results in unintended damage to property or injury to a person.
7. Qualify with all lethal weapons used prior to their use or deployment.

V. LETHAL WEAPONS AND AMMUNITION RESTRICTIONS

- A. Authorized Lethal Weapons: The following Police Bureau-issued or otherwise authorized lethal weapons may be utilized consistent with Police Bureau directives and applicable statutes.

DUTY WEAPONS

1. Sig Sauer .45 caliber pistol (Model P-220)
2. Sig Sauer .45 caliber pistol (Model 1911)
3. Smith & Wesson Model 307706, M&P45 Full-Size
4. Smith & Wesson Model 307707, M&P45 Mid-Size
5. Smith & Wesson Model 307708, M&P45 Compact

BUREAU ISSUED WEAPONS

6. Benelli M1 Super 90 semi-automatic shotgun
7. Bushmaster .223 caliber semi-automatic rifle
8. Remington Model 700 rifle in .308 caliber
9. Sig Sauer 716 DMR .308 caliber

OTHER AUTHORIZED WEAPONS

10. Back Up or secondary weapons authorized by this order are subject to conformity to restrictions listed in subsection B. of this order (see below). These weapons must be authorized by the Chief through written permission.
11. Other weapons authorized by the Chief of Police for use by Officers in performance of their duties as members of the County Response Team (CRT). Officers in CRT shall be governed by Police Bureau directives and the policies of the CRT concerning training and qualification with applicable weapons.
12. The Chief of Police may, at his discretion, authorize Vice or other Officers on special-duty assignments to carry specific weapons. Officers so authorized shall have written permission to carry weapons not delineated above, and shall qualify to the same standards as a duty weapon. These

weapons shall conform to the restrictions listed in subsection B of this order (see below).

13. Off-duty weapons as authorized by this order.

AUTHORIZED AMMUNITION

14. FEDERAL – Premium Law Enforcement - .45 Auto (+P), 230 Grain HST or as authorized by the Chief of Police.

B. Officers: The following restrictions apply to all Police Bureau-issued, duty, backup or off-duty weapons and ammunition.

1. Officers shall not carry any weapon on which the barrel, receiver or trigger mechanism has been altered from the design of the original manufacturer or which is unsafe or in need of repairing.
2. Officers shall not carry any non-issued weapon equipped with a trigger that is readily, externally adjustable for weight of pull.
3. Any revolver that is not equipped with a mechanical device designed to prevent accidental firing if the hammer is struck a sharp blow, while either fully cocked or de-cocked, when the trigger is not pulled, is prohibited.
4. Pistols shall be equipped with a mechanical device, exclusive of the sear, designed to prevent accidental firing if the hammer or rear of the pistol is struck with a sharp blow, while either fully cocked or de-cocked, when the trigger is not pulled.
5. Off-duty weapons may be a revolver or pistol; however, the handgun must be a .380 caliber or larger but not greater than a .45 caliber, have a holding capacity of at least five rounds of ammunition, and be capable of firing hollow point ammunition.
6. Officers shall not use a weapon that fires from an open bolt or which is capable of firing fully automatic except as authorized by the Chief of Police in conjunction with an Officer's participation as a member of the CRT.
7. Officer shall not use ball (full-metal jacketed) or other non-expanding ammunition in any handgun except for training or when required to comply with Federal or State law (e.g. New Jersey).
8. Except as otherwise provided, only factory-loaded ammunition may be used in duty weapons.
9. Officers shall not carry any handgun or other approved weapon loaded with ammunition of a different caliber, weight or bullet configuration than that used for qualification *of that weapon*.
10. Officers shall not alter or modify any Police Bureau issued or Duty weapon with the following exception;

- I. Grips may be changed as long as they do not alter the operation or holstering of a weapon.
 - II. A light may be mounted on the weapon provided it is specifically designed for weapon model/type and may be securely mounted without modifying the weapon.
 - III. Crimson Trace Model LG-320 grip mounted laser sights are authorized. Officers who chose to utilize a laser sight must qualify with these devices and qualify without these devices as well. The laser sights shall be zeroed to within 3 inches at 15 yards
- 11. Back up weapons shall be carried concealed to the public and cannot be carried in an exposed, external holster.
 - 12. Officers are responsible for the security of their duty and off-duty weapons. Weapons will not be left in unlocked vehicles or stored in vehicles parked on public property overnight. If an officer chooses to leave his or her weapon in a vehicle it shall be secured in a separately locked storage compartment, or in a case or carrier which must be secured to the vehicle via a cable lock or other device, or in the vehicle. Further Said, Weapons will be secured at all times.
 - 13. Officers shall not carry duty or off duty weapons while under the influence of alcohol or medication to the extent they are incapable of making informed decisions or taking police action if necessary.
- C. Folding, lock-blade knives are recognized by the Bureau as having an important function in law enforcement and first responder service to the community. Knives are recognized as devices of last resort which may only be used against persons in extreme circumstances to defend human life as an immediate measure of defense.

Folding knives may be carried by Bureau personnel in the performance of duties with the following restrictions;

- I. The blade (4" or less) will lock into position when opened;
or
- II. The knife is part of a Leatherman or other multifunction device or tool.

VI. LESS LETHAL WEAPONS

- A. Only those less lethal weapons authorized by the Police Bureau shall be carried by Officers.
- B. Authorized Less Lethal Weapons: Officers may utilize the following less lethal weapons consistent with the Police Bureau directives and applicable statutes:

1. Pepper/Oleoresin Capsicum spray.
2. Expandable batons.
3. Bureau owned/issued "Riot" batons.
4. Night stick/baton, to include a PR-24 or other T-handle baton, if trained/certified.
5. Taser as detailed by General Order 78.
7. FN 303 less lethal launcher.

C. Proficiency Training

1. Officers shall not carry or utilize Police Bureau-authorized less lethal weapons until they have successfully completed the required proficiency training. Additionally, less lethal weapons shall not be distributed to any Officer who has not successfully completed the required training except to be utilized to complete such training.

VII. RENDERING FIRST AID

After employing any lethal or less lethal weapon Officers shall render appropriate medical aid to the suspect and/or any injured individuals as soon as it is safe to do so. Any aid provided shall be documented in the appropriate use of force report.

VIII. SHOTGUN and RIFLE RACKS

- A. Use: Officers transporting a shotgun or rifle in a Police Bureau vehicle equipped with a shotgun or rifle rack shall utilize the shotgun or rifle rack in accordance with the following guidelines;
1. When in the shotgun or rifle rack the shotgun or rifle shall be in "Cruiser-safe" condition which shall be defined as safety on, magazine filled to capacity, action closed and no round in the chamber.
 2. The shotgun or rifle shall be positioned in the shotgun or rifle rack in accordance with the manufacturer's instructions.
 3. The shotgun or rifle shall be removed from the shotgun or rifle rack at the end of each shift.
- B. If a vehicle does not have a functional shotgun or rifle rack, the weapon may be secured in the trunk of the vehicle in a soft case, in Cruiser-safe condition. Shotguns or rifles may not be stored in prisoner transport vans or other vehicles which do not have a separate, secured storage area, unless stored in a tamper resistant storage case.

IX. WEAPONS QUALIFICATION AND PROFICIENCY TRAINING

A. Qualification and Proficiency Training Period: All Officers, except those exempt under the provisions of this directive, are required to qualify and complete proficiency training with all authorized weapons. The qualification and proficiency training period shall be annual and shall be scheduled for on-duty time. The qualification and proficiency training period may be extended, if necessary, upon the notification and approval of the Chief of Police.

B. Qualification Requirements:

1. Duty Pistol: Officers shall qualify on the MPOETC approved course with their duty pistol. Personnel assigned to the Dauphin County CRT may substitute their quarterly pistol qualifications for the Bureau annual qualification. Qualification results must be submitted to the Bureau Training Coordinator no later than 10 days after the date of qualification. Whenever any officer fails to attain a qualifying score in firearms applications the Training Coordinator will proceed as follows:

- I. Notify the Division Commander as soon as practical.
- II. Provide written communication to the Chief of Police listing the name and badge number of Officer(s) failing to qualify.
- III. Any Officer who fails to qualify on his/her first attempt will be given remedial training and will be permitted a second attempt to qualify.
- IV. The Firearms Instructor will immediately notify the Training Coordinator in writing of any failed second attempt to qualify. Any Officer failing to qualify after the second attempt will be put on in-house duty, without a weapon, and will have thirty (30) days to qualify.
- V. If after the thirty (30) day period the Officer still has not qualified he/she will be suspended without pay for a period of up to sixty (60) day. During this sixty (60) day period the Officer must attempt to qualify.
- VI. If after the sixty (60) day period the Officer still has not qualified termination procedures will be initiated.
- VII. Failure to report when scheduled for firearms qualifications will result in disciplinary action.

2. Shotguns: Officers are required to qualify on the MPOETC approved course with the Police Bureau shotgun, should the officer choose to carry the shotgun.
3. Rifles: Officers are required to qualify on a rifle course as delineated in CRT or Patrol Rifle guidelines.
4. Off Duty Weapons: Officers are required to qualify on the MPOETC approved course with any personally owned handgun to carry they intend to carry as an

off duty weapon. They shall provide their own factory-loaded ammunition. Officers may be permitted to qualify with additional handguns at the discretion of the Firearms Instructor (if time permits).

5. Backup weapons: Officers are required to qualify on the MPOETC approved course with any handgun they intend to carry as a backup weapon.
6. Firearms qualifications categories are as follows;
 - I. Pass—75% and above.
 - II. Fail—74% and below.

