CHIEF'S PREFACE

This Manual sets forth the standards, values, and expectations of the Gahanna Division of Police. It exists to promote and maintain high levels of professional conduct. Along with the Division's core values and mission statement, it demonstrates the Division's commitment to providing safe, effective, and transparent law enforcement services, while maintaining the Constitutional protections and dignity of all.

Though this manual cannot predict every aspect of policing, nor anticipate all potential situations that might be encountered, it does provide a framework of rules and expected performance for all Division members. It is the responsibility of each member to familiarize themselves and comply with the provisions herein.

To the extent that Division policy may contain provisions more restrictive than state or federal law, such provisions are not intended, nor may they be construed or applied, to create a basis for liability against the City or any of its employees. This and other written publications of the Division are only a part of the direction provided to agency members. Communication that is directive in nature from supervisory or management personnel has the same authority as any written policy. This Manual is maintained and updated as necessary to reflect changes in law, personnel responsibilities, and agency goals and objectives through a collaborative process established by the Chief of Police

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against abuse or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will 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 both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. 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, political beliefs, aspirations, 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 or favor, malice or ill will, never employing unnecessary force or abuse and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession - law enforcement.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

MISSION STATEMENT

It is the Mission of the Gahanna Division of Police to serve and protect our diverse community by building partnerships in order to provide professional law enforcement services that safeguard the lives, rights and property of all.

GAHANNA DIVISION OF POLICE

"To Serve and Protect"

Respect

Integrity

Professionalism

Commitment

"The Mission of the Gahanna Division of Police is to serve and protect our diverse community by building partnerships in order to provide professional law enforcement services that safeguard the lives, rights, and property of all."

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Table of Contents

Chief's Preface 1

Law Enforcement Code of Ethics 2

Mission Statement 3

Chapter 1 - Law Enforcement Role and Authority 9
100 - Law Enforcement Authority 10
101 - Chief Executive Officer 12
102 - Oath of Office 13
103 - Policy Manual 14

Chapter 2 - Organization and Administration 18
200 - Organizational Structure and Responsibility 19
201 - General Orders 21
202 - Emergency Operations Plan 22
203 - Training Policy 23
204 - Electronic Mail 27
205 - Administrative Communications 29
206 - Supervision Staffing Levels 30
207 - Concealed Handgun License 31
208 - Retiree Concealed Firearms 35

Chapter 3 - General Operations 38
300 - Use of Force 39
302 - Handcuffing and Restraints 48
303 - Control Devices and Techniques 55
304 - Conducted Energy Device 60
306 - Firearms 67
307 - Vehicle Pursuits 77
308 - Officer Response to Calls 91
310 - Domestic Violence 95
311 - Search and Seizure 101
312 - Temporary Custody of Juveniles 104
313 - Adult or Vulnerable Person Abuse 111
314 - Discriminatory Harassment 116
315 - Child Abuse 121
316 - Missing Persons 128
317 - Public Alerts 136
318 - Victim and Witness Assistance 142
319 - Hate or Prejudice Crimes 145
320 - Standards of Conduct 148
321 - Information Technology Use 155
322 - Report Preparation 158

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

323 - Media Relations 162
324 - Subpoenas and Court Appearances 165
326 - Outside Agency Assistance 168
327 - Registered Offender Information 170
328 - Death Investigation 173
330 - Identity Theft 177
331 - Private Person's Arrests 179
335 - Pupil Arrest Reporting 181
336 - Biological Samples 182
340 - Service Animals 185
343 - Off-Duty Law Enforcement Actions 187
344 - Division Use of Social Media 190
345 - Lethality Assessment Program 193
346 - Community Relations 198
347 - Supplemental Accreditation Policies and Standards 203

Chapter 4 - Patrol Operations 204

400 - Patrol Function 205
401 - Bias-Based Policing 207
402 - Roll Call Briefing 210
403 - Crime and Disaster Scene Integrity 211
405 - Ride-Along 213
406 - Hazardous Material Response 216
408 - Response to Bomb Calls 218
410 - Citation Releases 223
411 - Foreign Diplomatic and Consular Representatives 225
412 - Rapid Response and Deployment 229
414 - Immigration Violations 232
415 - Emergency Utility Service 235
418 - Obtaining Air Support Assistance 236
419 - Contacts and Temporary Detentions 237
421 - Shift Sergeants 242
422 - Mobile Audio/Video 243
423 - Mobile Data Computer Use 249
424 - Portable Audio/Video Recorders 252
425 - Public Recording of Law Enforcement Activity 257
427 - Foot Pursuits 260
428 - Automated License Plate Readers (ALPR) 265
430 - First Amendment Assemblies 267
431 - Civil Disputes 273
432 - Suspicious Activity Reporting 276
433 - Medical Aid and Response 278
435 - Medical Marijuana 283

Chapter 5 - Traffic Operations 287

500 - Traffic Function and Responsibility 288
501 - Traffic Collision Response and Reporting 292

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

502 - Vehicle Towing and Release Policy 295
504 - Impaired Driving 298
505 - Traffic Citations 307
506 - Disabled Vehicles 309
507 - Abandoned and Overtime Parked Vehicles 310

Chapter 6 - Investigation Operations 312
600 - Investigation and Prosecution 313
601 - Sexual Assault Investigations 318
602 - Asset Forfeiture 322
603 - Informants 328
604 - Eyewitness Identification 333
605 - Brady Material Disclosure 337
607 - Warrant Service 339
608 - Operations Planning and Deconfliction 340

Chapter 7 - Equipment 346
701 - Personal Communication Devices 347
702 - Vehicle Maintenance 351
703 - Vehicle Use 353
704 - Cash Handling, Security and Management 360
705 - Personal Protective Equipment 362

Chapter 8 - Support Services 367
800 - Crime Analysis 368
801 - the Communications Center 369
802 - Property Room Unit 375
803 - Records Bureau Procedures 385
805 - Records Maintenance and Release 386
806 - Protected Information 391
809 - Text to 9-1-1/ Short Message Service (SMS) 396

Chapter 9 - Custody 399
900 - Temporary Custody of Adults 400
901 - Custodial Searches 410

Chapter 10 - Personnel 415
1000 - Recruitment and Selection 416
1002 - Special Assignments and Promotions 421
1004 - Anti-Retaliation 423
1007 - Paid Sick Leave 426
1008 - Communicable Diseases 429
1009 - Smoking and Tobacco Use 433
1011 - Seat Belts 434
1012 - Body Armor 436
1013 - Personnel Records 438
1016 - Fitness for Duty 443

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1017 - Meal Periods and Breaks 446
1018 - Lactation Break Policy 447
1019 - Payroll Record Procedures 449
1020 - Overtime Compensation Requests 450
1021 - Outside Employment / Special Duty 452
1022 - Illness and Injury Reporting 456
1023 - Personal Appearance Standards 458
1024 - Police Uniform Regulations 462
1026 - Nepotism and Conflicting Relationships 473
1028 - Temporary Modified-Duty Assignments 475
1030 - Employee Speech, Expression and Social Networking 478
1032 - Illness and Injury Prevention 483

Attachments 489
26.105 Complaint Verification Form Rev. 2019.pdf 490
Policy 430 First Amendment Assemblies - Appendix A - Dispersal Order.pdf 491
Domestic Violence Lethality Screen REV Feb 2021.pdf 492
OCLEAC Standards Compliance Checklist 5-19-2020.pdf 493
Domestic Violence Lethality Screen Form.pdf 494
Monthly Cruiser Inspections - Rotation and Guidelines.pdf 495
Line of Duty Death Policy Checklists Attachment.pdf 496
OCLEAC Standards Compliance Checklist Updated 2017.pdf 497
Juvenile Custody Log Sheet PDF Form.pdf 498
26.101 Personnel Complaint Commendation Form Rev.2019.pdf 499
Supervisor Summary for Vehicle Pursuit Form Rev.pdf 500
26.104 Complaint Filing and Investigation Procedures Rev. 2019.pdf 501
26.103 Garrity Rights Rev. 2019.pdf 502
Supervisor Summary for Vehicle Pursuit Form.pdf 503
JFS Ohio Voluntary Medical History for Safe Havens-01672.PDF 504
Job and Family Services Ohio Safe Havens for Newborns-08099.PDF 505
Countries and Jurisdictions with Mandatory Notifications.pdf 506
OCLEAC Standards Compliance Checklist 8.2015.1.pdf 507
GPD Strip-Cavity Search Authorization 06-2018.pdf 508
Seizure Flow Chart.pdf 509
26.2 Internal Affairs Organizational Integrity Signed Effective 10.1.201....pdf 510
Safety Restraint Chair Instructions.pdf 511
Memorandum 2019.03.010 Supervisor Summary of Vehicle Pursuit.pdf 512
Division Domestic Violence Lethality Screen Form Rev 3-18.pdf 513
26.3 Internal Affairs Complaint Procedures Signed Effective 10.1.2019.pdf 514
OCLEAC Standard 2.pdf 515
OCLEAC Standards Compliance Checklist 8.2015.2.pdf 516
LEG RESTRAINT DEVICES.pdf 517
26.102 Notification of Investigation Form Rev. 2019.pdf 518
safe-havens-for-infants.pdf 519
Division Domestic Violence Lethality Screen Form.pdf 520
Policy 900-X Temporary Custody of Adults Supplemental Procedures.pdf 521
OCLEAC Standard 1.pdf 522

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Felony Offenses for Basis to Pursue - 307.pdf 523
Taser Study Aid.pdf 524

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Chapter 1 - Law Enforcement Role and Authority

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Law Enforcement Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the Gahanna Division of Police to perform their functions based on established legal authority.

100.2 PEACE OFFICER AUTHORITY

Sworn members of this division are authorized to exercise peace officer powers pursuant to applicable state law.

100.2.1 ARREST AUTHORITY WITHIN THE JURISDICTION OF THE GAHANNA DIVISION OF POLICE

The arrest authority of a peace officer extends at all times and any place within the jurisdiction of the employing authority (ORC § 2935.03).

100.2.2 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE GAHANNA DIVISION OF POLICE

The arrest authority of any peace officer extends outside the limits of the employing authority pursuant to mutual aid agreements (see the Mutual Aid and Outside Agency Assistance Policy), an arrest warrant or a felony. Such authority also extends during a fresh pursuit in which the following apply (ORC § 2935.02; ORC § 2935.03(D); ORC § 2935.04):

(a) The pursuit takes place without unreasonable delay after the offense is committed.

(b) The pursuit is initiated within the limits of the employing authority.

(c) The offense involves a felony, a misdemeanor of the first or second degree or a substantially equivalent municipal ordinance, or any traffic offense for which points are chargeable.

100.3 INTERSTATE PEACE OFFICER POWERS

Peace officer powers may be extended within other states as applicable under interstate compacts and memorandums of understanding in compliance with the laws of each state. Peace officer powers may also be extended when a peace officer enters another state in fresh pursuit of a felony subject (Indiana Code § 35-33-3-1; Kentucky Revised Statute § 431.045; Michigan Compiled Laws Annotated § 780.101; ORC § 2935.30; 42 Pennsylvania Consolidated Statutes Annotated § 8922; West Virginia Code § 62-11-1).

100.4 FEDERAL RESERVATIONS

Any federal peace officer has jurisdiction regarding federal buildings, grounds and property pursuant to 18 USC § 13 and 40 USC § 1315.

Peace officer powers extend to Indian reservations pursuant to 18 USC § 1152, except in the following circumstances:

(a) A crime was committed by an Indian against the person or property of another Indian.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(b) An Indian who committed an offense has been punished by the local law of the tribe.

