

Municipality of Monroeville

A Home Rule Charter Municipality

Municipal Center
2700 Monroeville Boulevard
Monroeville, PA 15146-2388

Phone (412) 856-1000
Fax (412) 856-3366
www.monroeville.pa.us

October 4, 2018

Sheller Center for Social Justice
Temple University Beasley School of Law
1719 North Broad Street
Philadelphia, PA 19122

Re: October 1, 2018 Right to Know Request

Dear Sheller Center:

This letter is in response to your Right to Know Request dated October 1, 2018 and received by the Municipality of Monroeville on October 2, 2018. You requested any department policies, directives, orders, training materials, communications or other documents in regard to the US Immigration and Customs Enforcement (ICE).

Your request is denied in accordance with Section 705 of the Pennsylvania Right to Know Law.

Section 705. Creation of record. When responding to a request for access, an agency shall not be required to create a record which does not currently exist or to compile, maintain, format or organize a record in a manner in which the agency does not currently compile, maintain, format or organize the record.

The Municipality does not possess any policies, directives, orders, training materials, communications or other documents in regard to your request.

You have the right to appeal the specific denial of information in writing to the Executive Director, Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17126-0333.

If you choose to file an appeal you must do so within 15 business days of mailing date of the agency's response, as outlined in Section 1101. If you have further questions, please feel free to contact me. Please be advised that this correspondence will serve to close this record with our office as permitted by law.

Sincerely,

MUNICIPALITY OF MONROEVILLE

A handwritten signature in black ink, appearing to read 'Joe Sedlak', written in a cursive style.

Joe Sedlak

Director of Human Resources

Right to Know Officer

2700 Monroeville Blvd.

Monroeville, PA 15146

412-856-3306

sedlaj@monroeville.pa.us

MONROEVILLE POLICE DEPARTMENT'S POLICY AND PROCEDURES MANUAL

TABLE OF CONTENTS LAW ENFORCEMENT OPERATIONS AND SERVICE GUIDE

I. INTRODUCTION

A. Knowledge of the Manual Contents	II
B. Issuing the Manual	II
C. Security of the Manual	II
D. Maintenance of the Manual	II
E. Updating the Manual	II
F. Use of the Manual	III
G. Mechanics of the Manual	III
H. Policy Concept, Review and Implementation	III
I. Statements on Department Policy	IV
J. Department Mission and Purpose	IV
Vision Statement	VI
Our Basic Philosophy	VII

1. LAW ENFORCEMENT ROLE AND AUTHORITY

1.1. Department Authority and Jurisdiction	1-1
1.2. Use of Force/Deadly Force	1-1
1.2. Use of Force Continuum	1-2
1.3. Less-Lethal Weapons (Electronic Control Device)	1-6
1.4. Firearms and Ammunition	1-18
1.5. Firearms Proficiency (Handguns, Rifles and Shotguns)	1-19
1.6. Patrol Rifle	1-25
1.7. Firearms Discharge	1-27
1.8. Post Shooting	1-30
1.9. Shooting Review Board	1-31
1.10. Destruction of Animals	1-31

2. AGENCY JURISDICTION, MUTUAL AID AND REGIONAL SERVICES

2.1. Agency Jurisdiction	2-1
2.2. Participation in Records System	2-2
2.3. Task Forces	2-2
2.4. Peace Officers Powers	2-2
2.5. Search and Seizure General Policy	2-3
2.6. Search and Seizure General Procedure	2-3