C. Proficiency Training Requirements:

1. Officers shall be required to complete all stages of proficiency training in all weapons they have been certified to carry, to include demonstrating the proper use of:
 - I. Pepper/Oleoresin Capsicum spray.
 - II. Expandable Batons
 - III. Riot Batons.
 - IV. Nightsticks, PR-24s, other authorized impact weapons.
 - V. Tasers.

D. Range Supervisor: A Firearms Instructor shall supervise all weapons qualification and all on-duty target shooting related to weapons and weapons qualification. The Firearms Instructor is responsible for the safety and conduct of Officers on the range. Officers participating in any portion of weapons qualification shall obey all commands of the Firearms Instructor(s).

E. Ear and Eye Protection: All Officers shall wear some form of approved ear protection (e.g., over or behind-the-head type, earplugs or both), eye protection (e.g., shooting glasses, safety glasses, goggles etc.) when shooting on duty or on a Police Bureau-acquired range. The Firearms Instructor shall provide ear and eye protection devices for those Officers who appear on the range without them and shall ensure that all participating Officers utilize them during all live firing.

F. Issued Ammunition: Each Officer qualifying with their issued pistol shall fire the duty rounds of .45 caliber ammunition and receive fifty (50) duty rounds to carry in the issued pistol and magazine pouches. Only issued duty ammunition shall be used in Police Bureau weapons during qualification. Training rounds that are of the same bullet grain weight as duty rounds may be utilized for training purposes.

G. Weather Conditions: Unless an unsafe range condition is present (e.g., electrical storms, ice glazing, extreme cold etc.) qualification and proficiency training shall be conducted regardless of whether conditions.

X. STOPPAGE AND JAM-CLEARING DRILLS

Prior to the beginning of qualification each officer may be required to perform stoppage and jam-clearing drills. Officers shall be required to participate in one-handed survivability drills developed by the Bureau.

XI. DISABILITY EXEMPTION

Disability exemptions shall be granted in accordance with the provisions in this directive. Any waivers or modifications may only be granted to Officers who have successfully completed the affected MPOETC course within the past two years.

- A. Over Two Years Exemption: Officers who have had an entire Police Bureau MPOETC course waived under this section for longer than two years shall perform only staff duties which do not require carrying a handgun or shotgun.
- B. Ceased Disability: Officers whose disability has ceased shall be immediately scheduled to fire the appropriate qualification course in order to be authorized to wear and/or use their Duty weapon or Bureau issued weapon.

XII. REPORTING LOST OR STOLEN FIREARMS

Any Officer who has lost or had their Duty or Bureau issued firearm stolen shall, by the quickest means available, immediately inform their Division Commander or the Duty Commander of the incident. Subsequent to this initial notification, officers shall ensure the known incident details are recorded on the appropriate investigation report as well as on an Inter-office Memorandum submitted via the chain-of-command to the Chief of Police. Officers having lost or had their Duty or Bureau issued weapon shall also report the theft of the weapon to the appropriate law enforcement agency having jurisdiction where the incident occurred.

XIII. REQUEST FOR REPAIRS

Requests for adjustments and/or repairs to duty or Bureau issued firearms shall be forwarded to the Bureau Armorer via the chain of command. The Bureau Armorer shall be responsible for completing the adjustment/repair or forwarding the pistol to the manufacturer for repair/replacement if necessary. The Quartermaster shall also be responsible for ensuring the Officer is provided with a replacement pistol. Costs for adjustments and/or repairs determined by the Bureau Armorer to be the result of deliberate action or carelessness shall be borne by the responsible Officer.

XIV. OUT OF JURISDICTION/STATE CARRY

On July 22, 2004 House Bill 218, Law Enforcement Officers Safety Act of 2004 was signed into federal law. This law allows qualified and active and honorably retired Law Enforcement Officers to carry their firearms concealed nationwide. Additionally the law establishes the criteria that those individuals must meet annually in order to qualify as an active or honorably retired Law Enforcement Officer. Bureau members choosing to carry their weapons off duty and out of state must comply with the following requirements of the act:

A. Active Law Enforcement Officers:

1. Is authorized by law to engage in or supervise the prevention, detection, investigation, prosecution or incarceration of any person for any violation of law and has statutory powers of arrest.
2. Is authorized by their agency to carry a firearm.
3. Is not the subject of any disciplinary action by their Agency.
4. Meets standards, if any established, by the agency which requires the employee to regularly qualify in the use of a firearm.
5. Is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.
6. Is not prohibited by state or federal law from receiving a firearm.

AUTHORIZED SIGNATURE: _____

**THOMAS C. CARTER
CHIEF OF POLICE**



Eric Papenfuse
MAYOR



Thomas C. Carter
CHIEF

Harrisburg Bureau of Police

DATE OF ISSUE: May 1, 2016	EFFECTIVE DATE: May 1, 2016	GENERAL ORDER #: 16-61	EXPIRATION DATE: Until Amended or Rescinded
SUBJECT: <i>Worthless Documents & Fraud Cases</i>		DISTRIBUTION: All Personnel	AMENDS: N/A
REFERENCE: PLEAC Chapter 1 & PA Crimes Code			RESCINDS: 02-61

I. POLICY

The following procedure will be followed in all Worthless Document and Fraud Cases.

II. PROCEDURE

In all cases of worthless documents and fraud, the officer must know if the check/document was uttered (presented for payment of goods, services or cash) within City limits. If the victim does not know where the transaction occurred, refer them to their bank to find out. Furthermore, you must insure that the victim has the check/document or a copy thereof, front and back. If they do not, you do not have a case. They are to keep the check/document and have it available at all court proceedings.

Below is a list of procedures to be followed in specific cases:

NOTE: Uniformed officers are not to collect any of these items, only ascertain if the victim has them in their possession.

A. Bad Checks/Non-Sufficient Funds (PA CC 4105)

1. Checks written on closed accounts or non-existent accounts are BAD CHECKS, not Theft by Deception.
2. Requirements:

- a. Check must be presented for payment within thirty (30) days.
 - b. Any person may give notice of refusal by the bank orally or in writing.
 - c. Proof that notice was sent, regardless of whether a receipt was requested or returned, is sufficient.
 - d. Payee must notify issuer of check giving him/her ten (10) days to make the check good.
 - e. If the claim is not satisfied in ten (10) days, payee should do the following:
 - 1) If the check is for \$2500.00 or less they must file a private criminal complaint with the appropriate District Justice.
 - 2) If the check is for \$2501.00 or more a police criminal complaint will be filed.
 - 3) Grading:
 - Summary offense - Less than \$200
 - Misdemeanor 3 - \$200 or more, but less than \$500
 - Misdemeanor 2 - \$500 or more, but less than \$1,000
 - Misdemeanor 1 - \$1,000 or more, but less than \$75,000
 - Felony 3 - \$75,000 or more
 - Regardless of the amount, third or subsequent offenses within a five year period is a Misdemeanor 1, unless over \$75,000 which remains a Felony 3.
- B. Theft by Purchasing Goods or Services Using a Bad Check (PA CC 3922)
(Theft by Deception)
1. If a purchase of goods or services is made with a bad check on a closed account:
 - a. You can charge Theft by Deception or Theft of Services for the theft and Bad Checks for the use of the bad check, if the victim falls under the Bad Checks Requirements (A.2. above).
 - b. Charge both crimes on one criminal complaint.
 - c. Subject to the Rules of Evidence, you can seize purchased items as “stolen property” for evidence.

2. This category includes check “kiting” between banks. This is where a person has an account at two or more banks and makes bogus deposits and withdraws between accounts inflating the balances.

C. Forgery (PA CC 4101)

1. The unauthorized signing, altering, counterfeiting, issuing, executing, transferring or uttering of any document with the intent to defraud.
2. The Act must have occurred within the City limits.
3. The victim must have the check/document or a copy thereof. Treat it as evidence as it may be processed for latent prints or used for handwriting comparison.

NOTE: A check stolen in the City and cashed/uttered outside of the City is not our Forgery Case. If you do not know where the check was uttered, take a Theft Report only and send them to their bank to determine where the forgery occurred. The value of a stolen blank check is \$1.00. A pre-written stolen check is valued at the amount of the check.

D. Automated Teller Machine (ATM) Fraud (PA CC 4106) - Access Device Fraud

1. Before you can accept these cases you must:
 - a. Have a bank statement or other document showing where the transaction occurred and indicating which financial institution issued the ATM card. If the transaction occurred outside the City, send the victim to the appropriate municipal law enforcement agency.
 - b. If you do not have the above items, do not take a PA CC 4106 report. Instead, send the victim to his/her bank to obtain the necessary documentation.
2. Theft of a ATM card in the City with a transaction outside the City:
 - a. Take a theft report for the theft of the ATM card; list the value of the card as \$1.00.
 - b. Send the victim to the appropriate police jurisdiction for the transactions outside of the City.
3. Withdrawal of money only using a card, which was not stolen:
 - a. Jurisdiction lies where the money is withdrawn.

4. Bogus deposits – empty envelopes or bogus checks:

- a. This is done to inflate the account balance so a withdrawal can be made.
- b. This is done by the ATM card owners or by the possessor of a stolen card.
- c. Jurisdiction lies where the bogus deposit was made, not where the withdrawals took place.

REASONING: Subject took control of the bank's money by inflating the account balance through the computer and had access to that money at that time. The subject had constructive possession.

5. Prosecution Evidence:

- a. The victim must have a bank statement or computer printout showing the criminal transactions.
- b. The victim must have reported the criminal activity to his/her bank so the bank can obtain photos and other documents.