(c) An Indian tribe has been granted exclusive jurisdiction by stipulation of a treaty.

An officer of the Gahanna Division of Police has exclusive jurisdiction over a crime committed on Indian reservations by a non-Indian against another non-Indian absent treaty provisions to the contrary.

100.5 CONSTITUTIONAL REQUIREMENTS

All members shall observe and comply with every person's clearly established rights under the United States and Ohio Constitutions.

100.6 POLICY

It is the policy of the Gahanna Division of Police to limit its members to only exercise the authority granted to them by law.

While this division recognizes the power of peace officers to make arrests and take other enforcement action, officers are encouraged to use sound discretion in the enforcement of the law. This division does not tolerate abuse of law enforcement authority.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Chief Executive Officer

101.1 PURPOSE AND SCOPE

All law enforcement Chief Executive Officers employed within the State of Ohio are required to meet specific requirements for appointment. This policy provides guidelines for the appointment of the Chief Executive Officer of the Gahanna Division of Police, who is required to exercise the powers and duties of the office as prescribed by state law.

101.2 POLICY

It is the policy of the Gahanna Division of Police that the Chief of Police meets the minimum standards for exercising his/her authority granted by law.

101.3 CHIEF OF POLICE REQUIREMENTS

The Chief Executive Officer of this division, as a condition of appointment, shall meet or exceed the requirements established by the appointing and/or legislative authority. Any Chief Executive Officer who is a sworn peace officer shall, as a condition of continued employment, have completed the course of training prescribed by the Ohio Peace Officer Training Commission (OPOTC), been awarded a certificate by the OPOTC prior to acting as a sworn peace officer and shall comply with any other requirements imposed by the OPOTC (ORC § 109.77(B)(1)). Chiefs of Police shall meet the 40-hour chief of police training course requirement as set forth in ORC § 109.804.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Oath of Office

102.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate, are administered to Division members.

102.2 POLICY

It is the policy of the Gahanna Division of Police that, when appropriate, Division members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Division and the dedication of its members to their duties.

102.3 OATH OF OFFICE

All division members, when appropriate, shall take and subscribe to the oaths or affirmations applicable to their positions.

Upon employment, all sworn employees shall be required to swear to an oath of office expressing commitment and intent to respect constitutional rights in discharging the duties of a law enforcement officer (Ohio Constitution Article 15 § 7; ORC § 3.22). The form of the oath shall be as follows:

“I, [state name of employee], do solemnly affirm that I will support and defend the Constitution and laws of the United States of America, the Constitution and statutes of the State of Ohio, and the Charter and Ordinances of the City of Gahanna, and that I will faithfully, honestly, and impartially discharge the duties of [state title of position] for the City of Gahanna, to which I have been appointed, so help me God.”

An affirmation may be taken in lieu of an oath if the employee has conscientious scruples against taking an oath (ORC § 3.20). An employee of the Division may offer an affirmation in any form he/she deems binding on his/her conscience (ORC § 3.21).

102.4 MAINTENANCE OF RECORDS

The oath of office shall be filed in accordance with the established records retention schedule.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Policy Manual

103.1 PURPOSE AND SCOPE

The manual of the Gahanna Division of Police is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this Division. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect, provided that they do not conflict with the provisions of this manual.

The Gahanna Division of Police Procedures Manual is considered a supplement to the Policy Manual and is subject to the same administrative and operational requirements prescribed by this policy.

103.1.1 CERTIFICATION STANDARDS

This policy contains content that pertains to Ohio Collaborative Law Enforcement Agency Certification (OCLEAC) Standards.

See attachment: OCLEAC Standards Compliance Checklist 5-19-2020.pdf

103.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this division under the circumstances reasonably available at the time of any incident.

103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Gahanna Division of Police and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for division administrative action, training or discipline. The Gahanna Division of Police reserves the right to revise any policy content, in whole or in part.

103.3 AUTHORITY

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue General Orders, which

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

shall modify those provisions of the manual to which they pertain. General Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

103.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

BCI - Bureau of Criminal Investigation and Identification.

BMV - The Ohio Bureau of Motor Vehicles.

Child/Juvenile - A person under the age of 18 years.

City - The City of Gahanna.

Non-sworn - Employees and volunteers who are not sworn peace officers.

Division/GPD - The Gahanna Division of Police.

DPS - The Ohio Department of Public Safety.

Employee - Any person employed by the Division.

Law enforcement officer - An employee who is required to be certified by the Ohio Peace Officer Training Commission (OPOTC) pursuant to ORC § 2901.01(11); the term includes sworn full-time, part-time and reserve peace officers who perform the duties of a peace officer.

Manual - The Gahanna Division of Police Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the Gahanna Division of Police, including:

- Full- and part-time employees
- Sworn peace officers
- Reserve, auxiliary officers
- Non-sworn employees
- Volunteers

Officer - Those employees, regardless of rank, who are sworn employees of the Gahanna Division of Police.

OCLEAC - Ohio Collaborative Law Enforcement Agency Certification

On-duty - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

OPOTC - The Ohio Peace Officer Training Commission.

OSHP - Ohio State Highway Patrol.

Peace officer - Those persons, regardless of rank, who are identified in ORC § 109.71(A); sworn employees of the Gahanna Division of Police are peace officers.

Rank - The title of the classification held by an officer.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other division members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., officer-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

When there is only one division member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

USC - United States Code.

103.5 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the Division network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review the Policy Manual and General Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary.

103.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

the revisions (to include any previously unreleased policy) and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions. Generally, members should acknowledge policies within ten working days of their release (subject to operational considerations and duty assignment).

Each Bureau Commander will ensure that members under his/her command are aware of any Policy Manual revision.

All Division members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Bureau Commanders, who will consider the recommendations and forward them to the command staff as appropriate.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Chapter 2 - Organization and Administration

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

The organizational structure of the Division is designed to create an efficient means to accomplish the mission and goals and to provide for the best possible service to the public.

200.2 SUBDIVISIONS

The Chief of Police is responsible for administering and managing the Gahanna Division of Police. There are three subdivisions in the Police Division:

- Support Services Subdivision
- Field Services Subdivision
- Investigative Services Subdivision

200.2.1 SUPPORT SERVICES SUBDIVISION

The Support Services Subdivision is commanded by the assigned Lieutenant, whose primary responsibility is to provide general management direction and control for the subdivision, including management of the division budget and the designation of the custodian of records. The Support Services Subdivision consists of Technical Services, Administrative Services, Communications Center and Property Room Unit.

200.2.2 FIELD SERVICES SUBDIVISION

The Field Services Subdivision is commanded by the assigned Lieutenant, whose primary responsibility is to provide general management direction and control for the subdivision. The Field Services Subdivision consists of Uniformed Patrol and Special Operations, which includes Traffic, School Resource Officers and Community Oriented Policing.

200.2.3 INVESTIGATIVE SERVICES

The Investigative Services Subdivision is commanded by the assigned Lieutenant, whose primary responsibility is to provide general management direction and control for the subdivision. The Investigative Services Subdivision consists of Detectives,, Forensic Services, and the Domestic Violence and Court Liaison.

200.3 COMMAND PROTOCOL

200.3.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Division. During planned absences the Chief of Police will designate the Deputy Chief of Police to act in the place of the Chief of Police.In the event of a planned absence of both the Chief of Police and Deputy Chief of Police, a Subdivision Commander will be designated to act in the place of the Chief of Police.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

200.3.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Division. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., SWAT), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.3.3 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.

200.3.4 UNLAWFUL AND CONFLICTING ORDERS

No member is required to obey any order that outwardly appears to be in direct conflict with any federal law, state law or local ordinance. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or confer with a higher authority. Responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with an order that is in conflict with a previous order, division policy or other directive, shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the order is intended to countermand the previous order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting order after having given the issuing supervisor the opportunity to correct the conflict are not held accountable for disobedience of the order or directive that was initially issued.

The person issuing the countermanded order shall be notified in writing by the person issuing the second command of the action taken and the reason therefore.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

General Orders

201.1 PURPOSE AND SCOPE

General Orders establish interoffice communications that may be used by the Chief of Police to make immediate changes to policy and procedure, in accordance with the current memorandum of understanding or other employment agreement. General Orders will immediately modify or change and supersede sections of this manual to which they pertain.

201.1.1 GENERAL ORDERS PROTOCOL

General Orders will be incorporated into the manual, as required, upon staff approval. General Orders will create a new policy or will modify an existing policy, which will be rescinded upon its incorporation into the manual.

All existing General Orders have now been incorporated in the updated Policy Manual as of the revision date shown.

Any General Orders issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year, followed by the number “01.” For example, 16-01 signifies the first General Order for the year 2016. Each General Order should include the authored date, effective date and the acknowledgement/compliance date for the specific General Order.

201.1.2 SPECIAL ORDERS PROTOCOL

Special Orders establish a temporary policy or procedure on a given subject for a specific length of time. Special Orders are issued to the organization as a whole, to a bureau, to a unit or to an individual. Special Orders become inoperative with the passing of the incident or situation that caused the order to be issued.

201.2 RESPONSIBILITIES

201.2.1 STAFF

The Chief of Police or designee shall review and approve revisions of the Policy Manual and will incorporate changes originally made by General Orders.

201.2.2 CHIEF OF POLICE

The Chief of Police or designee shall issue all General Orders.

201.3 ACCEPTANCE OF GENERAL ORDERS

All employees are required to read and obtain any necessary clarification of all General Orders. All employees are required to acknowledge in writing the receipt and review of any new General Order. Signed acknowledgement forms and/or e-mail receipts showing an employee’s acknowledgement will be maintained by the Training Sergeant.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Emergency Operations Plan

202.1 PURPOSE AND SCOPE

The City has prepared, in compliance with State of Ohio requirements, an Emergency Operations Plan (ORC § 5502.26, ORC § 5502.27 and ORC § 5502.271). This plan is for the guidance and use by all employees in the event of a major disaster, civil disturbance, mass arrest or other emergency event. The plan provides for a strategic response by all employees and assigns specific responsibilities in the event the plan is activated.

202.2 ACTIVATING THE EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan can be activated in a number of ways. Within the Police Division, the Chief of Police, the highest ranking official on-duty or an on-scene responder may activate the Emergency Operations Plan in response to a major emergency.

202.2.1 RECALL OF PERSONNEL

In the event that the Emergency Operations Plan is activated, all employees of the Gahanna Division of Police are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the authorized designee.

Failure to promptly respond to an order to report for duty may result in discipline.

202.3 LOCATION OF MANUALS

The Emergency Operations Plan manual for employees is available in Administration, the Shift Sergeant's office and in the Communications Center. All supervisors should familiarize themselves with the Emergency Operations Plan and what roles personnel will play when the plan is implemented.

202.4 PLAN REVIEW

The Chief of Police or designee shall review the Emergency Operations Plan manual at least once every two years to ensure that the manual conforms to any revisions made by the National Incident Management System (NIMS) and appropriately address any revisions.

202.5 PLAN TRAINING

The Division shall provide training in the Emergency Operations Plan for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the Emergency Operations Plan and the roles police personnel will play when the plan is implemented.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Training Policy

203.1 PURPOSE AND SCOPE

It is the policy of this agency to administer a training program that will meet Division or nationally recognized standards and provide for the professional growth and continued development of its personnel. By doing so, the Division seeks to ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the public.

203.1.1 CERTIFICATION STANDARDS

This policy contains content that pertains to Ohio Collaborative Law Enforcement Agency Certification (OCLEAC) Standards.