3. CONTRACTUAL SERVICES

3.1. Contractual Services	3-1
---------------------------------	-----

4. LEGAL ADVICE AND LIABILITY

4.1. Legal Advice	4-1
4.2. Liability Insurance	4-1
4.3. Claims Against Department	4-1

MONROEVILLE POLICE DEPARTMENT'S POLICY AND PROCEDURES MANUAL

4.4 Civil Actions Brought by Officers	4-2
4.5 Civil Actions Involving Officers.....	4-2
4.6 Service of Subpoenas at Department Facilities	4-2
4.7 Extraordinary Writs	4-3
 5. ORGANIZATION	
5.1. Organizational Structure	5-1
5.2. Personnel Responsibilities.....	5-1
5.3. Division Responsibilities	5-1
5.4. Command Protocol.....	5-1
5.5. Organizational Subdivisions	5-2
5.6. Accountability of Authority	5-2
5.7. Organizational Chart.....	5-2
 6. COMMAND	
6.1. Police Chief Authority	6-1
6.2. Chain of Command.....	6-1
6.3. Supervisor Accountability	6-2
6.4. Duty to Obey Lawful Orders	6-2
6.5. Written Directives	6-3
 7. GENERAL REPORTING	
7.1. Daily logs	7-1
7.2. Administrative Reporting Program.....	7-1
7.3. Department Report Forms	7-1
 8. PLANNING AND RESEARCH	
8.1. Planning and Research Function.....	8-1
8.2. Multi-year Plan.....	8-1
 9. CRIME ANALYSIS	
9.1. Crime Analysis Function.....	9-1
9.2. Crime Analysis Procedures	9-1
9.3. Regular and Special Briefings	9-5
 10. SCHOOL CROSSING GUARDS	
10.1. Memorandum of Understanding	10-1
 11. FISCAL MANAGEMENT	
11.1. Chief Executive Officer	11-1
11.2. Other Authorized Personnel	11-1
11.3. Budget Preparation.....	11-1
11.4. Accounting System.....	11-1
11.5. Audits.....	11-2

MONROEVILLE POLICE DEPARTMENT'S POLICY AND PROCEDURES MANUAL

11.6. Cash	11-2
11.7. Inventory Control	11-2
11.8. Purchasing.....	11-3
11.9. Emergency Purchase	11-3
11.10. Fiscal System	11-3

12. CLASSIFICATION AND ASSIGNMENT

12.1. Assignment Openings	12-1
12.2. Assigned Positions	12-1

13. COMPENSATION, BENEFITS AND CONDITIONS OF WORK UNIFORMS

13.1. Compensation	13-1
13.2. Benefits.....	13-1
13.3. Leave.....	13-1
13.4. Insurance/retirement.....	13-2
13.5. Uniforms and Equipment	13-2
13.6. Authorized Uniform Equipment.....	13-4
13.7. Maintenance and Use of Department Equipment.....	13-18
13.8. Department Keys, Mailboxes and Entry/Security Devices.....	13-18
13.9. Wearing Of Jewelry While On-Duty.....	13-19
13.10. Body Armor.....	13-19
13.11. Medical Examinations	13-20
13.12. Physical Wellness.....	13-20
13.13. Address of Residence.....	13-21
13.14. Telephone Requirement	13-21
13.15. Reporting for Duty	13-21
13.16. Failure to Report Due to Illness/injury.....	13-22
13.17. Absenteeism.....	13-23
13.18. Working a Full Shift	13-23
13.19. Meal Periods/breaks.....	13-23
13.20. Call Back	13-24
13.21. Overtime	13-24
13.22. Required Criminal Court Appearances	13-24
13.23. Civil Court Appearances.....	13-26
13.24. Civil Suits.....	13-26
13.25. Subpoenas Relating to Department Operations	13-27
13.26. Resignation.....	13-27
13.27. Retirement.....	13-27
13.28. Off-duty/outside Employment	13-27
13.29. Accumulated Time	13-28
13.30. Shift Trades	13-28
13.31. Money for Safekeeping.....	13-28
13.32. Grooming/appearance.....	13-29
13.33. Respect to the Colors	13-29

MONROEVILLE POLICE DEPARTMENT'S POLICY AND PROCEDURES MANUAL

13.34. Neighborhood Disputes	13-30
13.35. Personal Business While on Duty.....	13-30
13.36. Bail Bonds and Attorneys	13-30
13.37. Mail.....	13-30
13.38. Acting Supervisor Position.....	13-30