E. Counterfeit Currencies are treated as Worthless Documents.

F. Considerations:

Refer to the PA Crimes Code for exceptions to some of the above. When writing your report, ask the same questions as any other crime: Who?, What?, When?, Where? and How?.

AUTHORIZED SIGNATURE: _____
Thomas C. Carter
Chief of Police

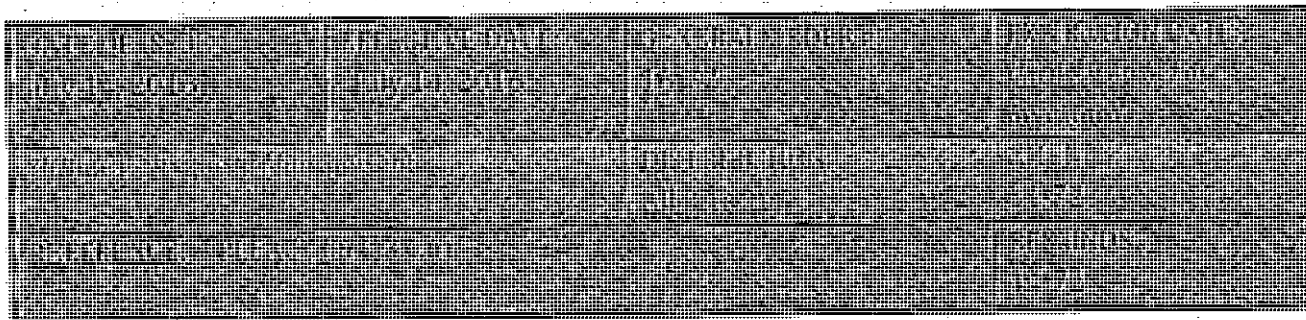


Eric Papenfuse
MAYOR



Thomas C. Carter
CHIEF

Harrisburg Bureau of Police



PROPERTY MANAGEMENT

The handling, security and disposition of property are of critical importance, especially in investigative areas. The Commander of the Technical Services Division is responsible for the overall supervision and functions of the Property Management Unit and therefore is accountable for all property stored in the Bureau's storage areas.

Property management for the Harrisburg Bureau of Police will consist of two components: (1) Evidence Custodian – who is responsible for property acquired as found, recovered, confiscated or evidential; (2) Quartermaster – who is responsible for property owned, leased or used by the Police Bureau.

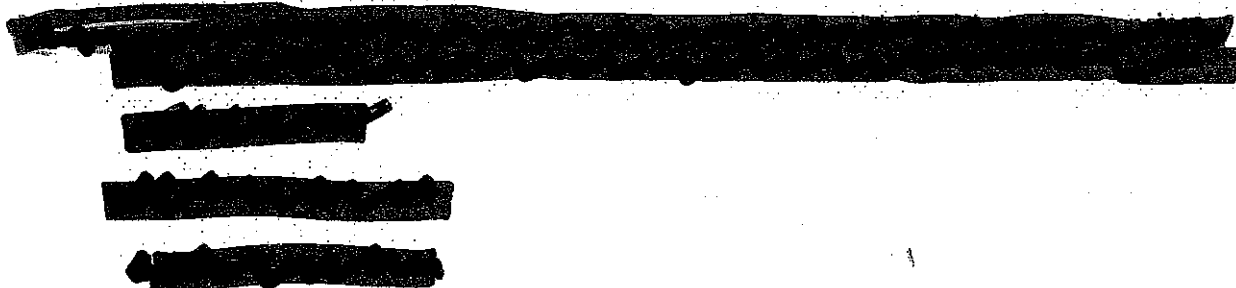
PART I

I. POLICY

Found, Recovered, Confiscated or Evidential Property

Found, recovered, confiscated or evidential property will be managed by the Police Evidence officer, who will maintain accountability for all such property; storage, security, inventory, and final disposition.

II. PROCEDURES



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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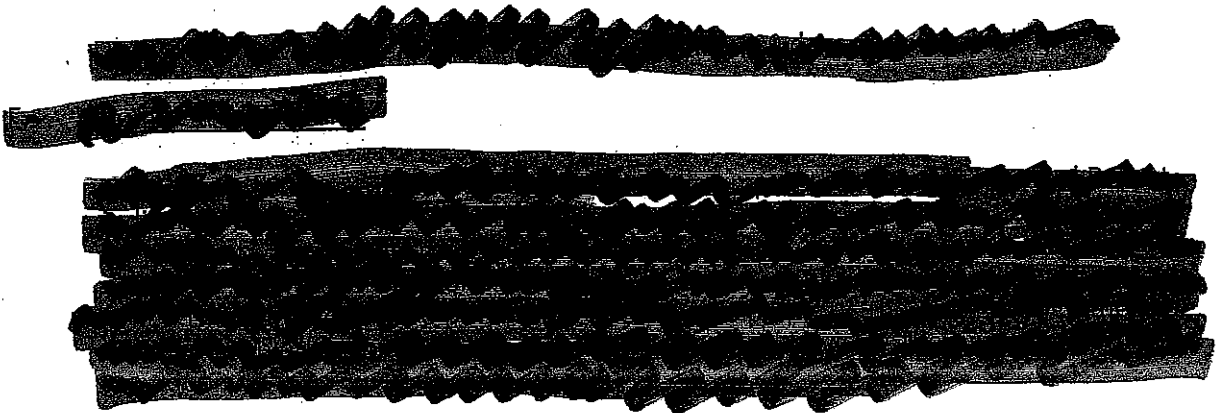
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[REDACTED]

[REDACTED]



III. Evidence Collection

The procedures to be followed by Police Bureau Personnel for handling, logging and securing evidence are as follows:

- A. Each officer gathering evidence at a crime scene (as outlined in General order #13) or when making an arrest, will enter the property into the computerized Property Record System. They will package, seal, and label the evidence.
- B. Evidence requiring laboratory analysis will be clearly marked on the evidence package with the word "LAB". The information necessary for the Evidence Custodian to complete the PSP Laboratory computerized Pre-Log will be placed in the property record in the "Instructions for Property Room" by the collecting officer.

1. Pre-Log Required Information

- (a) Item # and Description of Evidence to be tested
 - (b) Suspect Name and D.O.B.
 - (c) Victim (If victim is an individual)
 - (d) Date of Recovery
 - (e) Requested testing (i.e. Content & Quantity etc.)
- 2. Drugs, rape kits, blood and clothing items requiring chemical testing and analysis should indicate the type of test needed and what is expected to be found (what you are looking for).
- C. The Evidence Custodian, upon receiving evidence for storage, will initial the logs and enter the property into the computerized Property Record System. The evidence will then be assigned a bin number and logged into secure, alarmed storage.
- D. The Evidence Custodian will deliver evidence to the proper laboratory facility for analysis and pick-up the same on completion of lab work. Proper entries will be made in the computerized Property Record System, indicating the release and receipt of the property.

- E. The original Laboratory Analysis Reports are maintained in the PSP Laboratory computerized "Beast" system. When lab analysis is completed, the Evidence Custodian will forward a paper copy of the Lab Analysis reports and the Lab Invoice to the Police Records Center, he will then email a computer copy of the report to the requesting officer.

IV. PRISONER PROPERTY

- A. The Dauphin County Judicial Center houses the Central Booking Facility for all police departments in Dauphin County. The Central Booking Facility maintains a list of personal/prisoner property items that are not allowed inside the facility. The Evidence Custodian is responsible for storing, maintaining, and ultimately disposing of the Prisoner Personal property that **IS NOT ACCEPTED** at the Central Booking Center.
- B. The arresting officer is responsible for packaging, and completing the Property Record for all Prisoner Personal Property.
- C. Arresting officers will submit **ONLY** the property not accepted at the booking center.
- D. Prisoner Property is packaged in a paper brown prisoner property bag. The incident number, prisoner's name, and description of the packaged items are written directly on the outside of the bag. Prisoner property bags can then be "sealed" using a staple(s)
- E. Larger items like purses or backpacks must be inventoried by the arresting officer, and acceptable items such as keys, wallets, identification, money, and jewelry **WILL** be left at the Central Booking Center. The remaining backpack or purse can be labeled with a Property Label (sticker) and submitted as Prisoner Property.
- F. Prisoner Property will be stored for a minimum of 30 days before initiation of the destruction process.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

VI. FINAL DISPOSITION OF EVIDENCE

- A. Court Presentation - the arresting officer is responsible for transferring all evidence from the Evidence Facility to the Dauphin County C.I.D. representatives for court presentation. Entries will be made into the computerized Property Record System indicating who the property was released to, and for what purpose.
 - 1. Any evidence that is opened for court presentation and/or marked as a court exhibit will not be returned to the bureau evidence facility. These items become the property of Dauphin County Court and turned over to the Dauphin County Criminal Investigation Evidence Representative.
- B. After legal requirements are satisfied found, recovered and evidentiary property will be disposed of, to prevent overloading of property management storage areas.
- C. Weapons/Firearms
 - 1. Confiscated or found weapons that are not claimed within one year, regardless of reason, will be destroyed. These weapons will be "melted down" in the Bureau approved facility, in the presence of the Evidence Custodian and Internal Affairs Unit.