See attachment: OCLEAC Standards Compliance Checklist 5-19-2020.pdf

203.2 PHILOSOPHY

The Division seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels and legal mandates. Whenever reasonably possible, the Division will use courses approved for Continuing Professional Training (CPT) credit or recognized by other regulatory or nationally recognized entities. Examples of these entities may be, but are not limited to, the International Association of Chiefs of Police (IACP) and the National Emergency Number Association (NENA).

203.3 OBJECTIVES

The objectives of the training program are to:

(a) Enhance the level of law enforcement service to the public.

(b) Increase the technical expertise and overall effectiveness of Division personnel.

(c) Provide for continued professional development of Division personnel.

(d) Assist in compliance with statutory requirements.

203.4 TRAINING PLAN

It is the responsibility of the Training Sergeant to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and Division required training is completed by all employees. The plan shall include a systematic and detailed method for recording and logging of all training for all personnel. While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Sergeant shall review the entire training plan on an annual basis. The plan will include information on curriculum, training material, training facilities, course and student scheduling. The plan will address the state-required minimum mandated training of sworn officers or hiring of non-sworn employees.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Training listed may be provided in basic training programs. The Training Sergeant is responsible for ensuring members of the Division have been trained as required.

203.4.1 STATE-MANDATED TRAINING
State training requirements include, but are not limited to:

(a) Peace officer basic training program pursuant to OAC § 109:2-1-13 and OAC § 109:2-1-16, including training in:

1. Handling of missing children, missing persons, child abuse and neglect cases (ORC § 109.741).
2. Crisis intervention (ORC § 109.742).
3. Domestic violence-related cases and incidents (ORC § 109.744).

(b) Continuing professional training, as directed by the Ohio Peace Officer Training Commission (ORC § 109.803).

(c) Annual firearms requalification (ORC § 109.801).

203.5 TRAINING NEEDS ASSESSMENT
The Division staff will conduct an annual training needs assessment and complete a report of the training needs assessment, including recommendations from appropriate Division members. The report will be provided to the Chief of Police and the Administrative Bureau Commander. Upon review and approval by the Chief of Police, the needs assessment will form the basis for the training plan for the following fiscal year.

203.6 TRAINING REVIEW
Division staff will serve to assist with identifying training needs for the agency.

Principal stakeholders should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents subject to review should include, but are not limited to:

(a) Any incident involving the death or serious injury of an employee.

(b) Incidents involving a high risk of death, serious injury or civil liability.

(c) Incidents identified by a supervisor as appropriate to review to identify possible training needs.

Principal stakeholders shall convene on a regular basis as determined by the Chief of Police or designee to review the identified incidents. The members shall determine whether a training need exists and then submit recommendations of its findings to the Training Sergeant. The recommendation should not identify specific facts of any incidents, such as identities of employees

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Chief of Police or designee will consider the recommendations and determine what training should be addressed, taking into consideration the mission of the Division and available resources.

203.7 TRAINING PROCEDURES

(a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:

1. Court appearances
2. Primary or Secondary vacation
3. Sick leave
4. Documented physical limitations preventing the employee's participation
5. Emergency situations

(b) When an employee is unable to attend mandatory training, that employee shall:

1. Notify his/her supervisor as soon as possible but no later than two hours prior to the start of training.
2. Document his/her absence in writing to his/her supervisor.
3. Make arrangements through his/her supervisor and the Training Sergeant to attend the required training on an alternate date.

203.8 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are a web-accessed system that provides training on the Gahanna Division of Police Policy Manual and other important topics. Generally, training bulletins will be issued on a regular basis. However, the number of DTBs may be adjusted by the Training Sergeant. Personnel assigned to participate in DTBs should only use the password and login name assigned by the Training Sergeant.

Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should logoff the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Division.

Employees who are assigned to participate in the DTB program should complete each DTB during their shift or as otherwise directed by their supervisor. Employees should not allow uncompleted DTBs to build up over time. Generally, personnel should complete DTBs within ten working days of their release (subject to operational considerations and duty assignment). Personnel may be

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet active computer, personnel should only take DTBs as part of their regular on-duty assignment, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.

203.9 TRAINING RECORDS

The Training Sergeant is responsible for the creation, filing and storage of all training records. Training records shall be retained in compliance with the current Records Retention Schedule.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Electronic Mail

204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (e-mail) system provided by the Division. E-mail is a communication tool available to employees to enhance efficiency in the performance of job duties. It is to be used in accordance with generally accepted business practices and current law (e.g., Ohio Open Records Law). Messages transmitted over the e-mail system must only be those that involve official business activities or that contain information essential to employees for the accomplishment of business-related tasks and/or communications directly related to the business, administration or practices of the Division.

204.2 E-MAIL RIGHT OF PRIVACY

All e-mail messages, including attachments, transmitted over the Division networks or through a web browser accessing the Division system are considered Division records and therefore are the property of the Division. The Division reserves the right to access, audit and disclose for any lawful reason, all messages, including attachments, transmitted or received through its e-mail system or placed into its storage.

Employees should not use personal accounts to exchange e-mail or other information that is related to the official business of the Division.

204.3 PROHIBITED USE OF E-MAIL

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the e-mail system is prohibited and may result in discipline.

E-mail messages addressed to the entire division are only to be used for official business-related items that are of particular interest to all users. All e-mail is subject to review and scrutiny with regard to appropriate content or violation of any prohibitions. In the event that a user has questions about sending a particular e-mail communication, the user should seek prior approval from the Chief of Police or designee. Personal advertisements or announcements are not permitted.

It is a violation of this policy to transmit a message under another user's name or e-mail address or to use the password of another to log into the system. Users are required to log off the network or secure the workstation when the computer is unattended. This added security measure would minimize the misuse of an individual's e-mail, name and/or password.

204.4 MANAGEMENT OF E-MAIL

Because the end user e-mail system is not designed for, nor does it support, long-term retention and archiving of messages, e-mail that an employee desires to save or that requires retention because it has significant administrative, fiscal, legal or historical value should be printed and/or stored in another database designed for long-term storage and retrieval.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Electronic Mail

Users of e-mail are solely responsible for the management of their mailboxes.

Any messages may be deleted or archived automatically at regular intervals from the main e-mail server archive by the information technology staff in accordance with the current Records Retention Schedule.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Administrative Communications

205.1 PURPOSE AND SCOPE
Administrative communications of this division are governed by the following policies.

205.2 DEPARTMENT E-MAILS
Department E-mails may be issued periodically by the Chief of Police or designee, to announce and document all promotions, transfers, hiring of new personnel, separations, individual and group awards and commendations or other changes in status.

205.3 CORRESPONDENCE
To ensure that the letterhead and name of the Division are not misused, all official external correspondence shall be on Division letterhead. All Division letterhead shall bear only Division emblems or logos approved by the Chief of Police or designee. Official correspondence and use of letterhead requires approval of a supervisor. Division letterhead may not be used for personal use or purposes.

Internal correspondence should use appropriate memorandum forms or Division email. These may be from line employee to employee, supervisor to employee or any combination of employees.

205.4 SURVEYS
All surveys made in the name of the Division shall be authorized by the Chief of Police or designee or a Bureau Commander.

205.5 OTHER COMMUNICATIONS
General Orders and other communications necessary to ensure the effective operation of the Division shall be issued by the Chief of Police or designee or Bureau Commanders.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Supervision Staffing Levels

206.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that proper supervision is available for all shifts. The Division intends to balance the employee's needs against its need and inherent managerial right to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the need to meet the operational requirements of the Division.

206.2 MINIMUM STAFFING LEVELS

Minimum staffing levels should result in scheduling at least one regular supervisor on-duty whenever possible. Shift Sergeants will ensure that an Officer in Charge (OIC) is deployed during each shift, in the absence of a Shift Sergeant.

206.2.1 SUPERVISION DEPLOYMENTS

In order to accommodate training and other unforeseen circumstances, an officer may be used as an Officer in Charge in place of a shift sergeant.

With prior authorization from the Operations Bureau Commander, an officer may act as the Shift Sergeant for a limited period of time in accordance with the terms of applicable collective bargaining agreements.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Concealed Handgun License

207.1 PURPOSE AND SCOPE

A Sheriff is given the statutory authority to issue a license to carry a concealed handgun to residents within the community. Because Division members interact with concealed handgun licensees or members of the community who may have questions related to such licensing, this policy will provide a written process for the application, issuance and revocation of such permits (ORC § 2923.125).

207.2 APPLICATIONS AND INFORMATION FOR THE PUBLIC

The Sheriff shall provide to a person, free of charge, the Ohio concealed handgun license application form and the website address at which a printable version of the application form can be downloaded. The person shall also be provided with the informational pamphlet prepared by the Ohio Peace Officer Training Commission (OPOTC) and the attorney general (ORC § 2923.125).

207.3 APPLICATION PROCESS

Upon receipt of a properly completed application form, the Sheriff shall (ORC § 2923.125):

(a) Collect the nonrefundable fee, unless the applicant is a qualifying person (e.g., military experience, law enforcement retiree).

(b) Fingerprint the applicant for the purpose of conducting a check of criminal records and incompetency records.

(c) Conduct an investigation of the applicant to determine whether he/she is eligible to receive a license under ORC § 2923.125 and possess a firearm under federal law after fingerprint results have been obtained (ORC § 311.41):

1. The background must include a check of the applicant's criminal and incompetency records, including a check of the criminal records held within the National Crime Information Center (NCIC).

2. Background materials shall be destroyed as set forth in ORC § 311.41.

(d) Within 45 days of receipt of the application form, unless disqualified by law, issue the applicant a license.

1. If the applicant is arrested or otherwise charged with an offense that would disqualify the applicant from holding the license, the application process shall be suspended until the disposition of the case.

An applicant must be legally living in the United States. If the applicant is not a citizen or national of the United States, the applicant must provide the name of the applicant's country of citizenship and the applicant's alien registration number issued by the United States citizenship and immigration services agency. An applicant for a license who does not live in Ohio may submit an application if he/she is employed in City or any adjacent county, but must provide adequate proof of employment in Ohio (ORC § 2923.125).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

If the application is denied, the Sheriff shall send the applicant written notification setting forth the reasons for the denial (ORC § 2923.125(D)(2)(b)).

If an application for a license is denied, the applicant may seek a judicial review by filing a petition within the county.

207.4 TEMPORARY EMERGENCY LICENSE

The Sheriff shall issue a temporary emergency license to carry a concealed handgun to a person if there is evidence of imminent danger to the person or the person's family pursuant to ORC § 2923.1213. The Sheriff shall accept evidence of imminent danger at any time during normal business hours and shall not require an appointment or designate a specific period of time for the submission of the evidence.

Upon submission of the required documentation, the Sheriff or designee shall immediately review and evaluate an application for a temporary emergency handgun license. A person seeking a temporary emergency license to carry a concealed handgun shall not be required to submit a competency certificate (ORC § 2923.1213(D)).

A temporary emergency license shall be issued if the applicant meets the criteria to carry a concealed weapon pursuant to ORC § 2923.1213(B)(2). If the Sheriff denies the issuance of a temporary emergency license to the person, the Sheriff shall specify the grounds for the denial in a written notice to the person. The person may appeal the denial, or challenge criminal records check results that were the basis of the denial.

A temporary emergency license issued is valid for 90 days and may not be renewed. A person who has been issued a temporary emergency license shall not be issued another temporary emergency license unless at least four years has expired since the issuance of the prior license (ORC § 2923.1213(B)(2)). A sheriff who issues a concealed handgun license on a temporary emergency basis under this section shall retain, for the entire period during which the license is in effect, the evidence of imminent danger that the person submitted to the sheriff and that was the basis for the license, or a copy of that evidence, as appropriate.