14. COLLECTIVE BARGAINING

14.1. Collective Bargaining Unit.....	14-1
14.2. Compliance.....	14-1
14.3. Collective Bargaining Agreement (CBA).....	14-1
14.4. Updating of the Manual.....	14-1

15. CHAPTER LEFT INTENTIONALLY BLANK

16. DISCIPLINARY PROCEDURES

16.1. Code of Ethics	16-1
16.2. Purpose	16-1
16.3. Philosophy	16-1
16.4. Authority/Application	16-2
16.5. Relief from Duty.....	16-3
16.6. Forms of Discipline	16-3
16.7. Classes of Violations	16-4
16.8. Enhanced Discipline and Reckoning Periods	16-5
16.9. Range of Discipline.....	16-7
16.10. Promotional Testing.....	16-8
16.11. Restitution.....	16-8
16.12. Specific Violations	16-8
16.13. Multiple Class Range Violations	16-11
16.14. Motor Vehicles.....	16-11
16.15. Vehicle Crash	16-12

17. RECRUITMENT

17.1. Selection Process for Applicants	17-1
17.2. Equal Employment Opportunity	17-1
17.3. Proportional Representation	17-1
17.4. Background Investigations.....	17-2

18. TRAINING

18.1. Training Program Development.....	18-1
18.2. Training Program Procedures.....	18-1

19. PROMOTION

19.1. Probationary Period	19-1
19.2. Written Promotion Announcement.....	19-1

MONROEVILLE POLICE DEPARTMENT'S POLICY AND PROCEDURES MANUAL

19.3. Promotion Administration.....	19-1
19.4. Promotion Procedures.....	19-1

20. PERFORMANCE EVALUATIONS

20.1. Annual Performance Evaluations	20-1
20.2. Instruction for Performance Evaluating.....	20-1
20.3. Performance Evaluation Counseling	20-1
20.4. Probationary Officers.....	20-1
20.5. Evaluation of Specific Period	20-1
20.6. Signature on Performance Evaluation	20-2
20.7. Rated by Immediate Supervisor	20-2
20.8. Raters to be Evaluated	20-2
20.9. Utilization of Performance Evaluations	20-2
20.10. Contested Evaluation Reports.....	20-2
20.11. Retention Period.....	20-2
20.12. Copies of Performance Evaluations	20-3

Forms:

Performance Evaluation Forms	20-5 to 20-7
Performance Rating Scale Values.....	20-9 to 20-17
CID Performance Evaluation Forms.....	20-18 to 34

21. PATROL

21.1. Communication, Coordination & Cooperation.....	21-1
21.2. Patrol Shifts	21-1
21.3. Patrol Schedules	21-1
21.4. Special Purpose Vehicles	21-2
21.5. On Scene Supervisor.....	21-2
21.6. Investigations.....	21-5
21.7. Field Interviews.....	21-5
21.8. Informants.....	21-5
21.9. Radio Communications.....	21-6
21.10. Pursuit Driving	21-6
21.11. Response to Routine & Emergency Situations	21-6
21.12. Safety Restraining Devices.....	21-6
21.13. Wearing of Protective Vests/Body Armor.....	21-6
21.14. K-9 (Dog) Patrol Units.....	21-6
21.15. Notification of Next of Kin	21-21
21.16. 24 Hour per Day Coverage.....	21-21
21.17. Alarm Response	21-22
21.18. Preliminary Breath Test Instruments	21-25
21.19. Alcohol Enforcement of Persons under Age	21-26
21.20. Unsecured Buildings.....	21-27
21.21. Dead Body Calls.....	21-28