Property Management

2. Entries will be made in the computerized Property Record System indicating the destruction of the property.
3. Weapons involved in crimes will be turned over to the Dauphin County Criminal Investigation Section for court presentation. The transfer of custody of these weapons will be acknowledged in the computerized Property Record System. The courts will make determination and final disposition of all weapons involved in crimes.
4. Weapons that are allowed to be returned to the owner will be returned under the following guidelines:
 - (a) The ownership of the weapon must be established.
 - (b) The owner must contact bureau evidence room personnel via the telephone and provide the necessary information to have a PICS Check completed.
 - (c) Once contacted by the owner, bureau evidence room personnel must conduct a PICS Check.
 - (d) If the PICS Check is approved the owner of the weapon can then claim their property.

D. Drugs

1. Confiscated or found drugs or drugs not used in court cases as evidence will be incinerated in the presence of the Evidence Custodian and a member of the Internal Affairs Unit. Entries will be made in the computerized Property Record System indicating the destruction.
2. Drugs taken to Dauphin County Court as evidence will have custody of same transferred to the County C.I.S. by means of the computerized Property Record System. Drugs entered as exhibits in trial will be destroyed by County C.I.S. personnel by court order.
3. Drugs taken to Dauphin County Court as evidence, and **not** entered as exhibits in trial will be returned to Harrisburg Bureau of Police evidence storage area and will be destroyed upon receipt of court order mandating their destruction.
4. Before destruction of any drugs, an inspection will be conducted by a member of the Internal Affairs Division and the Supervisor of the Property Management Unit, to ensure that each package containing drugs has not been tampered with. Each package will then be placed into a box labeled for destruction and secured with proper evidence tape.

E. Money, Precious Metals, Jewelry and Gems

1. Will be held in storage for 60 days. If ownership cannot be determined during these 60 days, they will be turned over to the finder. If found by police personnel they will be held for 60 days, after which, if ownership is not established, it will be turned over to the State Department of Revenue for final

Property Management

disposition. All transactions will be documented in the computerized Property Record System.

2. Money confiscated or seized will be handled as previously prescribed. However, when the money can be shown to be proceeds of criminal activity, the Evidence Custodian shall release the money to the District Attorney's Office for initiating forfeiture proceedings within seven (7) working days. All property transfer transactions will be indicated in the computerized Property Record System. Money acquired by forfeiture proceedings is usually used by the District Attorney's office for drug enforcement activities in the City and County

VII DISPOSITION OF PROPERTY

- A. Property of no value - any found, recovered or confiscated property of "no value" will be disposed of by burning in the City Incineration Facility under the supervision of the Evidence Officer. Records of this transaction will be entered in the computerized Property Record System.
- B. Property having value - will be taken to the Commonwealth of Pennsylvania, Department of Revenue to be designated for sale at Public Auction. Entries will be made in the computerized Property Record System to indicate the transfer.

VIII. PROPERTY RECORD CONTENT

- A. To ensure the proper documentation of the chain of custody for all physical evidence, bureau personnel will ensure that the following information is included in the Property Record Report:
 1. Name of the officer that collected the evidence for processing.
 2. The date and time of every transaction or transfer of the evidence.
 3. Name of the officer receiving the evidence.
 4. Reason for the transaction or transfer of the evidence.
 5. Name/location of any laboratory or agency where the evidence was transferred.
 6. The type of examination requested or the reason of the transfer.
 7. Any other pertinent information relating to the transaction or transfer of evidence.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

PART II

GENERAL

Police Bureau Owned or Used Property

Bureau owned or used property (including leased property) such as: Police vehicles, portable communications equipment, weapons will be controlled, inventoried and allocated by the Police Quartermaster, who will be responsible for the proper management of this component.

I POLICY

- A. The inventory, distribution and issuance of City owned property assigned to the Police Bureau shall conform to the procedures set herein. Responsibility for accountability, inventory, distribution, and issuance of property shall be assigned to the Quartermaster.

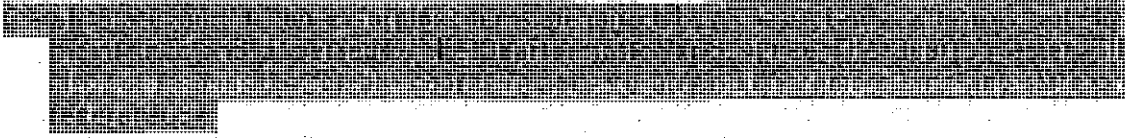
II CITY OWNED PROPERTY ASSIGNED TO THE POLICE BUREAU

- A. The Quartermaster shall be responsible for accounting for, inventory, distribution and issuance of property listed below:

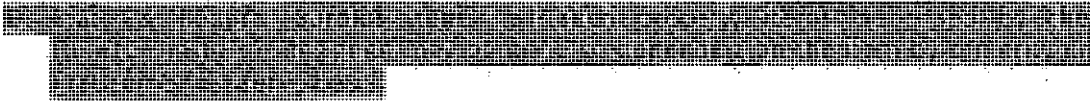
1. Radios, Batteries, and Accessories.
2. Weapons
3. Ammunition
4. Personnel Clothing Orders
5. Stock Uniforms/Equipment
6. Flares
7. Civil Disturbance Equipment
8. Miscellaneous Operational Equipment
9. Evidence Packaging Materials

10. State Surplus and Federal DRMO acquisition items

III ACCOUNTABILITY/INVENTORY

- A. During December of every year, the Quartermaster shall inventory all non-expendable property assigned to the Police Bureau. Said inventory will be reported on appropriate form.
 - B. Any discrepancies that occur shall be investigated and reported to the Chief of Police.
- 

IV ISSUANCE/DISTRIBUTION OF PROPERTY

- A. Nonexpendable Property - An officer issued non-expendable property for a tour of duty or special event shall complete the appropriate computer sign-out, and then the computer sign-in upon returning the property.
 - B. Expendable Property - Officers issued expendable property shall complete the appropriate form. The officer will indicate the number of items issued, purpose of use, and location of use. Any unused items shall be returned to the Property Unit. The Unit shall record the actual number of items used.
 - C. If the property is to be stored in the vehicle, the officer shall record the property name, and number of items on the vehicle inspection sheet. During every use of the vehicle, the officer assigned to the vehicle shall make the same notation on his/her vehicle inspection sheet.
- 

V CARE OF EQUIPMENT

- A. The Quartermaster shall schedule the property and equipment under his/her control, for preventive maintenance and shall take appropriate steps to assure operational readiness of Bureau property.

AUTHORIZED SIGNATURE: _____
THOMAS C. CARTER
CHIEF OF POLICE

APPENDAGE A**PACKAGING DRUGS/EVIDENCE TO BE SENT TO PSP LAB**

The following are the proper procedures for packaging items to be sent to PSP Lab for chemical or ballistics testing. These procedures are not Harrisburg Bureau of Police policies but the policies of the PSP Lab, but they will be adhered to by Bureau members.

EXAMPLE

An officer makes an arrest on one (1) suspect, under one (1) incident number. The suspect has on his person the following items: marijuana, crack cocaine, marijuana blunts, crack pipe, cell phone, pocket knife, cigarettes, lighter, a semi-auto pistol with a full magazine and one (1) round in the chamber.

The following breakdown is how all of these items must be packaged for evidence storage, evidence sent to PSP Lab and property held as prisoner property.

DRUGS

All drugs are placed inside one (1) evidence envelope and accompanied by one (1) PSP Lab Request Form. Seal the envelope with evidence tape. Place on the evidence tape your complete legible signature, date and time the envelope was sealed. If you wish to place your initials, badge number, incident number or any other information you may think is necessary on the evidence tape you may do so as long as your **COMPLETE LEGIBLE SIGNATURE, DATE AND TIME THE ENVELOPE WAS SEALED IS ON THE EVIDENCE TAPE ALSO!**

If the officer wishes to have the packaging material fingerprinted. The officer must remove the drugs from the packaging material to be printed. Place the loose drugs in an envelope and follow the above procedures to be sent to PSP Lab. Place the packaging material in an envelope, seal the envelope with evidence tape and mark the tape as above. On the outside of the envelope write, **FOR FORENSICS PROCESSING**. Place this envelope in the small wire basket located on the shelf in the Temporary Evidence Room. Complete a property record entry for each item and complete a fingerprint request for the packaging material.

If there are two (2) or more suspects, under the same incident number, with drugs on their person, follow the above procedure for each suspect.

FIREARM

If the firearm is a semi-auto, as the suspect above, remove the magazine from the weapon. Package the magazine in a small envelope, mark and seal the envelope. **DO NOT STRIP THE ROUNDS FROM THE MAGAZINE.** Pull the slide of the weapon to the rear, removing the round from the chamber. Place this round in a small envelope, mark and seal the envelope. Let the slide go forward and de-cock the weapon. **DO NOT PLACE ANY TYPE OF OBSTRUCTION BETWEEN THE SLIDE FACE AND BULLET CHAMBER.** Place the weapon, magazine and single bullet inside one large envelope. **DO NOT SEAL THIS ENVELOPE.** Complete a PSP Lab Request for the firearm.

If the firearm is a revolver, open the cylinder and see if there are any expended casings in the cylinder. If there is an expended casing in the cylinder, mark the outside of the cylinder, above the chamber where the casing is located with a black or similar marker. Indicate this in your IC Report. Place the rounds removed from the cylinder in a small envelope, mark and seal the envelope. Close the cylinder of the weapon and place the weapon and small envelope containing the rounds, inside a large envelope. **DO NOT SEAL THIS ENVELOPE.** Follow the above procedures to send the firearm to PSP Lab.

If the firearm is to be fingerprinted, mark on the outside of the envelope, **FOR FORENSICS PROCESSING**, and complete a fingerprint request. If the firearm is no longer needed for any reason, the owner can retrieve it after completing a State Police background check. The owner should call the Evidence Room to schedule the background check.