A person who holds a temporary emergency license to carry a concealed handgun has the same right to carry a concealed handgun as a person who was issued a regular license to carry a concealed handgun (ORC § 2923.1213(C)).

207.5 SUSPENDING LICENSE

Upon notification submitted by a court or law enforcement agency of this or any other state, the United States or a territory or possession of the United States, the Sheriff shall suspend the license of a licensee who has become subject to a protection order or has been charged or convicted with a crime that would require the revocation of a license (ORC § 2923.128(A)). The Sheriff or designee shall notify the licensee, by certified mail, return receipt requested, at the licensee's last known residence address that the license has been suspended and that the licensee is required

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

to surrender the license within 10 days (ORC § 2923.128(A)(3)). If a licensee is acquitted of the charges against him/her, or if the charges are dropped, the Sheriff shall restore the license.

207.6 REVOKING LICENSE

The Sheriff shall revoke a license if it is determined that the license holder (ORC § 2923.128(B)):

(a) Is under the age of 21.

(b) Obtained the license fraudulently.

(c) Was convicted or pled guilty of a disqualifying offense.

(d) Became subject to a civil protection order or to a protection order issued by a court of another state that is substantially equivalent to a civil protection order.

(e) Knowingly carried a concealed handgun into an unauthorized place.

(f) Was adjudicated as a mental defective or is committed to a mental institution.

(g) Does not meet the residency requirements.

(h) Submitted a forged or otherwise fraudulent firearms competency certificate.

The Sheriff or designee shall notify the licensee, by certified mail, return receipt requested, at the licensee's last known residence address that the license is subject to revocation and that the licensee has 14 days to contest the revocation (ORC § 2923.128(B)(2)). After the 14-day period and consideration of any information provided by the licensee, the Sheriff shall determine whether to revoke the license.

207.7 APPLICATION FOR RENEWAL

If a licensee wishes to renew the concealed handgun license, the licensee may complete and submit an application for renewal any time before the expiration date to the Sheriff in the county where the applicant resides or to the Sheriff of an adjacent county. The Sheriff shall issue a renewal if all statutory provisions are met (ORC § 2923.125(F)).

207.8 CARRYING CONCEALED HANDGUNS IN RESTRICTED AREAS

Concealed handguns licensees are prohibited or limited from carrying concealed handguns at specified locations. Examples of these locations include (ORC § 2923.126(B)):

(a) Law enforcement and detention facilities.

(b) Department of Mental Health or the Department of Developmental Disabilities facilities.

(c) Airports or public agencies with restricted security access.

(d) A school safety zone (ORC § 2923.122).

(e) Courthouses (ORC § 2923.123).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(f) Any premises or open-air arena in which any person is consuming liquor (ORC § 2923.121).

(g) Colleges, universities or other institution of higher education.

(h) Places of worship.

(i) Any state or local government building that is not used primarily as a shelter, restroom, parking facility or a rest facility.

(j) Any place in which federal law prohibits the carrying of handguns.

(k) Properly posted lands or premises.

207.9 RECOGNITION OF PERMITS FROM OTHER STATES

A person who possesses a license to carry a concealed handgun that was issued by another state, with which the attorney general has entered into a reciprocity agreement, has lawful authority to carry a handgun in Ohio (ORC § 109.69). Additional exceptions may apply in instances where the attorney general has not entered into a reciprocity agreement with the issuing state or when the person is temporarily in the state of Ohio (ORC § 109.69).

The permit issued by the other state does not supersede Ohio laws or regulations. If the permit holder becomes or is prohibited from possession of a handgun under Ohio law, the permit from another state is not valid to carry a handgun in Ohio.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Retiree Concealed Firearms

208.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Gahanna Division of Police identification cards under the Law Enforcement Officers' Safety Act (LEOSA) and Ohio law (18 USC § 926C; ORC § 2923.126).

208.2 POLICY

It is the policy of the Gahanna Division of Police to provide identification cards to qualified former or retired officers to facilitate the lawful carrying of concealed weapons by those individuals.

208.3 LEOSA

The Chief of Police may issue an identification card for LEOSA purposes to any qualified former officer of this division who (18 USC § 926C(c)):

(a) Separated from service in good standing from this division as an officer.

(b) Before such separation, had regular employment as an officer for an aggregate of 10 years or more or, if employed as an officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this division.

(c) Has not been disqualified for reasons related to mental health.

(d) Has not entered into an agreement with this division where the officer acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.

(e) Is not prohibited by federal law from receiving or possessing a firearm.

208.3.1 LEOSA IDENTIFICATION CARD FORMAT

The LEOSA identification card should contain a photograph of the former officer and identify him/her as having been employed as an officer.

If the Gahanna Division of Police qualifies the former officer, the LEOSA identification card or separate certification should indicate the date the former officer was tested or otherwise found by the Division to meet the active-duty standards for qualification to carry a firearm.

208.3.2 AUTHORIZATION

Any qualified former peace officer, including a former officer of this division, may carry a concealed firearm under 18 USC § 926C when he/she is:

(a) In possession of photographic identification that identifies him/her as having been employed as a peace officer, and one of the following:

1. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

agency to meet agency-established active-duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active duty peace officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.

(b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

(c) Not prohibited by federal law from receiving a firearm.

(d) Not in a location prohibited by Ohio law or by a private person or entity on his/her property if such prohibition is permitted by Ohio law.

208.4 OHIO IDENTIFICATION CARD ISSUANCE

The Chief of Police shall issue an identification card to any qualified former officer of this division who (ORC § 2923.126(F)):

(a) Before retiring, worked for an aggregate of 15 years or more as an officer or retired for a service-connected disability as an officer after completing probation.

(b) Retired in good standing and not for reasons of mental instability.

(c) Meets all other standards established by the Chief of Police for issuance of an identification card.

208.4.1 OHIO IDENTIFICATION CARD FORMAT

Identification cards issued to officers due to the above mandate (15 years of service/disability retirement) shall comply with the content requirements of ORC § 2923.126.

208.4.2 AUTHORIZATION

A retired officer may carry a concealed firearm in this state when he/she is in possession of a valid identification card issued under this policy and one of the following (ORC § 2923.126):

(a) A certification on the card that the retired officer has, within the past year, successfully completed a firearms requalification program approved under ORC § 109.801.

(b) A firearms requalification certification from a program approved under ORC § 109.801 that identifies the retired officer by name, identifies the entity that taught the program, specifies that the retired officer successfully completed the program, specifies the date on which the course was successfully completed and specifies that the requalification is valid for one year from that date of successful completion.

208.5 FORMER OFFICER RESPONSIBILITIES

A former officer with a card issued under this policy shall immediately notify the Shift Sergeant of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Employee Convictions Policy.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

208.5.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card, the former officer shall:

(a) Sign a waiver of liability of the Division for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Division.

(b) Remain subject to all applicable division policies and federal, state and local laws.

(c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.

(d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

208.5.2 RESPONSIBILITIES UNDER OHIO LAW

A retired officer who possesses an Ohio identification card issued by this division and a valid requalification certification has the same right to carry a concealed handgun as a person issued a concealed handgun license under ORC § 2923.125 and is subject to the same restrictions (ORC § 2923.126).

208.6 DENIAL, SUSPENSION OR REVOCATION-DISCRETIONARY ISSUE

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Division. In the event that an identification card is denied, suspended or revoked, the former officer may request a review by the Chief of Police. The decision of the Chief of Police is final.

208.7 FIREARM QUALIFICATIONS

The Training Sergeant may provide former officers from this division an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Training Sergeant will maintain a record of the qualifications and weapons used.

If provided, the firearms qualification should comply with ORC § 109.801. The retired peace officer may be required to pay the cost of the course (ORC § 2923.126).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Chapter 3 - General Operations

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Use of Force

300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this division is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner.

In addition to those methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Control Devices and Techniques and Conducted Energy Device policies.

300.1.1 DEFINITIONS

Definitions related to this policy include:

Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person.

Force - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

Imminent - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous.

Totality of the circumstances - All facts and circumstances known to the officer at the time, taken as a whole, including the conduct of the officer and the subject leading up to the use of force.

300.1.2 CERTIFICATION STANDARDS

This policy contains content that pertains to the Ohio Collaborative Law Enforcement Agency Certification (OCLEAC) Standards.

See attachment: OCLEAC Standards Compliance Checklist 5-19-2020.pdf

300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

The Gahanna Division of Police recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

300.2.1 DUTY TO INTERCEDE AND REPORT

Any officer present and observing another law enforcement officer or a member using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force.

Any officer who observes another law enforcement officer or a member use force that is potentially beyond that which is objectively reasonable under the circumstances should report these observations to a supervisor.

300.2.2 PERSPECTIVE

When observing or reporting force used by a law enforcement officer, each officer should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject.

300.3 USE OF FORCE

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by this division. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

300.3.1 USE OF FORCE TO EFFECT AN ARREST

Any officer who has reasonable cause to believe that the person to be arrested has committed a crime or public offense may use reasonable force to effect the arrest, to prevent escape or to overcome resistance. An officer who makes or attempts to make an arrest need not retreat or desist from his/her efforts by reason of resistance or threatened resistance on the part of the person being arrested, nor shall an officer be deemed the aggressor or lose his/her right to self-defense by the use of reasonable force to effect the arrest, prevent escape or to overcome resistance.

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

(a) Immediacy and severity of the threat to officers or others.

(b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.

(c) Officer/subject factors (e.g.,age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).

(d) The effects of suspected drug or alcohol use.

(e) The individual’s mental state or capacity.

(f) The individual's ability to understand and comply with officer commands.

(g) Proximity of weapons or dangerous improvised devices.

(h) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.

(i) The availability of other reasonable and feasible options and their possible effectiveness.

(j) Seriousness of the suspected offense or reason for contact with the individual.

(k) Training and experience of the officer.

(l) Potential for injury to officers, suspects, and others.

(m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.

(n) The risk and reasonably foreseeable consequences of escape.

(o) The apparent need for immediate control of the individual or a prompt resolution of the situation.

(p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.

(q) Prior contacts with the individual or awareness of any propensity for violence.

(r) Any other exigent circumstances.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

300.3.3 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed Division-approved training. Officers utilizing any pain compliance technique should consider:

(a) The degree to which the application of the technique may be controlled given the level of resistance.

(b) Whether the Individual can comply with the direction or orders of the officer.

(c) Whether the Individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

300.3.4 CAROTID CONTROL HOLD

A carotid control hold is a technique designed to control an individual by temporarily restricting blood flow through the application of pressure to the side of the neck and, unlike a chokehold, does not restrict the airway. The proper application of the carotid control hold may be effective in restraining a violent or combative individual. However, due to the potential for injury, the use of the carotid control hold is limited to those circumstances where deadly force is authorized and is subject to the following:

(a) At all times during the application of the carotid control hold, the response of the individual should be monitored. The carotid control hold should be discontinued when circumstances indicate that the application no longer reasonably appears necessary.

(b) Any individual who has had the carotid control hold applied, regardless of whether he/she was rendered unconscious, shall be promptly examined by paramedics or other qualified medical personnel and should be monitored until such examination occurs.

(c) The officer shall inform any person receiving custody, or any person placed in a position of providing care, that the individual has been subjected to the carotid control hold and whether the individual lost consciousness as a result.

(d) Any officer attempting or applying the carotid control hold shall promptly notify a supervisor of the use or attempted use of such hold.

(e) The use or attempted use of the carotid control hold shall be thoroughly documented by the officer in any related reports.