MONROEVILLE POLICE DEPARTMENT'S POLICY AND PROCEDURES MANUAL

21.22. Patrol Area Assignments	21-29
21.23. Arrest, Booking	21-29
21.24. Treatment of Individuals under Arrest.....	21-29
21.25. Use of Force in Making an Arrest	21-30
21.26. Advising of Rights	21-30
21.27. Searches	21-30
21.28. Processing Persons in Custody.....	21-31
21.29. Search Warrants.....	21-32
21.30. Arrests Without Warrant for Summary Violations	21-37
21.31. Domestic Violence	21-39
21.32. Slim Jim Calls	21-48
21.33. Bicycle Patrol Program	21-49
21.34. In-Car Mobile Video Cameras	21-49

22. Asset Forfeiture Guidelines

22.1. Asset Forfeiture Guidelines	22-1
---	------

23. JUVENILE OPERATIONS

23.1. Purpose	23-1
23.2. Policy	23-1
23.3. Definitions.....	23-1
23.4. Juvenile Services Officer	23-2
23.5. Alternatives to Juvenile Court Referral	23-3
23.6. Filing Formal Legal Proceedings	23-4
23.7. Release of Juvenile at Scene In Lieu Of Custody.....	23-5
23.8. Taking Juveniles into Custody	23-5
23.9. Custodial Interrogation of Juveniles.....	23-7
23.10. Care Of Juvenile While in Custody	23-8
23.11. Fingerprints and Photographs	23-9
23.12. Release or Delivery to Court.....	23-10
23.13. Juvenile Records	23-10

24. UNUSUAL OCCURRENCES

24.1. Unusual Occurrences Plan.....	24-1
24.2. Natural and Man-made Disasters	24-2
24.3. Civil Disturbances	24-2
24.4. Annual Review.....	24-4
24.5. Emergency Mobilization Plan	24-5
24.6. Equipment Inspection	24-7
24.7. Emergency Operations Manual	24-7
24.8. Mutual Aid Agreements	24-7
24.9. Correctional Facilities	24-9
24.10. Situation Maps.....	24-9
24.11. Command and Control.....	24-9

MONROEVILLE POLICE DEPARTMENT'S POLICY AND PROCEDURES MANUAL

24.12. Mass Arrest Procedure	24-12
24.13. Disaster Planning	24-16
24.14. Union Strikes	24-16
24.15. Response to Product Tampering	24-18
24.16. Bomb Incidents	24-20
24.17. Hazardous Material Incident	24-25
24.18. Clandestine Laboratories	24-28
24.19. Special Weapons and Tactics (SWAT)	24-29
24.20. Felony in Progress Calls	24-29
24.21. Armed Robberies/Alarms	24-30
24.22. Mobilization Procedure	24-30
24.23. Response to Suspected Chemical and Biological Incidents	24-31

25. CRIMINAL INVESTIGATIONS DIVISION

25.1. Intelligence Gathering	25-1
25.2. Guidelines	25-1
25.3. Verifiable Crime Information	25-2
25.4. Dissemination	25-2
25.5. Purge Criteria	25-7
25.6. Regulations	25-8
25.7. Use of Equipment	25-9
25.8. Undercover Officers	25-9
25.9. C.I.D. Callout Procedure	25-10
25.10. Wanted/Missing Person	25-12
25.11. Organized Crime and Vice Control	25-15

Forms:

Dissemination Request Form	25-16
Record Dissemination Log	25-17

26. INTERNAL AFFAIRS

26.1. Internal Affairs Component	26-1
26.2. Categories of Complaints	26-5
26.3. Complaints of Criminal Activity	26-6
26.4. Disposition of Complaints	26-6
26.5. Responsible Individual or Position	26-7
26.6. Policy Dissemination	26-7
26.7. Officer Notification	26-7
26.8. Complaints Against Agency and Officers	26-8
26.9. Maintenance of Records	26-8
26.10. Duty To Reply/Cooperate	26-8
26.11. Harassment of Complainants	26-9

MONROEVILLE POLICE DEPARTMENT'S POLICY AND PROCEDURES MANUAL

Forms:

Citizen Complaint Information.....	26-10
Verified Citizen's Complaint Form	26-12
Citizen Complaint Form	26-13
Garrity Warning	26-14