OTHER ITEMS HELD FOR EVIDENCE

For our suspect above, the cell phone, crack pipe and cash are to be held as evidence. Place the cell phone and crack pipe in an envelope. Seal this envelope with evidence tape, placing your complete legible signature, date and time the envelope was sealed. Place the money in a clear self sealing envelope and mark as above. **CLEAR SELF SEALING ENVELOPES ARE FOR MONEY ONLY.**

If any of the items are to be fingerprinted, follow the above procedures as with the packaging material and firearm.

If the money is to be ION Scanned, a message must be sent to the Vice Unit indicating the incident number and amount of money to be ION Scanned.

Any monies connected to drugs over the amount of \$300 are automatically sent to Dauphin County as drug forfeiture.

PRISONER PROPERTY

The pocketknife, cigarettes and lighter are placed in a bag or envelope, marked and sealed as prisoner property. If anyone other than the prisoner is allowed to claim these items indicate in the instructions to the evidence room section of the property record, the name of the person who will be claiming these items.

If there are any questions pertaining to packaging of any property for evidence, found property or prisoner property, feel free to contact either the Evidence Room Technician or Quartermaster.

COMPLETING THE PSP LAB REQUEST

Print all information in a legible manner. If items sent to the lab are from a juvenile, print "JUVENILE", on the lab request in **PART II**.

EVIDENCE COLLECTION

If an officer collects evidence, a Property Record must be completed in METRO. If the evidence is seized from or connected to someone, the person's information will be entered into the Property Record. The item will be described in the Property record. If the item is evidence, the officer will put a "y" in the Evidence field. The NIBRS CD field will also be filled in. The description will match what is written on the evidence package. If the officer wants something done with the evidence, the instructions should be put in the section of the Property Record entitled "Property Instructions for the Evidence Room." If there are multiple defendants from the same incident, separate Property Records should be completed for each defendant.

Evidence should be packaged in a small, marked evidence envelope. If an item will not fit in a small envelope, a larger one can be used. If the evidence will not fit in an envelope, a marked paper bag should be used. Money should be placed in a clear money envelope. If the amount is over \$200, the amount should be confirmed by a supervisor or another officer. The amount should be written on the envelope. If an item will not fit in an envelope or bag, an evidence sticker should be placed on it. Evidence from different people should be placed in different packages. Evidence tape should be used to seal the envelope and the officer should sign the tape. Handguns will not be sealed with evidence tape. Handguns will be cleared in the evidence room and then sealed.

Evidence will be turned into the evidence room. If the evidence room is closed, the evidence will be placed in the secondary evidence room. The items will be received in METRO and entered in the logbook in the Secondary Evidence Room. Items will be placed in the lockers and the key should be deposited in the mailbox. Drugs and money will be

placed directly in the mailbox. Handguns will be placed in the gun lockers above the mailbox. Long guns will be placed in the gun rack.

FORENSICS SECTION

The Forensics Section is able to process items for latent fingerprints. If an officer wants an item processed, those instructions should be placed in the "Property Instructions for the Evidence Room" section of the Property Record. If the officer is unable to turn the items over to Forensics personnel, the items will be turned over to the Evidence Room. If the Evidence Room is closed, the item will be placed in one of the Forensics lockers in the Secondary Evidence Room. The officer should write "Forensics" or "fingerprint" on the envelope.

STATE POLICE LAB

The Pennsylvania State Police Lab conducts drug identification, ballistic, and serology testing for the Bureau. If an officer wants any of these tests conducted on evidence, the "Property Instructions for Evidence Room" section of the Property Record should be completed. All drugs for the same defendant will be packaged together. Drugs for different defendants will be packaged separately. The lab will not accept any evidence that has unsigned evidence tape. Handguns and drugs will be packaged separately.

Ballistic and serology evidence will be submitted immediately to the lab. Evidence from felony drug charges will also be submitted immediately. In the case of misdemeanor drug cases, the evidence will be submitted if the officer believes the charges will go to county court. If the officer believes the charges will be handled at the preliminary hearing, the drugs can be sent out after the hearing if the drug charge is waived to County Court. If the drug charges are sent to County Court, the officer must complete the Subpoena Report and request the drugs to be sent to the lab. The Subpoena report must be completed in eight days or the Evidence Room will not receive the request. If the officer is not able to complete the Subpoena Report in eight days, Evidence Room personnel can be notified by e-mail. If the defendant is charged with small amount of marijuana, the evidence will not be sent out until after the preliminary hearing.

If a defendant is arrested with firearms and drugs, everything can be sent to the lab immediately. In the case of juvenile defendants, everything can be sent to lab immediately, if the officer requests testing. The officer should write "Juvenile" on any evidence envelopes.

A Property Record will be completed when a sexual assault evidence collection kit is picked up at the hospital. The reporting officer will complete a State Police rape information sheet after interviewing the victim. This sheet will be turned into the Evidence Room or placed in the Secondary Evidence Room. The only items that the State Police lab will accept initially are the sexual assault evidence collection kit and the victim's

underwear. These items will be packaged separately. After these items come back from the lab, the investigating detective can discuss sending any other items to the lab with lab personnel.

After the evidence is returned from the State Police lab, the lab report will be emailed to the officer.

DUI BLOOD TESTING

DUI testing is done at the Dauphin County Booking Center. An officer must complete a lab form and indicate whether alcohol and/or drug testing is needed. The top page of the form will be placed in the lab kit before it is sealed. The other two pages will be brought back to the police station, with the kit, and turned into the Evidence Room or placed in the Secondary Evidence Room. A Property Record will be completed. The results will be emailed to the arresting officer.



Eric Papenfuse
MAYOR



Thomas C. Carter
CHIEF

Harrisburg Bureau of Police

DATE OF ISSUE: February 1, 2016	EFFECTIVE DATE: February 1, 2016	GENERAL ORDER #: 16-82	EXPIRATION DATE: <i>Until Amended or Rescinded</i>
SUBJECT: <i>Alternative Call Response Program</i>		DISTRIBUTION: All Personnel	AMENDS: N/A
REFERENCE: N/A			RESCINDS: 02-82

I. POLICY

- A. To reduce costly, less efficient mobile police responses to service requests; and to provide a larger percentage of mobile availability for critical and in-progress calls, the Police Bureau will implement an Alternative Call-Response Program.
- B. Alternative Call-Response Program will enable the Police Bureau to utilize more flexible response strategies to citizen calls without jeopardizing the mission and objectives of assisting the sick and injured; suppressing crime; apprehending perpetrators; and providing the Community with quality police service.

II. PURPOSE

The primary purpose for establishing an Alternative Response Protocol is to increase the Patrol Officer's availability for emergency situations by diverting non-emergency calls-for-service to other entities or personnel; the resources utilized within the Program will necessarily be less costly; have greater efficiency, and retain the same effectiveness of the Mobile Response.

III. PROCEDURE

There will be three (3) distinct segments within the Alternative Response Program:

- Telephone Report Writer
- Deferred Complaints
- Neighborhood Dispute Settlement

A. Telephone Report Writer

1. Procedures:

- a. The Telephone report writer will consist of personnel, under the general direction of the Uniform Patrol Division Commander and the immediate supervision of the on-duty Uniform Patrol Supervisor.
- b. Tasks to be performed by Telephone Response personnel include the following:
 - 1) Handling of non-emergency calls-for-service from the public. Examples of the calls that may be handled by Telephone Response personnel include:
 - a) Thefts (unless large loss/significant damage requiring on-scene inspection)
 - b) Thefts from Autos
 - c) Harassment - Unless in progress then see C. (below)
 - d) Harassment by Communication/or offer Dispute Settlement
 - e) Runaways
 - f) Criminal Mischief (unless significant damage)
 - g) Trespass (unless in progress)
 - h) Stolen License Plates
 - i) Previous Hit and Run (Non-reportable accidents)
 - j) Supplemental Reports
 - k) Dog Bite/Animal Complaint
 - l) Fraud
 - m) Identity theft

- c. Telephone Response personnel are not to handle calls where an immediate response would possibly: 1) prevent someone from being injured/killed, 2) prevent a crime, 3) protect someone's property, or 4) allow the police to make an arrest.
- d. Telephone Response personnel will also issue warrants and citations when needed; however, incidents requiring such response will only be expedited by this Unit when the incident is historical in nature and all necessary data is available to facilitate said warrant or citation.
- e. Telephone Response personnel will also handle individuals who come to the window for a police matter or to report a crime which the Unit normally would handle. ***In-Person complaints will be handled as a priority, before telephone call-backs are initiated.***
- f. Telephone Response personnel will also be utilized to arrest individuals who come to the window and have active warrant(s) in file.
- g. When applicable and no forensic personnel are available, telephone personnel will also fingerprint vehicles relating to a report they have taken on the incident when applicable.
- h. Telephone Unit personnel will not be utilized for field work, unless an emergency situation warrants their services; such situation will be clearly articulable and objective in nature or substance.

B. Deferred Complaint Program/Uniformed Patrol Division

1. Procedures:

- a. Uniform Patrol members responding for initial investigation purposes to any incident will evaluate the circumstances and facts and:
 - 1) Complete an initial investigation and prepare an I.C.R. Report as is currently prescribed by policy; or,
 - 2) In cases of Lost/Mislaid Property (i.e. Cell phone, car keys) where there is no evidence of a theft, complete a Property Lost Report under UCR 2830, or,
 - 3) Complete the Request to Appear for Police Report Form and Delay of Report narrative in the prescribed manner, which will take the place of the I.C.R. submission.