300.3.5 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Gahanna Division of Police for this specific purpose.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

300.3.6 SEIZURE AT GUNPOINT/ECW

Pointing a loaded firearm at a subject is considered a use of force, as it implies the potential for an imminent use of deadly force. In order to justify pointing a gun at someone, a Division officer must be able to show that the officer had an articulable belief that the person posed an actual or potential imminent threat to the officer or others.

Pointing an Electronic Control Weapon (ECW) at a subject, or laser activation and arcing directed at a subject, is also considered a use of force (see 304.6).

Pointing a firearm at a subject and the use of an ECW as described herein is subject to the use of force reporting requirements of this policy (see 300.5).

For purposes of this section, pointing does not include holding a firearm or ECW at low-ready, high-ready, or other off-target technique (not actively targeting a subject) or momentarily acquiring a subject within the sites of a firearm or ECW during a dynamic search or clearance of an area while assessing an unknown or potential threat (e.g when clearing a room)

300.3.7 ALTERNATIVE TACTICS - DE-ESCALATION

When circumstances reasonably permit, officers should use non-violent strategies and techniques to decrease the intensity of a situation, improve decision-making, improve communication, reduce the need for force, and increase voluntary compliance (e.g., summoning additional resources, formulating a plan, attempting verbal persuasion).

300.3.8 RESPIRATORY RESTRAINTS

The use of a respiratory restraint, also known as a chokehold, is limited to circumstances where deadly force is authorized and if applied, is subject to the same guidelines and requirements as a carotid control hold.

300.4 DEADLY FORCE APPLICATIONS

When reasonable, the officer shall, prior to the use of deadly force, make efforts to identify him/herself as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts.

Use of deadly force is justified in the following circumstances involving imminent threat or imminent risk:

(a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes is an imminent threat of death or serious bodily injury.

(b) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the individual has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the individual is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes that the individual has a weapon or is attempting to access one and intends to use it against the officer or another person. An imminent danger may also exist if the individual is capable of causing serious bodily injury or death without a weapon, and the officer believes the individual intends to do so.

300.4.1 MOVING VEHICLES

Shots fired at or from a moving vehicle involve additional considerations and risks, and are rarely effective.

When feasible, officers should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants.

An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the imminent threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this division shall be documented promptly, completely, and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances.

To collect data for purposes of training, resource allocation, analysis, and related purposes, the Division may require the completion of additional report forms, as specified in division policy, procedure, or law. See the Report Preparation Policy for additional circumstances that may require documentation.

300.5.1 NOTIFICATIONS TO SUPERVISORS

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

(a) The application caused a visible injury.

(b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.

(c) The individual subjected to the force complained of injury or continuing pain.

(d) The individual indicates intent to pursue litigation.

(e) Any application of the Electronic Control Weapon (ECW) or control device.

(f) Any application of a restraint device other than handcuffs, shackles, or belly chains.

(g) The individual subjected to the force was rendered unconscious.

(h) An individual was struck or kicked.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(i) An individual alleges unreasonable force was used or that any of the above has occurred.

300.6 MEDICAL CONSIDERATION

Once it is reasonably safe to do so, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed. Individuals should not be placed on their stomachs for an extended period, as this could impair their ability to breathe.

Based upon the officer's initial assessment of the nature and extent of the individual's injuries, medical assistance may consist of examination by an emergency medical services provider or medical personnel, at a hospital or jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Individuals who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain (sometimes called "excited delirium"), or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away.

See the Medical Aid and Response Policy for additional guidelines.

300.7 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to a reported application of force resulting in visible injury, if reasonably available. When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

(a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.

(b) Ensure that any injured parties are examined and treated.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(c) When possible, separately obtain a recorded interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived his/her *Miranda* rights, the following shall apply:

1. The content of the interview should not be summarized or included in any related criminal charges.
2. The fact that a recorded interview was conducted should be documented in a property or other report.
3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.

(d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.

1. These photographs should be retained until all potential for civil litigation has expired.

(e) Identify any witnesses not already included in related reports.

(f) Review and approve all related reports.

(g) Determine if there is any indication that the individual may pursue civil litigation.

1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.

(h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.7.1 SHIFT SERGEANT RESPONSIBILITY

The Shift Sergeant shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

300.8 TRAINING

Officers will receive periodic training on this policy and demonstrate their knowledge and understanding, at least annually, including use of deadly force, use of force and use of deadly force reporting, and use of force and use of deadly force reviews/investigations.

Subject to available resources, officers should receive periodic training on:

(a) Guidelines regarding vulnerable populations, including but not limited to children, elderly, pregnant persons, and individuals with physical, mental, or intellectual disabilities.

(b) De-escalation tactics, including alternatives to force.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

300.9 USE OF FORCE ANALYSIS

At least annually, the Field Services Subdivision Bureau Commander should prepare an analysis report on use of force incidents. The report should be submitted to the Chief of Police. The report should not contain the names of officers, suspects or case numbers, and should include:

(a) The identification of any trends in the use of force by members.

(b) Training needs recommendations.

(c) Equipment needs recommendations.

(d) Policy revision recommendations.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Handcuffing and Restraints

302.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

302.2 POLICY

The Gahanna Division of Police authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy and division training. Restraint devices shall not be used to punish, to display authority or as a show of force.

302.3 USE OF RESTRAINTS

Only members who have successfully completed Gahanna Division of Police-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

302.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain an individual who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to assure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

302.3.2 RESTRAINT OF JUVENILES

A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer or damage property.

302.3.3 NOTIFICATIONS

Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the jail staff upon arrival at the jail that restraints were used. This notification should

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during transportation to the jail.

302.3.4 RESTRAINT OF PREGNANT PERSONS CHARGED WITH A CRIME OR IN CUSTODY

No individual who is a charged or convicted criminal offender as defined by ORC § 2152.75 (or minor who is a charged or adjudicated delinquent as defined by ORC § 2901.10) and known to be pregnant, or who is in labor, delivery, or in any period of postpartum recovery (which can be up to six weeks after delivery), should be restrained at any time, including during transport, or confined (i.e. placed in solitary confinement in an enclosed space). Such an individual may be subject to the application of qualifying restraints or confinement when, prior to such restraint or confinement, all of the following apply:

(a) A supervisor makes a determination that the person either:

1. Presents a serious threat of physical harm to self, to others, or to property
2. Presents a substantial security or flight risk

(b) A supervisor or designee contacts a health care professional who is treating the person, identifies the type of restraint proposed for use on the person, and identifies the duration of its use

(c) Upon being contacted, the health care professional does not object to the use of the specified type of restraint for the expected duration of its use or does not object to the expected duration of confinement

Officers may also restrain such individuals in an emergency circumstance. An emergency circumstance means a sudden, urgent, unexpected incident or occurrence that requires an immediate reaction and restraint of the person. If a person is restrained in an emergency circumstance, the officer shall notify a supervisor as soon as reasonably practical. Thereafter, the supervisor or designee shall contact a health care professional who is treating the person as soon as reasonably practicable after use of the restraint and identify the type of restraint being used and the duration of its use.

In all cases, the restraint shall be removed and/or confinement ceased, if, at any time while the restraint is in use or the woman is in confinement, a health care professional who is treating the woman provides a notice that the restraint or confinement poses a risk of physical harm to the woman or to the woman's unborn child.

In the event that restraints are applied as provided for in this section, the restraints shall be the least restrictive available and the most reasonable under the circumstances. **Leg, ankle, or waist restraints shall not be used** (ORC § 2152.75; ORC § 2901.10).

302.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Division. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed, regardless of the circumstances.

In most situations handcuffs should be applied with the hands behind the person's back. Handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the individual or may cause unreasonable discomfort due to the person's size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

302.5 APPLICATION OF SPIT HOODS/MASKS/SOCKS

Spit hoods/masks/socks are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Officers utilizing spit hoods should ensure that the hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide assistance during the movement of restrained individuals due to the potential for impaired or distorted vision on the part of the individual. Officers should avoid comingling individuals wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated including hair, head, and clothing prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

302.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Only Division-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

302.7 APPLICATION OF LEG RESTRAINT DEVICES

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest, or transportation. Only restraint devices approved by the Division shall be used.

In determining whether to use the leg restraint, officers should consider:

(a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a suspect.

(b) Whether it is reasonably necessary to protect the suspect from his/her own actions (e.g., hitting his/her head against the interior of the patrol unit, running away from the arresting officer while handcuffed, kicking at objects or officers).

(c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol unit).

See attachment: LEG RESTRAINT DEVICES.pdf

302.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints, the following guidelines should be followed:

(a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.

(b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.

(c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person's ability to breathe.

(d) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on his/her stomach.

(e) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.

(f) When transported by ambulance/paramedic unit, the restrained person should be accompanied by an officer when requested by medical personnel. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

302.8 SAFETY RESTRAINT CHAIR (SRC)

A Safety Restraint Chair (SRC) is a restraint device/appliance which incorporates a series of soft straps and/or belts and is used to secure a detainee for a temporary/limited time period in a sitting position to a seat affixed to a moveable frame. During the time a detainee is placed in an SRC, he/she is unable to rise from the position secured. When the SRC and detainee is positioned properly, and the belts/straps are adjusted properly, use of the device does not restrict normal breathing and/or present a risk of undue harm to the detainee.

An SRC is generally intended for deployment inside the Division's holding facility to help control combative, self-destructive, or potentially violent detainees. When used properly, an SRC can reduce the risk of physical harm to both detainees and Division staff. An SRC shall never be used as a means of punishment.

302.8.1 GUIDELINES FOR USE OF SRC

A detainee may be placed in an SRC upon approval of the shift supervisor when use of the device is deemed necessary to control and protect a detainee who exhibits combative, self-destructive, or potentially violent behavior, and use of routine means of control, e.g. handcuffs, placement in a holding cell, use of supplemental restraints such as leg irons/waist belt, etc., are considered to be ineffective or insufficient. This may include, but is not limited to, when a detainee:

(a) Threatens suicide;

(b) Experiences a violent episode of emotional and/or mental instability;

(c) Has behaved violently towards another person or him/herself;

(d) Represents a threat to facility security due to violent or turbulent conduct, e.g. damaging a holding cell and or holding facility components such that it presents a risk of harm to the detainee or other persons, projecting bodily fluids/substances toward another person or about the holding facility, etc.

Supervisory authorization to place a detainee in an SRC may be based on the totality of circumstances, e.g. the detainee’s exhibited or threatened behavior and other relevant information. Routine means of detainee control (e.g. handcuffs, placement in a holding cell, the use of a supplemental restraints such as leg irons/waist belt, etc.) need not be attempted or employed before authorizing a detainee’s placement in an SRC. Whenever practical, the authorizing shift supervisor shall monitor a detainee’s placement in an SRC.

302.8.2 PROCEDURES FOR DETAINEE PLACEMENT IN SRC

Upon authorization, a detainee shall be placed in an SRC in accordance with the following guidelines:

(a) At least two sworn Division members shall place a detainee in an SRC; additional personnel may be used when deemed necessary for the safety of the detainee or Division members.

(b) Prior to placement in the SRC, the detainee should be handcuffed and wearing legs irons when warranted.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(c) Ensure all of the detainee's personal property has been removed from them, to include jewelry, glasses, shoes, coat, hat, and belt. They should only be clothed in their shirt, pants, or dress.

(d) Sit the detainee in the SRC.

(e) Position the lap belt around the detainee's waist area.

(f) Secure the lap belt free end in the lap belt clevis and pull the handle until the belt is snug around the detainee's lap area (waist, upper pelvic area). To loosen the belt, insert a standard handcuff key into the lap belt buckle and push in while pulling slack on the lap belt.