27. PUBLIC INFORMATION AND COMMUNITY RELATIONS

27.1. Public Information Function	27-1
27.2. Press Releases	27-1
27.3. Releasing Information.....	27-1
27.4. Media Access	27-5
27.5. Ongoing Criminal Investigations	27-5
27.6. Community Relations.....	27-6
27.7. Sexual Predator Notification	27-6
27.8. Citizen Commendation	27-8
27.9. Commendation Procedure.....	27-8
27.10. Ride along Program.....	27-10
27.11. Crime Prevention	27-14
27.12. Business Cards	27-22
27.13. Student Internship Program.....	27-22

Forms:

Ride-Along Request Form	27-26
Officer's Ride-Along Report	27-27
Authorization for Background Investigation.....	27-28
Ride-Along Observer's Comment Form	27-29
Release and Waiver	27-30

28. VEHICLES

28.1. Policy Statement and Definitions	28-1
28.2. Seat Belts	28-2
28.3. Passive Restraint Systems.....	28-2
28.4. Citizen Assist/Disabled Vehicles.....	28-3
28.5. Escorts.....	28-3
28.6. Transporting Non-department Members.....	28-3
28.7. Transporting Sick/injured Persons/Animals	28-4
28.8. Code Response Selection	28-4
28.9. Response Mode Selection.....	28-4
28.10. First Officer at Scene.....	28-5
28.11. Shift Supervisor	28-5
28.12. Pursuit of Motor Vehicles.....	28-6
28.13. General Vehicle Maintenance Policies	28-26
28.14. Opticom	28-27
28.15. Police Vehicle Collision.....	28-28

MONROEVILLE POLICE DEPARTMENT'S POLICY AND PROCEDURES MANUAL

28.16. Take Home Vehicle Program.....	28-30
---------------------------------------	-------

29. TRAFFIC ADMINISTRATION

29.1. Traffic Function.....	29-1
29.2. Traffic Record System	29-1
29.3. Contents of Traffic Record System.....	29-1
29.4. Traffic Report Review	29-2

30. TRAFFIC LAW ENFORCEMENT

30.1. Traffic Law Enforcement.....	30-1
30.2. Special Group Violators	30-1
30.3. Information Provided to Violators.....	30-2
30.4. Uniform Enforcement.....	30-2
30.5. Use Of Emergency Equipment	30-3
30.6. Reports	30-4
30.7. Contact With Violators	30-4
30.8. Speed Measuring Devices.....	30-5
30.9. Traffic Citations.....	30-5
30.10. Citations.....	30-6

31. TRAFFIC ACCIDENT INVESTIGATION

31.1. Traffic Accident Reports	31-1
31.2. Traffic Fatalities/vehicular Homicide	31-1
31.3. Officer Response.....	31-2
31.4. Enforcement Actions	31-2
31.5. Private Property.....	31-3
31.6. Accident Scene Procedures	31-3

32. TRAFFIC DIRECTION AND CONTROL

32.1. Traffic Direction and Control Function	32-1
32.2. High Visibility Clothing	32-1
32.3. Escort Services.....	32-1
32.4. Traffic Signal Emergency Generator Procedures	32-2

33. TRAFFIC ANCILLARY SERVICES

33.1. Emergency Assistance	33-1
33.2. Civilian Escorts	33-1
33.3. Hazardous Highway Conditions.....	33-1
33.4. Hazardous Materials.....	33-1
33.5. Abandoned Vehicles/Impound of Unauthorized Vehicles	33-2
33.6. Towing.....	33-3
33.7. Junk Motor Vehicle Inspections.....	33-3
33.8. Impound of Vehicles Other than Unauthorized Vehicles	33-3
33.9. Vehicle Impounds for Drivers License Violations.....	33-5