- b. The action taken by the officer will be predicated on the totality of the circumstances; i.e.,
 - 1) Condition of victim,
 - 2) Quantity and quality of available evidence,
 - 3) Other articulable circumstances or events that lead the officer to believe that either the alleged crime did not occur as stated; or, that follow-up prosecution by the victim will not occur.
- c. The primary focus of the Deferred Complaint process will include; but not limited to the following:
 - 1) Burglary, Theft, and Unauthorized Use of Automobile
 - 2) Robbery, where the facts supplied are inconsistent; or the victim's condition, i.e., intoxication, is such as to prevent further police involvement at that time.
 - 3) U.C.R. 4513 will always be placed on the Deferred Complaint Forms.

C. Neighborhood Dispute Settlement Program

This may be viewed as a form of Deferred Complaint:

- 1. The Complainant will be given his notice of the incident and a sample of what will be sent to Party 2 via mail or given in person if Party 2 is available. (Exhibit A - Neighborhood Dispute Referral Form)
- 2. Party 2 will be given his copy of the form or the form will be sent via mail by our Central Records Center.
- 3. The Central Records Center will forward the Mediation Service copy to them at 315 Peffer Street, Harrisburg, PA 17102. (Exhibit A)
- 4. The Mediation Service will wait five days (8 days if mailed to defendant) before sending a copy of the initial result back to the Bureau (Party 2 did or did not respond).
- 5. Should Party 2 respond, a second copy of the form will be sent to the Central Records Center to show the final outcome.

6. The Central Records Center will file each copy with the original incident report.
7. The Central Records Center will alert each officer when Party 2 does not respond to the Mediation Service either initially or by not keeping an appointment to issue a citation. (Exhibit C)

NOTE: A letter to the Complainant will be sent prior to this
to insure prosecution is still desired. (Exhibit D)

8. Should a citation be written, the officer shall place on the citation, "Failed to Accept Neighborhood Mediation Services".
- D. Information received through the mail indicating reports of criminal activity will be reviewed by the Chief of Police and then sent to the appropriate division or unit for follow-up investigation.

IV. EXCLUSIONS/RESTRICTIONS

Nothing in this policy directive negates the absolute duty of the Harrisburg Police Bureau to fully investigate all reported incidents of criminal activity as prescribed elsewhere in the Rules, Regulations, and General Orders of the Agency.

AUTHORIZED SIGNATURE: _____
THOMAS C. CARTER
CHIEF OF POLICE



Eric Papenfuse
MAYOR

Harrisburg Bureau of Police



Thomas C. Carter
CHIEF

DATE OF ISSUE: September 21, 2016	EFFECTIVE DATE: September 21, 2016	GENERAL ORDER #: 2016-83	EXPIRATION DATE: <i>Until Amended or Rescinded</i>
SUBJECT: VICTIM WITNESS ASSISTANCE		DISTRIBUTION: All Personnel	AMENDS: 14-83
REFERENCE: PLEAC, 4.5.1, 4.10.1 & 4.13.1			RESCINDS: 14-83

I. POLICY

It is the policy of the Harrisburg Bureau of Police to treat all victims and witnesses with fairness, compassion and dignity. All victims and witnesses shall be fully informed of their rights in a timely manner, and made aware of the services available to them, including those services provided by the Police Bureau.

II. DEFINITIONS

- A. Victim: A person who suffers physical, financial, or emotional harm as a direct result of a specified crime committed upon his or her person or property. A spouse, child, parent, or legal guardian of a minor victim, and a spouse, child, sibling, parent, or legal guardian of a homicide victim, shall also be defined as a Victim.
- B. Witness: A person who, as determined by a law enforcement agency, has information or evidence relevant to the investigation of a specified crime. When the witness is a minor, the term "witness" includes an appropriate family member. "Witness" includes neither defense witnesses nor anyone involved in the crime as a perpetrator or accomplice.
- C. Victim/Witness Administrator: A professional non-sworn status who is assigned to perform, at least part-time, duties related to the Police Bureau's Victim/Witness Program.
- D. Victim/Witness Program: There is an outsourced program through Dauphin County. The Chief of Police will have general oversight over the program.

III. GOALS

- A. The goals of this directive are to:
 - 1. Encourage victims/witnesses to testify/assist in prosecutions.
 - 2. Enhance cooperation between victims/witnesses and the Police Bureau.

3. Aid victims/witnesses in their emotional and/or physical recovery from crime.
4. Decrease victim/witness fear of intimidation and/or harm.
5. Ensure victims/witnesses remain informed of the status of criminal justice proceedings.

IV. VICTIM/WITNESS RIGHTS

A. Victims/witnesses of serious crime coming in contact with the Police Bureau shall be fully informed of and afforded the following rights and/or services:

1. The right to be treated with dignity and compassion.
2. The right to be informed of all available services within 48 hours of the reported crime (e.g., Rape Crisis, CONTACT, Victim's Compensation, Crisis Intervention, etc.), including those services provided by the Police Bureau. This information will be furnished to victims and witnesses by on-scene Officers via Victim/Witness form, and by Communications Center personnel in response to telephone inquiries from victims/witnesses. The victim will be asked to sign the Victims Services Notification Form.
3. The right to be informed of all forms of compensation available to victims/witnesses. The Victim/Witness form shall contain necessary information about financial compensation available to victims, and copies of the Compensation Claim forms shall be available to victims at the Police Bureau's Information Window.
4. The right to be protected from intimidation and harm. Officers shall explain the procedures for dealing with threats of intimidation or harm to victims/witnesses. Domestic violence victims shall be informed of the availability and procedure for obtaining a Protection from Abuse Order, and will be asked to sign an Victim Services Notification Form to confirm the information has been provided and understood.
5. The right to be kept informed, in a timely manner, of all related criminal justice proceedings. The Victim/Witness Handbook shall clearly explain both Juvenile and Adult Criminal Court proceedings.
6. When possible in personal injury/domestic violence or PFA Violations, the right to be notified of the suspects arrest, not more than 24 hours after the preliminary arraignment. The Victim/Witness Program shall send a letter to the victim, advising of the arrest and charges.
7. When possible in personal injury cases, the right to be kept informed of the pretrial release of a Defendant, including imposed conditions. The Police Bureau shall notify the victim in a timely manner after the information regarding the release has been acquired.

8. When possible, the right to be immediately informed of the escape of a suspect.
9. The right to be informed of and presented with a Victim Impact Statement during sentencing. Victim Impact Statement forms shall be made available with the Victim Compensation Claim forms.

V. TRAINING

- A. Officers: Training regarding the following subjects shall be provided to all Officers of the Uniformed Patrol and Criminal Investigation Divisions:
 1. Victim Rights/Victim Services.
 2. Investigation of Child Sexual Assaults.
 3. Rape Investigations.
 4. Compensation for Crime Victims.
 5. Death Notifications.
 6. Line of Duty Deaths.
- B. Non-sworn Personnel: Non-sworn personnel shall be informed of and remain knowledgeable regarding victim/witness programs and services. Familiarization training regarding these programs and services shall be conducted at least every two years.

VI. RESPONSIBILITIES

- A. Initial Investigating Officers: Investigating Officers shall be responsible for:
 1. Treating victims/witnesses with dignity, fairness and compassion.
 2. Provide basic information on the rights and services available for crime victims in writing upon contact, but no less than 24 hours after the initial call, regarding applicable services, ie: counseling, compensation programs, emergency financial programs, emergency shelters, victim advocacy programs and other programs as appropriate with a check off list. Written notice will be in English and Spanish. This form will be signed by the victim when possible and returned to the patrol supervisor at the end of shift. This form will be forwarded to the Police Records Center for storage.
 3. Explaining to victims/witnesses the appropriate procedures for dealing with any threats of intimidation or harm.
 4. Providing their name, badge number, and the incident number to victims.
- B. Victim/Witness Administrator: The Victim/Witness Administrator shall be responsible for:

1. Coordinating the implementation and delivery of victim/witness services provided by the Police Bureau.
 2. Ensuring victims/witnesses have been informed of all available services and compensation.
 3. Ensure the confidentiality of victim/witness records, files and participation in case development.
 4. Periodically inform the public and media about available victim/witness services, in coordination with the Mayor's Office.
 5. Maintaining liaison by telephone, letter or in person, with other agencies and organizations responsible for addressing victim/witness needs.
 6. Ensuring an ample supply of updated crime victim literature is available for distribution.
 7. Reviewing Initial Crime Reports to identify victims that may need a follow-up telephone contact. Copies of all Initial Crime Reports will be provided to the Victim/Witness Administrator on a daily basis. The Victim/Witness Administrator shall also be responsible for follow-up contacts with victims to ensure they were provided with a copy of the Victim/Witness form, provide the victim with a copy of the crime victim's compensation application form, and to determine whether they have questions or concerns regarding the Police Bureau services.
 8. Ensuring their telephone number is listed on victim/witness literature so victims have a point of contact to report difficulties they may experience in obtaining information about their cases or services.
- C. Detectives: Detectives shall be responsible for:
1. Periodically re-contacting victims to keep them informed about the status of their case, suspects and criminal proceedings.
 2. Scheduling lineups, interviews and other appearances involving victims, when possible at the victim's convenience.
 3. Ensuring victims were provided with a copy of the Victim/Witness form, and providing a copy if they ascertain that one was not provided to the victim during the initial investigation.
 4. If possible, ensuring property/personal effects held by the Police Bureau are properly returned to victims.
 5. Providing their name and badge number to victims.
- D. Property Management Unit:
1. When/if a victim's property was held as evidence, it shall be returned after the District Attorneys determines it is no longer needed as evidence.