(g) Place the chain of the detainee's leg irons behind the chain retainer.

(h) Attach the handcuff tether to the handcuffs.

(i) Release the detainee's right wrist from the handcuffs and secure it to the arm of the SRC with the right wrist strap and pull the belt snug – do not cut off circulation to the hand. To loosen the wrist strap, insert a standard handcuff key into the wrist buckle and push in while pulling slack on the wrist strap.

(j) Release the left wrist from the handcuffs and secure it to the arm of the SRC with the left wrist strap and pull the belt snug – do not cut off circulation to the hand. To loosen the wrist strap, insert a standard handcuff key into the wrist buckle and push in while pulling slack on the wrist strap.

(k) Inspect and retighten/adjust the lap belt if necessary.

(l) Fasten the shoulder strap by passing the free ends over the shoulders, under the armpits, and secure them to the shoulder strap clevises located on the back of the SRC. Tighten the shoulder straps by pulling down on the shoulder strap handle until they are snug – do not wrap the straps around the chest, head, or neck.

(m) Secure each ankle strap by passing the free end around the front of the ankle and securing it to the ankle strap clevis. Pull the strap handle until it is snug.

(n) Remove the leg irons.

(o) Inspect all straps and belts to insure they are snug, but are not restricting circulation – readjust as necessary.

See attachment: Safety Restraint Chair Instructions.pdf

302.8.3 DETAINEE MONITORING AND SPECIAL CONSIDERATIONS

When placing a detainee in an SRC, Division members should exercise caution and maintain appropriate detainee control. Division members must be aware that violent behavior may mask dangerous medical conditions. As such, a detainee placed in an SRC **shall be continuously monitored by Division personnel by direct observation and provided medical treatment if needed.**

When placing a detainee in an SRC, handcuffs and leg irons shall be removed as soon as practical. The SRC shall only be used in the upright position. **No detainee shall be left in an SRC for more than two hours.**

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

The use of an SRC should be documented. Such documentation should include the factors that gave rise to use of the SRC, the name of the authorizing supervisor, the name of the monitoring officer, the duration the detainee was restrained in the SRC, and other relevant information.

302.9 REQUIRED DOCUMENTATION

If a person is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints.

If a person is arrested, the use of handcuffs or other restraints shall be documented in the related report.

Officers should document the following information in reports, as appropriate, when restraints other than handcuffs are used on a person:

(a) The factors that led to the decision to use restraints.

(b) Supervisor notification and approval of restraint use.

(c) The types of restraint used.

(d) The amount of time the person was restrained.

(e) How the person was transported and the position of the person during transport.

(f) Observations of the person's behavior and any signs of physiological problems.

(g) Any known or suspected drug use or other medical problems.

302.10 TRAINING

Subject to available resources, the Training Sergeant should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

(a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Division.

(b) Response to complaints of pain by restrained persons.

(c) Options for restraining those who may be pregnant without the use of leg irons, waist chains, or handcuffs behind the body.

(d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.

(e) Any training materials provided by the Ohio Attorney General on the proper implementation of the restraint of pregnant persons (ORC § 109.749).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Control Devices and Techniques

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

303.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the Gahanna Division of Police authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

303.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this division only if the device has been issued by the Division or approved by the Chief of Police or the authorized designee.

Only officers who have successfully completed Division-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

When using control devices, officers should carefully consider potential impact areas in order to minimize injuries and unintentional targets.

303.4 RESPONSIBILITIES

303.4.1 SHIFT SERGEANT RESPONSIBILITIES

The Shift Sergeant may authorize the use of a control device by selected personnel or members of specialized units who have successfully completed the required training.

303.4.2 TRAINING SERGEANT RESPONSIBILITIES

The Training Sergeant shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

Every control device will be periodically inspected by the Training Sergeant or the designee for a particular control device. The inspection should be documented.

303.4.3 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Training Sergeant for disposition. Damage to City property notification shall also be prepared and forwarded through the chain of command, when appropriate, explaining the cause of damage.

303.5 BATON AND IMPACT DEVICE GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

When carrying a baton or impact device, uniformed personnel shall carry the baton or impact device in its authorized holder on the equipment belt or in an approved manner. Plainclothes and non-field personnel may carry the baton or impact device as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

303.6 TEAR GAS GUIDELINES

Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects based on the circumstances. Only the Shift Sergeant, Incident Commander or Mobile Field Force Commander may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

When practicable, fire personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation if needed.

303.7 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, oleoresin capsicum (OC) spray and pepper projectiles may be considered for use to bring under control an individual or groups of individuals who are engaging in, or are about to engage in violent behavior. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

303.7.1 OC SPRAY

Uniformed personnel carrying OC spray shall carry the device in its holster on the equipment belt. Plainclothes and non-field personnel may carry OC spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

303.7.2 PEPPER PROJECTILE SYSTEMS

Pepper projectiles are plastic spheres that are filled with a derivative of OC powder. Because the compressed gas launcher delivers the projectiles with enough force to burst the projectiles on impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, spine or groin. Therefore, personnel using a pepper projectile system should

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

not intentionally target those areas, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

Officers encountering a situation that warrants the use of a pepper projectile system shall notify a supervisor as soon as practicable. A supervisor shall respond to all pepper projectile system incidents where the suspect has been hit or exposed to the chemical agent. The supervisor shall ensure that all notifications and reports are completed as required by the Use of Force Policy.

Each deployment of a pepper projectile system shall be documented. Unintentional discharges shall be promptly reported to a supervisor and documented. Only non-incident use of a pepper projectile system, such as training and product demonstrations, is exempt from the reporting requirement.

303.7.3 TREATMENT FOR OC SPRAY EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those persons who complain of further severe effects shall be examined by appropriate medical personnel.

303.8 POST-APPLICATION NOTICE

Whenever tear gas or OC has been introduced into a residence, building interior, vehicle or other enclosed area, officers should provide the owners or available occupants with notice of the possible presence of residue that could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that cleanup will be at the owner's expense. Information regarding the method of notice and the individuals notified should be included in related reports.

303.9 KINETIC ENERGY PROJECTILE GUIDELINES

This division is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

303.9.1 DEPLOYMENT AND USE

Only division-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

(a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(b) The suspect has made credible threats to harm him/herself or others.

(c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.

(d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

303.9.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the officer should consider such factors as:

(a) Distance and angle to target.

(b) Type of munitions employed.

(c) Type and thickness of subject's clothing.

(d) The subject's proximity to others.

(e) The location of the subject.

(f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

303.9.3 SAFETY PROCEDURES

Shotguns specifically designated for use with kinetic energy projectiles will be specially marked in a manner that makes them readily identifiable as such.

Officers will inspect the shotgun and projectiles at the beginning of each shift to ensure that the shotgun is in proper working order and the projectiles are of the approved type and appear to be free from defects.

When it is not deployed, the shotgun will be unloaded and properly and securely stored in the vehicle. When deploying the kinetic energy projectile shotgun, the officer shall visually inspect

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

the kinetic energy projectiles to ensure that conventional ammunition is not being loaded into the shotgun.

Absent compelling circumstances, officers who must transition from conventional ammunition to kinetic energy projectiles will employ the two-person rule for loading. The two-person rule is a safety measure in which a second officer watches the unloading and loading process to ensure that the weapon is completely emptied of conventional ammunition.

303.10 TRAINING FOR CONTROL DEVICES

The Training Sergeant shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified regularly.

(a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.

(b) All training and proficiency for control devices will be documented in the officer's training file.

(c) Officers who fail to demonstrate proficiency with the control device or knowledge of this agency's Use of Force Policy will be provided remedial training. If an officer cannot demonstrate proficiency with a control device or knowledge of this agency's Use of Force Policy after remedial training, the officer will be restricted from carrying the control device and may be subject to discipline.

303.11 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

Any application of a control device or technique listed in this policy shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Conducted Energy Device

304.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of Electronic Control Weapon (ECW)s.

304.2 POLICY

The Electronic Control Weapon (ECW) is intended to control a violent or potentially violent individual, while minimizing the risk of serious injury. The appropriate use of such a device should result in fewer serious injuries to officers and suspects.

304.3 ISSUANCE AND CARRYING ELECTRONIC CONTROL WEAPON (ECW)S

Only members who have successfully completed division-approved training may be issued and carry the Electronic Control Weapon (ECW).

Electronic Control Weapon (ECW)s are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the Division's inventory.

Officers shall only use the Electronic Control Weapon (ECW) and cartridges that have been issued by the Division. Uniformed officers who have been issued the Electronic Control Weapon (ECW) shall wear the device in an approved holster on their person. Non-uniformed officers may secure the Electronic Control Weapon (ECW) in the driver's compartment of their vehicle.

Members carrying the Electronic Control Weapon (ECW) should perform a spark test on the unit prior to every shift.

When carried while in uniform, officers shall carry the Electronic Control Weapon (ECW) in a support (weak)-side holster on the side opposite the duty weapon.

(a) All Electronic Control Weapon (ECW)s shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.

(b) Whenever practicable, officers should carry two or more cartridges on their person when carrying the Electronic Control Weapon (ECW).

(c) Officers shall be responsible for ensuring that their issued Electronic Control Weapon (ECW) is properly maintained and in good working order.

(d) Officers should not hold both a firearm and the Electronic Control Weapon (ECW) at the same time.

304.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the Electronic Control Weapon (ECW) should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(a) Provide the individual with a reasonable opportunity to voluntarily comply.

(b) Provide other officers and individuals with a warning that the Electronic Control Weapon (ECW) may be deployed.

If, after a verbal warning, an individual is unwilling to voluntarily comply with an officer's lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required to, display the electrical arc (provided that a cartridge has not been loaded into the device), or the laser in a further attempt to gain compliance prior to the application of the Electronic Control Weapon (ECW). The aiming laser should never be intentionally directed into the eyes of another as it may permanently impair his/her vision.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the Electronic Control Weapon (ECW) in the related report.

304.5 USE OF THE ELECTRONIC CONTROL WEAPON (ECW)

The Electronic Control Weapon (ECW) has limitations and restrictions requiring consideration before its use. The Electronic Control Weapon (ECW) should only be used when its operator can safely approach the subject within the operational range of the device. Although the Electronic Control Weapon (ECW) is generally effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

304.5.1 APPLICATION OF THE ELECTRONIC CONTROL WEAPON (ECW)

The Electronic Control Weapon (ECW) may be used in any of the following circumstances, when the circumstances perceived by the officer at the time indicate that such application is reasonably necessary to control a person:

(a) The subject is violent or is physically resisting.

(b) The subject has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, him/herself or others.

Mere flight from a pursuing officer, without other known circumstances or factors, is not good cause for the use of the Electronic Control Weapon (ECW) to apprehend an individual.

304.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the Electronic Control Weapon (ECW) on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of using the device. This includes:

(a) Individuals who are known to be pregnant.

(b) Elderly individuals or obvious juveniles.

(c) Individuals with obviously low body mass.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(d) Individuals who are handcuffed or otherwise restrained.

(e) Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.

(f) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles).

Because the application of the Electronic Control Weapon (ECW) in the drive-stun mode (i.e., direct contact without probes) relies primarily on pain compliance, the use of the drive-stun mode generally should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between officers and the subject, thereby giving officers time and distance to consider other force options or actions.

The Electronic Control Weapon (ECW) shall not be used to psychologically torment, elicit statements or to punish any individual.