MONROEVILLE POLICE DEPARTMENT'S POLICY AND PROCEDURES MANUAL

34. POLICE INFORMATION AND RECORDS

34.1. Records Integrity	34-1
34.2. Crime Information Center	34-1
34.3. Wanted, Missing & Runaway Persons.....	34-1
34.4. Uniform Crime Reporting	34-1
34.5. The Reporting System	34-2
34.6. Case Folders (Envelopes)	34-3
34.7. Time Limits	34-4
34.8. Hold File	34-4
34.9. Completed Reports.....	34-4
34.10. Accident Reports, Citations and Complaints.....	34-4
34.11. Supervisors.....	34-5

35. COLLECTION AND PRESERVATION OF EVIDENCE

35.1. Evidential Items	35-1
35.2. Evidence Controls	35-2
35.3. Procedures for Property Disposal.....	35-3
35.4. Inventories and Audits	35-4
35.5. Security.....	35-4
35.6. Emergency Entrance into Secure Areas of Evidence	35-5
35.7. Evidence and Property	35-6
35.8. Conversion, Destruction of Evidence/property.....	35-6
35.9. Processing Evidence/Found Property	35-6
35.10. Firearms as Evidence	35-7
35.11. Impounded Vehicles	35-8
35.12. Documents as Evidence	35-9
35.13. U.S. Currency as Evidence.....	35-9
35.14. Patrol Vehicle Video Tapes as Evidence	35-9
35.15. Property and Evidence Release	35-9
35.16. Property, Safe Keeping Only (SKO)	35-10
35.17. One Party Consent Recording.....	35-10
35.18. Seizures and Forfeitures.....	35-11
35.19. Gifts or Donations	35-12
35.20. Direction for Filling Out Impound Property Record	35-12
35.21. Submission	35-12
35.22. Preparation	35-13
35.23. Special Instructions	35-13
35.24. Block Instructions	35-14
35.25. Distribution.....	35-17
35.26. Evidence Drying Cabinet Policy.....	35-17

MONROEVILLE POLICE DEPARTMENT'S POLICY AND PROCEDURES MANUAL

Forms:

Vehicle Impound Log	35-20
Drying Cabinet Activity Sheet	35-21
Impound Property Record.....	35-22

36. COLLECTION, STORAGE, AND DISSEMINATION OF PROTECTED INFORMATION

36.1. Policy	36-1
36.2. Purpose	36-1
36.3. Definitions.....	36-1
36.4. Procedures	36-2

Forms:

Certification of Request.....	36-6
-------------------------------	------

37. POLICE COMMUNICATIONS

37.1. Use of Telephone	37-1
37.2. Communication System.....	37-1
37.3. Communications Center Guidelines	37-2
37.4. Mobile Units Radio Procedures	37-2
37.5. Common Procedures.....	37-5
37.6. Use of NCIC/CLEAN Teletype.....	37-6
37.7. Computers/Mobile Data Computers (MDC).....	37-6
37.8. Misdirected Emergency Calls	37-7
37.9. Release of Recorded Messages.....	37-7

38. LAW ENFORCEMENT EXPLORING UNITS

38.1. Explorers	38-1
38.2. Membership Requirements.....	38-1
38.3. Fees and Purchase of Uniforms	38-1
38.4. Regulations.....	38-2
38.5. Prohibitions and Restrictions	38-2
38.6. Organization	38-2
38.7. Post Advisor and Assistant.....	38-3
38.8. Post Committee	38-4
38.9. Department Representative.....	38-4
38.10. Charter Organization Representative	38-4