VII. Requirements and Rights for the Protection of Victims of Sexual Violence or Intimidation (Title 42, Chapter 62A)

1. Notice of Arrest:

- a. The Harrisburg Bureau of Police shall make reasonable efforts to notify any person protected by an order issued under this chapter of the arrest of the defendant for violation of an order as soon as possible.
- b. Unless the person cannot be located, notice of the arrest shall be provided not more than 24 hours after the preliminary arraignment.

2. Statewide Registry:

- a. A complete and systematic record and index of all valid temporary and final orders issued shall be entered and maintained in the database established and maintained by the Pennsylvania State Police.
- b. The registry of the Pennsylvania State Police shall be available at all times to inform courts, dispatchers and law enforcement officers of any valid order involving any defendant.

3. Hearings:

- a. Within 10 days business days of the filing of a petition under the Protection of Victims of Sexual Violence or Intimidation, a hearing shall be held before the court, where the plaintiff must:
 - i. Assert that the plaintiff or another individual, as appropriate, is a victim of sexual violence or intimidation committed by the defendant; and
 - ii. Prove by preponderance of the evidence that the plaintiff or another individual, as appropriate, is at a continued risk or harm from the defendant.

4. Sexual Assault Counselor:

- a. A sexual assault counselor may accompany and provide assistance to a plaintiff in any legal proceeding or hearing.

VIII. ANALYSIS OF VICTIM/WITNESS NEEDS AND SERVICES

- A. Frequency: An analysis of victim/witness needs and services will be conducted at least every three years. The analysis, which shall be based on an anonymous survey of crime victims distributed with the Victim/Witness form and statistical data compiled by the Data Processing Center, shall include the following elements:
1. Types of victimization and the extent to which they are occurring.
 2. Inventory of information and service needs for victims/witnesses affected by domestic violence, homicides, aggravated assaults, rapes or other sexual crimes, abuse/neglect, burglaries, and other serious crimes.
 3. An updated, comprehensive list of victim/witness assistance services within the Police Bureau's jurisdiction.
 4. Identification of unfulfilled needs of victims/witnesses that can be addressed by the Police Bureau.

AUTHORIZED SIGNATURE: _____
Thomas C. Carter
Chief of Police



Eric Papenfuse
MAYOR



Thomas C. Carter
CHIEF

Harrisburg Bureau of Police

DATE OF ISSUE: September 1, 2016	EFFECTIVE DATE: September 1, 2016	GENERAL ORDER #: 16-100	EXPIRATION DATE: <i>Until Amended or Rescinded</i>
SUBJECT: <i>Eyewitness Identification, Line-Up, Show Up (One on One)</i>		DISTRIBUTION: All Personnel	AMENDS: 16-100
REFERENCE: Pleac 2.9.1			RESCINDS: 16-100

I. Purpose

The purpose of this order is to provide guidance in the use of line-ups and show-ups in the identification of suspects. It is vital that the reliability of this information be ensured to the best of the ability of our investigating officers. As such, the following directives and guidelines have been adopted.

II. Composition of a Photographic Lineup

- A. All photographic line ups shall use a minimum of 6 images. These images may be in color or black and white. **If possible, color photographs should be used.**
- B. All images used in photographic line-ups shall be similar in build, skin tone, hair color and facial hair. NOTE: earrings, piercings, tattoos should be avoided unless the suspect has one.
- C. Images reflecting injuries shall not be used unless no other images are available. For example, a suspect photo in CPIN that depicts a subject with a swollen eye as a result of a fight should not be utilized.
- D. When possible, images used in photographic line-ups should come from the same source. Images used in photographic line-ups can come from the following sources:
 1. CPIN photos
 2. Drivers' License photos
- E. Image sizing and composition should be substantially similar. For example, using a suspect photograph that shows head, shoulders and chest among five non-suspect photos only showing the face and head is not acceptable

- F. Photo line ups, when possible, be prepared and presented in a web CPIN sequential array.

III. Using video or Audio Recording to Document Photographic Line-Ups

- A. Use of video or audio recording of an eyewitness identification of a suspect via a photographic line-up is authorized and encouraged to ensure an accurate capture of the presentation of the line-up and eyewitness' reactions and level of certainty regarding the identification of the subject in the line-up.
- B. This is not a requirement, as it is recognized that the equipment to accomplish this task may not always be at hand.

IV. Situations Where More Than One Eyewitness is Available

- A. Each eyewitness shall be presented with the photographic line-up separately. A separate, but identical array should be utilized and the witnesses shall be segregated when the line-up is conducted.
- B. It is desirable that the same location or facility be used when multiple eyewitnesses are shown the same line-up to ensure consistent conditions as much as possible.

V. Location of and Presentation of Photographic Line-Ups

- A. When possible, officers presenting eyewitnesses with photographic line-ups should do so in the interview rooms at the Harrisburg Bureau of Police Station.
 - 1. The interview rooms shall be free of distractions such as excessive paperwork, items or documents on the table. If possible, the only document on the table should be the photographic line-up.
 - 2. Only one officer should be in the room conducting the line-up presentation. Additional officers involved in an interview in which a photographic line-up is being presented should recuse themselves at the time of the presentation. When this is conducted in the interview rooms, the additional officer(s) may observe from the report writing room.
 - 3. When possible, no other persons should be with the eyewitness in the room at the time of the presentation of the photographic line-up. They may also observe from the report writing room at the discretion of the investigating or presenting officer.
- B. Officers conducting the presentation of photographic line-ups at other facilities, such as another police department or a prison, shall seek out a sparsely furnished room, free of distractions and as similar to our interview rooms as possible in which to conduct the presentation.

- C. When possible, an officer or investigator not directly involved with the investigation should present the photographic line-up to the eyewitness. Ideally, the officer presenting should not know which subject in the line-up is indeed the suspect. This can help to ensure that the presenting officer does not inadvertently taint the process by giving involuntary, non-verbal cues as to which photo is that of the suspect.
- D. When the presenting officer is also the investigating officer or when the presenting officer has knowledge of the suspect and case, a conscious effort shall be made to maintain a neutral affect in order to avoid tainting the eyewitness selection of a suspect from the array.
- E. Officers administering a photographic line-up shall read the following statement to the eyewitness before showing the line-up:

"I am about to show you a series of photographs of individuals. These individuals may or may not be related to the investigation being conducted. Please take your time and look at all the photographs. If you recognize any of the individuals, please point to them and tell me how you know them or why you recognize them. Bear in mind that people may change in appearance over time, including differences in clothing, hairstyles, facial hair or makeup. If you do not recognize the individual in the picture being presented to you, advise me of this. Even if you do recognize any individual, please tell me how you know him/her and when you last saw him/her. Even if you identify a subject, the remaining photographs will be displayed to you. Regardless of whether an identification is made, the police will continue to investigate this incident."

- F. The officer shall then present the photographic array to the eyewitness. The officer shall wait for the eyewitness to indicate that they do or do not recognize the individual in the picture before moving on.
- G. The eyewitness shall be instructed to sign their name on the photograph that they are identifying from the line-up.
- H. Upon presentation of the photos, the presenting officer shall offer no feedback, positive or negative, regarding the eyewitness' selection process or the actual selection of a suspect photo.
- I. Following an eyewitness selection, the presenting officer shall ask the eyewitness to characterize their level of confidence in the selection by asking **how certain he or she is in the identification of the suspect. The exact response must be documented.**

VI. Documentation of the Photographic Line-up

- A. All aspects of the presentation of the photographic line-up shall be documented in either the initial incident report or a supplemental report, including the following information:
 - 1. Date and time of presentation
 - 2. Officer presenting the line-up and their role or level of involvement in the case

3. Location of the presentation of the line-up
 4. Any other personnel in the room before, during and after the line-up.
 5. The reading of the instructions to the eyewitness
 6. The segregation of multiple eyewitnesses, if applicable
 7. The level of confidence expressed by the witness in their selection
 8. The inability of the eyewitness to make a selection, if applicable
 9. The lack of feedback provided by the administrator of the line-up
 10. The disposition of the actual line-up sheet.
 11. If audio or video recording are being made and the media to which they are being recorded
- B. The signed-off photographic line-up sheet shall be logged in as an external document for the case and handled as such in accordance with our evidence handling and storage policies, following the selection of a suspect by the eyewitness.
- C. Any audio or video recordings of the presentation of the photographic line-up shall also be logged in as evidence and handled as such.

VII. Conducting a Show-Up (One on One Identification)

- A. A physical show-up (one on one) identification may be utilized under the following conditions:
1. A crime has just occurred
 2. A reasonable description of the suspect has been provided to the police
 3. The police have a suspect matching the description detained at a location for which it is reasonable to infer that the suspect could have gotten there during the time it took police to receive the call, respond to the call, and immediately conduct a search of the surrounding area.
 4. The eyewitness making the identification had been in a position to be able to make a positive identification of the suspect if they were to see him/her again.
- B. Eyewitnesses shall be transported to the location at which the suspect is being detained. They may be transported in Harrisburg Bureau of Police vehicles for this purpose and then returned to the location from which they had been transported.
1. Where more than one eyewitness is available, an effort shall be made to transport them separately.
 2. If eyewitnesses are transported together, effort shall be made to limit cross talk regarding the suspect.