304.5.3 TARGETING CONSIDERATIONS

Reasonable efforts should be made to target lower center mass and avoid the head, neck, chest and groin. If the dynamics of a situation or officer safety do not permit the officer to limit the application of the Electronic Control Weapon (ECW) probes to a precise target area, officers should monitor the condition of the subject if one or more probes strikes the head, neck, chest or groin until the subject is examined by paramedics or other medical personnel.

304.5.4 MULTIPLE APPLICATIONS OF THE ELECTRONIC CONTROL WEAPON (ECW)

Officers should apply the Electronic Control Weapon (ECW) for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Multiple applications of the Electronic Control Weapon (ECW) against a single individual are generally not recommended and should be avoided unless the officer reasonably believes that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

If the first application of the Electronic Control Weapon (ECW) appears to be ineffective in gaining control of an individual, the officer should consider certain factors before additional applications of the Electronic Control Weapon (ECW), including:

(a) Whether the probes are making proper contact.

(b) Whether the individual has the ability and has been given a reasonable opportunity to comply.

(c) Whether verbal commands, other options or tactics may be more effective.

Officers should consider that multiple applications resulting in exposure of more than 15 seconds (whether continuous or cumulative) may increase the risk of death or serious injury.

Officers should generally not intentionally apply more than one Electronic Control Weapon (ECW) at a time against a single subject.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

304.5.5 ACTIONS FOLLOWING DEPLOYMENTS
Officers shall notify a supervisor of all Electronic Control Weapon (ECW) discharges. Cartridge identity tags should be collected and the expended cartridge, along with both probes and wire, should be submitted into evidence. The cartridge serial number should be noted and documented on the evidence paperwork. The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.

304.5.6 DANGEROUS ANIMALS
The Electronic Control Weapon (ECW) may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

304.5.7 TASER® CAM™
The TASER CAM is activated any time the safety is in the off position. The safety should be in the safe position unless the officer intends to use the device. Because the TASER CAM memory is limited, the video and audio data should be downloaded frequently and retained as required by the Division records retention schedule.

304.5.8 OFF-DUTY CONSIDERATIONS
Officers are not authorized to carry division Electronic Control Weapon (ECW)s while off-duty.

Officers shall ensure that Electronic Control Weapon (ECW)s are secured while in their homes, vehicles or any other area under their control, in a manner that will keep the device inaccessible to others.

304.6 DOCUMENTATION
Officers shall document all Electronic Control Weapon (ECW) discharges in the related arrest/ crime report and the Use of Force report form. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person, laser activation and arcing the device will also be documented on the report form.

304.6.1 ELECTRONIC CONTROL WEAPON (ECW) / USE OF FORCE REPORTING
Items that shall be included in the Use of Force report are:

(a) The type and brand of Electronic Control Weapon (ECW) and cartridge and cartridge serial number.

(b) Date, time and location of the incident.

(c) Whether any display, laser or arc deterred a subject and gained compliance.

(d) The number of Electronic Control Weapon (ECW) activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the subject received applications.

(e) The range at which the Electronic Control Weapon (ECW) was used.

(f) The type of mode used (probe or drive-stun).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(g) Location of any probe impact.

(h) Location of contact in drive-stun mode.

(i) Description of where missed probes went.

(j) Whether medical care was provided to the subject.

(k) Whether the subject sustained any injuries.

(l) Whether any officers sustained any injuries.

The Training Sergeant should periodically analyze the report forms to identify trends, including deterrence and effectiveness. The Training Sergeant should also conduct audits of data downloads and reconcile Use of Force reports with recorded activations. Electronic Control Weapon (ECW) information and statistics, with identifying information removed, should periodically be made available to the public.

304.6.2 REPORTS

The officer should include the following in the arrest/crime report:

(a) Identification of all personnel firing Electronic Control Weapon (ECW)s

(b) Identification of all witnesses

(c) Medical care provided to the subject

(d) Observations of the subject's physical and physiological actions

(e) Any known or suspected drug use, intoxication or other medical problems

304.7 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel should remove Electronic Control Weapon (ECW) probes from a person's body. Used Electronic Control Weapon (ECW) probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by Electronic Control Weapon (ECW) probes or who have been subjected to the electric discharge of the device shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

(a) The person is suspected of being under the influence of controlled substances and/or alcohol.

(b) The person may be pregnant.

(c) The person reasonably appears to be in need of medical attention.

(d) The Electronic Control Weapon (ECW) probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).

(e) The person requests medical treatment.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications (i.e., more than 15 seconds) shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the Electronic Control Weapon (ECW).

304.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the Electronic Control Weapon (ECW) may be used. A supervisor should respond to all incidents where the Electronic Control Weapon (ECW) was activated.

A supervisor should review each incident where a person has been exposed to an activation of the Electronic Control Weapon (ECW). The device's onboard memory should be downloaded through the data port by a supervisor or Training Sergeant and saved with the related arrest/crime report. Photographs of probe sites should be taken and witnesses interviewed.

304.9 TRAINING

Personnel who are authorized to carry the Electronic Control Weapon (ECW) shall be permitted to do so only after successfully completing the initial division-approved training. Any personnel who have not carried the Electronic Control Weapon (ECW) as a part of their assignment for a period of six months or more shall be recertified by a division-approved Electronic Control Weapon (ECW) instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued Electronic Control Weapon (ECW)s should occur every year. A reassessment of an officer's knowledge and/or practical skill may be required at any time if deemed appropriate by the Training Sergeant. All training and proficiency for Electronic Control Weapon (ECW)s will be documented in the officer's training file.

Command staff, supervisors and investigators should receive Electronic Control Weapon (ECW) training as appropriate for the investigations they conduct and review.

Officers who do not carry Electronic Control Weapon (ECW)s should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The Training Sergeant is responsible for ensuring that all members who carry Electronic Control Weapon (ECW)s have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of Electronic Control Weapon (ECW)s during training could result in injury to personnel and should not be mandatory for certification.

The Training Sergeant should ensure that all training includes:

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(a) A review of this policy.

(b) A review of the Use of Force Policy.

(c) Performing weak-hand draws or cross-draws to reduce the possibility of unintentionally drawing and firing a firearm.

(d) Target area considerations, to include techniques or options to reduce the unintentional application of probes near the head, neck, chest and groin.

(e) Handcuffing a subject during the application of the Electronic Control Weapon (ECW) and transitioning to other force options.

(f) De-escalation techniques.

(g) Restraint techniques that do not impair respiration following the application of the Electronic Control Weapon (ECW).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Firearms

306.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

306.1.1 AUTHORIZATION TO CARRY FIREARMS

Only sworn personnel who have met all state standards and have been authorized by the Chief of Police shall have the peace officer privilege to carry a firearm both on- and off-duty.

306.2 POLICY

The Gahanna Division of Police will equip its members with firearms to address the risks posed to the public and division members by violent and sometimes well-armed persons. The Division will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

306.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Members shall only use firearms that are issued or approved by the Division and have been thoroughly inspected by the Training Sergeant. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized division range.

All other weapons not provided by the Division, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by division policy, may not be carried by members in the performance of their official duties without the express written authorization of the member's Bureau Commander. This exclusion does not apply to the carrying of a single pocketknife that is not otherwise prohibited by law.

306.3.1 HANDGUNS

The authorized Division-issued handgun is the Glock Model 17 9mm. The following additional handguns are approved for on-duty use.

As approved by the Chief of Police.

306.3.2 SHOTGUNS

The authorized division-issued shotgun is the Remington 870P 12 gauge. The following additional shotguns are approved for on-duty use:

As approved by the Chief of Police.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

When not deployed, the shotgun shall be properly secured consistent with division training in a locked weapons rack, whenever practical, in the patrol vehicle or in an otherwise secured manner.

306.3.3 PATROL RIFLES

The authorized division patrol rifle shall be chambered in .223 or 5.56 mm. The following additional patrol rifles are approved for on-duty use:

As approved by the Chief of Police.

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

(a) Situations where the member reasonably anticipates an armed encounter.

(b) When a member is faced with a situation that may require accurate and effective fire at long range.

(c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.

(d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.

(e) When a member reasonably believes that a suspect may be wearing body armor.

(f) When authorized or requested by a supervisor.

(g) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured consistent with division training in a locking weapons rack in the patrol vehicle or in an otherwise secured manner.

306.3.4 PERSONALLY OWNED DUTY FIREARMS

Members desiring to carry an authorized but personally owned duty firearm must receive written approval from the Chief of Police or the authorized designee. Once approved, personally owned duty firearms are subject to the following restrictions:

(a) The firearm shall be in good working order and on the division list of approved firearms.

(b) The firearm shall be inspected by the Training Sergeant prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the division qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.

(d) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Training Sergeant, who will maintain a list of the information.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

306.3.5 AUTHORIZED SECONDARY HANDGUN

Members desiring to carry division or personally owned secondary handguns are subject to the following restrictions:

(a) The handgun shall be in good working order and on the division list of approved firearms.

(b) Only one secondary handgun may be carried at a time.

(c) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Division.

(d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

(e) The handgun shall be inspected by the Training Sergeant prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(f) Ammunition shall be the same as division issue. If the caliber of the handgun is other than division issue, the Chief of Police or the authorized designee shall approve the ammunition.

(g) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the division qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.

(h) Members shall provide written notice of the make, model, color, serial number and caliber of a secondary handgun to the Training Sergeant, who will maintain a list of the information.

306.3.6 AUTHORIZED OFF-DUTY FIREARMS

.

The carrying of firearms by members while off-duty is permitted by the Chief of Police but may be rescinded should circumstances dictate (e.g., administrative leave).Members who choose to carry a firearm while off-duty, based on their authority as peace officers, will be required to meet the following guidelines:

(a) A personally owned firearm shall be used, carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.

    1. The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.

(b) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

(c) It will be the responsibility of the member to submit the firearm to the Training Sergeant for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Training Sergeant.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(d) Prior to carrying any off-duty firearm, the member shall demonstrate to the Training Sergeant that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.

(e) The member will successfully qualify with the firearm prior to it being carried.

(f) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Training Sergeant, who will maintain a list of the information.

(g) If a member desires to use more than one firearm while off-duty, he/she may do so, as long as all requirements set forth in this policy for each firearm are met.

(h) Members shall only carry division-authorized ammunition.

(i) When armed, officers shall carry their badges and Gahanna Division of Police identification cards under circumstances requiring possession of such identification.

(j) Officers may carry a firearm in any school safety zone with proper authorization from the Chief of Police (ORC § 2923.122).

(k) Off-duty sworn personnel may carry firearms in establishments for which a "D" liquor permit has been issued and alcohol is being consumed by any person, subject to the provisions and restrictions prescribed by ORC § 2923.121.

306.3.7 AMMUNITION

Members shall carry only division-authorized ammunition. Members shall be issued fresh duty ammunition in the specified quantity for all Division-approved firearms during the member's firearms qualification. Replacements for unserviceable or depleted ammunition issued by the Division shall be dispensed by the Training Sergeant when needed, in accordance with established policy.

306.3.8 AUTHORIZED CARRY IN COURT FACILITIES

Carrying of a firearm by officers into courtrooms or court buildings is subject to local court security rules and shall only be permitted while the officer is acting within the scope of his/her duties (as determined by the Chief of Police) (ORC § 2923.123).

306.4 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

306.4.1 REPAIRS OR MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Training Sergeant.

Firearms that are the property of the Division or personally owned firearms that are approved for division use may be repaired or modified only by a person who is division-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Training Sergeant.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Any repairs or modifications to the member's personally owned firearm shall be done at his/her expense and must be approved by the Training Sergeant.