39. SPECIALIZED UNITS

39.1. Special Weapons and Tactics (SWAT) Team.....	39-1
--	------

MONROEVILLE POLICE DEPARTMENT'S POLICY AND PROCEDURES MANUAL

40. SUSPECT RIGHTS AND PRISONER TRANSPORT

40.1. Suspect Rights	40-1
40.2. Suspect Identification One-On-One	40-1
40.3. Arrest Warrant Service	40-2
40.4. Transporting Prisoners	40-4
40.5. Vehicles	40-5
40.6. Inspection of Vehicles.....	40-5
40.7. Searching Prisoner	40-5
40.8. Restraints	40-6
40.9. Special Transport Situations.....	40-7
40.10. Seating Positions in Police Vehicles.....	40-8
40.11. Transporting Double-Restrained Suspects.....	40-9
40.12. Prisoners, Court Security.....	40-11
40.13. Guarding Prisoners.....	40-11
40.14. Radio Communications.....	40-12
40.15. Stopping to Provide Law Enforcement Services.....	40-12
40.16. Prisoner Escape	40-13
40.17. Prisoner Lock-up Procedures	40-13
40.18. Use of Lock-up Facilities at MPD.....	40-15

Forms:

Search For Current Whereabouts	40-17
Wanted Person Entry	40-18
Prisoner Lock-up	40-19

41. BLOODBORNE PATHOGENS

41.1. Bloodborne Pathogen Exposure.....	41-1
41.2. Definitions.....	41-5

42. COMPUTER USAGE POLICY

42.1. Computer Usage	42-1
42.2. Computer Use – Terms/Conditions	42-3
42.3. Misuse	42-3
42.4. Security.....	42-4
42.5. Consequences for Inappropriate Use	42-5
42.6. Disclaimer.....	42-5
42.7. JNET Usage Procedures.....	42-5

43. RESPIRATORY PROTECTION

43.1. Policy	43-1
43.2. Program Coordinator	43-1
43.3. Medical Aspects of Respiratory Equipment Usage.....	43-2
43.4. Identification of Hazards	43-2

MONROEVILLE POLICE DEPARTMENT'S POLICY AND PROCEDURES MANUAL

43.5. Respiratory Types	43-3
43.6. Proper Fitting Procedure.....	43-3
43.7. Issuing, Cleaning, Maintenance and Storage	43-5
43.8. Deployment and Use of Respiratory Protection Equipment.....	43-6
 44. EAST HILLS DUI TASK FORCE	
44.1. Purpose	44-1
44.2. Definition.....	44-1
44.3. Policy	44-1
44.4. Checkpoint Procedures	44-2
44.5. Checkpoint Tactics & Guidelines	44-6
44.6. Scheduling & Administrative Concerns.....	44-8
44.7. External Support.....	44-9
44.8. Contact/Interview Officer	44-11
44.9. Observation Officer.....	44-12
44.10. Test Area/Processing Officers	44-13
44.11. Forward/Rear Observation Officer.....	44-14
 45. NALOXONE POLICY	
45.1 Purpose.....	45-1
45.2 Policy.....	45-1
45.3 Training.....	45-1
45.4 Deployment	45-1
45.5 Naloxone Use.....	45-2
45.6 Maintenance/Replacement	45-2
45.7 Documentation/Naloxone Report.....	45-2
 46. OLEORESIN CAPSICUM (OC) POLICY	
46.1 Purpose.....	46-1
46.2 Policy.....	46-1
46.3 Procedures.....	46-1
46.4 Usage Procedures.....	46-2
46.5 Reporting Procedures.....	46-4
 47. EXCITED DELIRIUM POLICY	
47.1 Purpose.....	47-1
47.2 Policy.....	47-1
47.3 Definition/Indicators.....	47-1
47.4 Incident Management.....	47-2
47.5 Response Procedures.....	47-3
47.6 Subject Handling/Custodial Procedures.....	47-5

MONROEVILLE POLICE DEPARTMENT'S POLICY AND PROCEDURES MANUAL

48. FBI CRIMINAL JUSTICE INFORMATION SYSTEM (FBI CJIS)

Media Protection Policy.....	48-1
Physical Protection Policy.....	48-6
Disposal of Media Policy.....	48-15
User Account/Access Validation.....	48-17
Remote Access Policy.....	48-18
Acceptable Use Policy.....	48-21
Using Mobile Devices to Access Criminal Justice Information.....	48-24