- C. Eyewitnesses shall remain in the police vehicle, if possible, whenever a show-up (one on one) is conducted. Also, when possible, efforts shall be made to conceal the identity of the eyewitness using lighting, garments or other means.
- D. Instruction from the officer(s) administering the show-up (one on one) shall be limited to inquiring if the eyewitnesses see the suspect.
- E. Following an eyewitness selection, the presenting officer shall ask the eyewitness to characterize their level of confidence in the selection by asking **how certain he or she is in the identification of the suspect. The exact response must be documented.**
- F. If the eyewitness is unable to identify the suspect and no other reason for continued detention exists, the detained individual shall be promptly released.
- G. All aspects of the show-up (one on one) identification shall be documented in either the initial incident report or a supplemental report, including the following information:
 - 1. Date and time of presentation
 - 2. Eyewitness information
 - 3. Officer presenting the show-up and their role or level of involvement in the case
 - 4. Transporting officer (if other than presenting officer) and vehicle
 - 5. Location the eyewitness is transported from and to for the presentation of the show-up
 - 6. Any other personnel present at the time of the show-up and their roles.
 - 7. Any instruction to the eyewitness
 - 8. The segregation of multiple eyewitnesses, if applicable
 - 9. The level of confidence expressed by the witness in their selection
 - 10. The inability of the eyewitness to make a selection, if applicable
 - 11. The lack of feedback provided by the administrator of the show-up
 - 12. The return transport of the eyewitness.
- H. If possible, a witness statement given by the eyewitness shall include an account of the show up and an indication of the result. This document shall be logged in as evidence for the case and handled as such.

AUTHORIZED SIGNATURE: _____
THOMAS C. CARTER
CHIEF OF POLICE



Eric Papenfuse
MAYOR



Thomas C. Carter
CHIEF

Harrisburg Bureau of Police

DATE OF ISSUE: August 19, 2016	EFFECTIVE DATE: August 19, 2016	GENERAL ORDER #: 16-101	EXPIRATION DATE: <i>Until Amended or Rescinded</i>
SUBJECT: <i>Extended Range Impact Devices</i>		DISTRIBUTION: All Personnel	AMENDS: N/A
REFERENCE: G.O. 4 - Use of Force			RESCINDS: N/A

I. PURPOSE

This directive is designed to outline the operational and administrative guidelines for the use of Extended Range Impact Devices (ERID) within the Bureau use of force.

II. POLICY

The Bureau, in an effort to enhance officer capabilities and public safety, wishes to augment the tools available to officers by the issuance of an extended range impact device. (ERID) This less lethal impact device can be used at extended ranges to safeguard citizens and officers, as well as aid in apprehending offenders. In using these devices, officers shall use only objectively reasonable use of force necessary to successfully attain lawful objectives, or to protect themselves or others. Officers shall be guided by Police Bureau directives and training, the use of force continuum, applicable statutes, the totality of circumstances of the incident, and this directive. Officers shall annually qualify and demonstrate their proficiency with the authorized devices before being authorized to carry the devices in an official capacity. The Police Bureau shall be responsible for providing the necessary instruction, proficiency training and qualification guidelines concerning the devices authorized for use by officers. All devices must be authorized by the Chief of Police prior to adoption by the Bureau for use.

III. DEFINITIONS

The following meanings are applicable for the purpose of this directive

Lethal Weapon:

A lethal weapon, firearm, device or instrument which, in the manner it is used or intended to be used, is designed, calculated or likely to cause death or serious bodily injury.

Less Lethal Weapon:

A weapon, device or instrument, which by design, purpose and intended actual use is neither calculated nor likely to cause death or serious bodily injury.

Extended Range Impact Device:

A device or instrument within the less lethal weapon category, which launches a less-lethal impact projectile at a subject. The impact of the projectile is intended to encourage compliance, overcome resistance, and/or incapacitate a subject with minimal potential for death or serious injury. The Bureau authorized device is the FN 303 less-lethal launcher.

FN 303 Operator:

An officer or detective designated by the Chief of Police and who has completed the required training and proficiency examination necessary to operate an FN 303 launcher. Operators are responsible for the deployment, routine care and maintenance, and use reporting of the FN 303 launchers. They shall also report all equipment deficiencies to the FN 303 Program Coordinator.

FN 303 Coordinator:

A supervisor, officer or detective designated by the Chief of Police who will be in charge of all matters of administration, reporting, training, and maintenance of the launchers, and the personnel assigned as operators in relation to their responsibilities within this directive. The supervisor will report to the Chief or his designee as to these matters.

Subject:

An individual that has exhibited behaviors that justify the need for an intermediate level use of police force to capture or subdue the person, or protect others against the danger this individual demonstrates.

IV. SELECTION

- A. Sworn police personnel requesting assignment as an FN 303 operator shall submit in Inter-departmental Communication to the Chief of Police through their chain-of-command. The request shall contain a summary of experience and/or prior training that may qualify the prospective operator. It should be accompanied by a recommendation from the officer's immediate supervisor.
- B. FN 303 operator's designation is limited to availability of resource to support assignment and is at the discretion of the Chief of Police.
- C. The following are the minimal criteria for assignment as an FN 303 operator:
 - 1. Minimum 1 year permanent civil service status within the Bureau of Police, or prior Police or military experience.
 - 2. Exhibit the ability to work independently with minimal supervision.

3. Ability to maintain a professional demeanor in stressful situations.
 4. No record of Disciplinary Actions pertaining to the Use of Force within the last 2 years.
- A. Bureau members of the Dauphin County Crisis Response Team may deploy the FN 303 for the Bureau so long as they are current with the FN 303 training and qualification requirements of the CRT team. FN 303 coordinator will liaison with CRT to ensure proper training records are forwarded to our Bureau Training Coordinator.

V. DUTIES AND RESPONSIBILITIES

- B. FN 303 Operators shall:
1. Complete Police Bureau training relating to this device.
 2. Comply with State and Federal laws, and Bureau policy and procedures regarding this directive.
 3. Use the designated authorized device only after qualification with device, and within the proper qualification period.
 4. Submit written reports on all use of force incidents as required in this directive.
- C. FN 303 Coordinators shall:
1. Ensure all officers involved in this program comply with Police Bureau directives concerning qualification, proficiency training, and reporting procedures.
 2. Ensure trainee officers complete the required training and qualification of the FN 303 launcher on an annual basis.
 3. Develop and administer appropriate training segments and qualifications for the program.
 4. Ensure proper reporting of the use of the FN 303 launchers.
 5. Aid in the proper procurement of the materiel needed to support the deployment of the FN 303 to selected police personnel. This includes maintenance of the launchers and supporting the ammunition requirements to field the program.
 6. Ensure selection of personnel designated as FN 303 operators are within program guidelines
 7. Conduct documented periodic inventory and inspection of all launchers to ensure their presence and serviceability.
 8. Forward all required training records of those Bureau members in the program and CRT members to the Bureau Training Coordinator for retention.
- D. Bureau FN Instructors shall:
1. Have the authority and responsibility to monitor and control all class room and range activity associated with launcher qualification and proficiency training.
 2. Ensure the safe and efficient handling, use and firing of all launchers during qualification and proficiency training.

3. Conduct launcher qualification and proficiency training according to the requirements of this directive and safety guidelines.
4. Document all qualifications and training provided to operators. These records shall be forwarded to the FN 303 Program Coordinator.

VI. TRAINING

- A. All FN 303 launcher operators shall complete a training program to maximize the capabilities of the officer and the launcher. Such a training program shall include the following:
 1. Review of General Orders:
 - a. Use of Force
 - b. Extended Range Impact Devices
 2. Cleaning and routine maintenance of launcher.
 3. Operation and function.
 4. Stoppages, malfunctions, and remedial actions.
 5. Deployment considerations.
 6. The Bureau approved course of fire will be conducted annually.

VIII. GUIDELINES FOR THE DEPLOYMENT OF ERID

Bureau personnel shall verbally warn the subject prior to the discharge of the ERID, unless circumstances do not provide time for a warning. This shall be articulated on the Bureau Use of Force Report. If practical, assisting officer(s) should also be warned of intended ERID deployment, through the phrase *303*. Officers may utilize this intermediate use of force under the following categories:

- A. PROTECTION:
 1. Officers may use this intermediate use of force to prevent or protect themselves or other officers from being assaulted
 2. Officers may use ERID to prevent or protect an individual from being assaulted.
- B. APREHENSION:
 1. Officers may use this intermediate use of force to prevent the escape of a person suspected of or known to have committed a felony or a violent misdemeanor crime.
 2. Officers may use ERID to prevent the escape of a person suspected or known to have committed a felony violation of Act 64, Narcotics Law violation.
 3. Officers may use this intermediate use of force to prevent the escape of a person that they reasonable believe to be an immediate danger to themselves or others unless detained without delay.

C. CROWD CONTROL:

1. Officers may provide officer safety overwatch for officers dispersing large unruly crowds and making arrests in disorderly groups. By the nature of “marking rounds” that contain dye or paint, ERID may be effective in identifying crowd agitators.

VII. RENDERING FIRST AID

A. After employing an extended range impact device Officers shall:

1. Provide first aid to the injured party or parties.
2. Notify the OIC of the shift of ERID usage.
3. Have the subject transported to a medical facility for treatment of injuries present and examination. A clearance to incarcerate shall be obtained when appropriate.
4. Have pictures taken of impact location or any injuries observed.
5. Complete all necessary police reports, including the Inter-Departmental Use of Force Report.

IX. REPORTING

Officers utilizing the EWID shall complete the proper reports in both the RMS system to document the events surrounding usage, as well as a Use of Force report pursuant to G.O. 04, *Use of Force*. Deployment without firing the device need not be recorded as use of force.

AUTHORIZED SIGNATURE: _____
THOMAS C. CARTER
CHIEF OF POLICE