306.4.2 HOLSTERS
Only division-approved holsters shall be used and worn by members for on duty use. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

306.4.3 TACTICAL LIGHTS
Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Training Sergeant. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

306.4.4 OPTICS OR LASER SIGHTS
Optics or laser sights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Training Sergeant. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

306.5 SAFE HANDLING, INSPECTION AND STORAGE
Members shall maintain the highest level of safety when handling firearms and shall consider the following:

(a) Members shall not unnecessarily display or handle any firearm.

(b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Training Sergeant. Members shall not dry fire or practice quick draws except as instructed by the Training Sergeant or other firearms training staff.

(c) Members shall not clean, repair, load or unload a firearm anywhere in the Division, unless in a safe manner with due regard for surroundings.

(d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in a safe manner with due regard for surroundings.

(e) Members shall not place or store any firearm or other weapon on division premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.

(f) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(g) Any firearm authorized by the Division to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Division or a Training Sergeant approved by the Division for inspection and repair. Any firearm deemed in need of repair or service by the Training Sergeant will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

306.5.1 INSPECTION AND STORAGE

Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done in a safe manner with due regard for surroundings. All firearms shall be pointed in a safe direction or into clearing barrels.

Personally owned firearms may be safely stored in lockers at the end of the shift. Division-owned firearms not issued to individual members shall be stored in the appropriate equipment storage room. Handguns may remain loaded if they are secured in an appropriate holster.

306.5.2 STORAGE AT HOME

Members shall ensure that all firearms and ammunition and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit division-issued firearms to be handled by anyone not authorized by the Division to do so. Members should be aware that negligent storage of a firearm could result in civil liability.

306.5.3 ALCOHOL AND DRUGS

Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member's senses or judgment (ORC § 2923.15).

306.6 FIREARMS TRAINING AND QUALIFICATIONS

All members who carry a firearm while on-duty are required to successfully complete training bi-annually with their duty firearms. In addition to bi-annual training, all members will qualify at least annually with their duty firearms on a course approved by the Ohio Peace Officer Training Commission (POTC) (ORC § 109.801). Members will qualify with off-duty and secondary firearms at least once a year. Training and qualifications must be on an approved range course.

At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

Instructors conducting firearms qualifications are required to have the approval of the POTC director as well as certification issued by the POTC (OAC § 109:2-13-04).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

306.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that member shall submit notification to his/her immediate supervisor prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or qualify on their first shooting attempt shall be provided remedial training and will be subject to the following requirements:

(a) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.

(b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.

(c) No range credit will be given for the following:

1. Unauthorized range make-up
2. Failure to meet minimum standards or qualify after remedial training

Members who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to disciplinary action. In addition, the member may not carry a firearm until qualification is achieved (ORC § 109.801).

306.7 FIREARM DISCHARGE

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

In all other cases, written reports shall be made as follows:

(a) If on-duty at the time of the incident, the member shall file a written report with his/her Bureau Commander or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.

(b) If off-duty at the time of the incident, a written report shall be submitted or recorded statement provided no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

306.7.1 DESTRUCTION OF ANIMALS

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, division members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, Electronic Control Weapon (ECW), oleoresin capsicum

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

306.7.2 INJURED ANIMALS
With the approval of a supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.

306.7.3 WARNING AND OTHER SHOTS
Warning shots shall not be fired absent extraordinary circumstances. Any such warning shots shall be considered a use of deadly force.

306.8 TRAINING SERGEANT DUTIES

The range will be under the exclusive control of the Training Sergeant (or designee thereof). All members attending will follow the directions of the Training Sergeant. The Training Sergeant will maintain a roster of all members attending the range after each range date. Failure of any member to sign in and out with the Training Sergeant may result in non-participation or non-qualification.

The range shall remain operational and accessible to division members during hours established by the Division.

The Training Sergeant has the responsibility of making periodic inspection, at least once a year, of all duty firearms carried by members of this division to verify proper operation. The Training Sergeant has the authority to deem any division-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to his/her personal firearm; it will not be returned to service until it has been inspected and approved by the Training Sergeant.

The Training Sergeant has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry.

The Training Sergeant shall complete and maintain documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and, on a form that has been approved by the Division, a list of each member who completes the training. The Training Sergeant should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records.

306.9 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to officers who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Division based on the law and published TSA rules.

(b) Officers must carry their Gahanna Division of Police identification card, bearing the officer's name, a full-face photograph, identification number, the officer's signature and the signature of the Chief of Police or the official seal of the Division and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver license, passport).

(c) The Gahanna Division of Police must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the Gahanna Division of Police an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.

(d) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail his/her itinerary, and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.

(e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the division-appointed instructor.

(f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.

(g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.

(h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

(i) Officers should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.

(j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

306.10 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time officers of this division are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

(a) The officer shall carry his/her Gahanna Division of Police identification card whenever carrying such firearm.

(b) The officer is not the subject of any current disciplinary action.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.

(d) The officer will remain subject to this and all other division policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active law enforcement from other states are subject to all requirements set forth in 18 USC § 926B.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Vehicle Pursuits

307.1 PURPOSE AND SCOPE

Vehicle pursuits expose innocent citizens, law enforcement officers and fleeing violators to the risk of serious injury or death. The primary purpose of this policy is to provide officers with guidance in balancing the safety of the public and themselves against law enforcement's duty to apprehend violators of the law. Another purpose of this policy is to minimize the potential for pursuit-related collisions. Vehicle pursuits require officers to exhibit a high degree of common sense and sound judgment. Officers must not forget that the immediate apprehension of a suspect is generally not more important than the safety of the public and pursuing officers (ORC § 2935.031).

307.1.1 PHILOSOPHY

Deciding whether to pursue a motor vehicle is a critical decision that must be made quickly and under difficult and unpredictable circumstances. In recognizing the risk to public safety created by vehicle pursuits, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a vehicle pursuit due to the risk involved. This includes circumstances where Division policy would permit the initiation or continuation of the pursuit. It is recognized that vehicle pursuits are not always predictable and decisions made pursuant to this policy will be evaluated according to the totality of the circumstances reasonably available at the time of the pursuit.

Officers must remember that the most important factors to the successful conclusion of a pursuit are proper self-discipline and sound professional judgment. Officers conduct during the course of a pursuit must be objectively reasonable; that is, what a reasonable officer would do under the circumstances. An individual’s unreasonable desire to apprehend a fleeing suspect at all costs has no place in professional law enforcement.

307.2 DEFINITIONS

Definitions related to this policy include:

Vehicle Pursuit - An event involving one or more peace officers attempting to apprehend a suspect who is trying to avoid arrest while operating a motor vehicle by using high speed or other evasive tactics, such as disregarding traffic warning signs, stop signs, red lights, driving off a roadway, turning suddenly or driving in a legal manner but willfully failing to yield to an officer's signal to stop.

Blocking or Vehicle Intercept - A slow-speed coordinated maneuver where two or more law enforcement vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop. The goal is containment and preventing a pursuit. Blocking is not a moving or stationary road block.

Boxing In - A tactic designed to stop a violator's vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.

Pursuit Intervention Technique (PIT) - A low-speed maneuver intended to terminate the pursuit by causing the violator's vehicle to spin out and come to a stop.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Ramming - The deliberate act of impacting a violator's vehicle with another vehicle to functionally damage or otherwise force the violator's vehicle to stop.

Roadblocks - A tactic designed to stop a violator's vehicle by intentionally placing a vehicle or other immovable object in the path of the violator's vehicle.

Tire Deflation Device, Spikes or Tack Strips - A device that extends across the roadway and is designed to puncture the tires of the pursued vehicle.

307.3 OFFICER RESPONSIBILITIES

It is the policy of this division that a vehicle pursuit shall be conducted with at least one red or blue flashing, rotating or oscillating light, visible under normal atmospheric conditions from a distance of 500 feet to the front of, and a siren activated on an authorized emergency vehicle (ORC § 4513.21, ORC § 4511.01(D) and ORC § 4511.041).

The following policy is established to provide officers with guidelines for driving with due regard and caution for the safety of all persons using the highway.

307.3.1 WHEN TO INITIATE A PURSUIT

A pursuit may be initiated when:

(a) An officer has reasonable grounds to believe that the suspect vehicle was used in, contains evidence of, is needed for the investigation of, or an occupant committed or has an active felonywarrant for an offense involving:

1. The attempted, threatened, or actual infliction of serious physical harm to a person
2. The display, threatened use, or use of a deadly weapon
3. A felony offense of violence as defined by the Ohio Revised Code 2901.01 A (9); Aggravated murder; Murder; Voluntary manslaughter; Involuntary manslaughter; Felonious assault; Aggravated assault; Aggravated menacing; Kidnapping; Abduction; Extortion; Rape; Sexual battery; Gross sexual imposition; Aggravated arson; Arson; Terrorism; Aggravated robbery; Robbery; Aggravated burglary; Inciting to violence; Aggravated riot; Riot; Intimidation; Intimidation of attorney; victim or witness in criminal case; Escape; Improperly discharging firearm at or into a habitation; in a school safety zone or with intent to cause harm or panic to persons in a school building or at a school function; See attachment: Felony Offenses for Basis to Pursue - 307.pdf

(b) An officer has reasonable grounds to believe that the suspect vehicle was used in, contains evidence of, is needed for the investigation of, or an occupant committed or has an active warrant for the offense of Criminal Child Enticement, ORC § 2905.05.

(c) The driver’s actions create an immediate danger to human life that is greater than the potential danger of pursuing the suspect. Fleeing, in and of itself, does not constitute a danger to human life.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

In determining whether to initiate or continue a pursuit, officers must take the totality of the circumstances into consideration, including but not limited to:

(a) **The seriousness of the known or reasonably suspected crime and its relationship to community safety.**

(b) **The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists and others.**

(c) **The apparent nature of the fleeing suspect (e.g., whether the suspect represents a serious threat to public safety).**

(d) **The identity of the suspect has been verified and there is comparatively minimal risk in allowing the suspect to be apprehended at a later time.**

(e) **The safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic (e.g., school zones) and the speed of the pursuit relative to these factors.**

(f) **The pursuing officer's familiarity with the area of the pursuit, the quality of radio communication between the pursuing units and the dispatcher/supervisor, and the driving capabilities of the pursuing officers under the conditions of the pursuit.**

(g) **The weather, traffic and road conditions that unreasonably increase the danger of the pursuit when weighed against the risks resulting from the suspect's escape.**

(h) **The performance capabilities of the vehicles used in the pursuit in relation to the speed and other conditions of the pursuit.**

(i) **Vehicle speeds.**

(j) **Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).**

(k) **The availability of other resources, such as aircraft assistance.**

(l) **The police unit is carrying passengers other than on-duty police officers. Pursuits should not be undertaken with a prisoner in the pursuit vehicle unless exigent circumstances exist, and then only after the need to apprehend the suspect is weighed against the safety of the prisoner in transport. A unit containing more than a single prisoner should not participate in a pursuit.**

307.3.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be discontinued whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risk of continuing the pursuit reasonably appears to outweigh the risk resulting from the suspect's escape.

Operating an emergency vehicle in a pursuit with emergency lights and siren does not relieve the operator of an authorized emergency vehicle of the duty to drive with due regard for the safety of

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

all persons and does not protect the driver from the consequences of his/her reckless disregard for the safety of others (ORC § 4511.45(B)).

The above factors on when to initiate a pursuit are expressly included herein and will apply equally to the decision to discontinue as well as the decision to initiate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists, themselves and the public when electing to continue a pursuit. In the context of this policy, the term “terminate” shall be construed to mean to discontinue or to stop chasing the fleeing vehicle.

In addition to the factors listed above, the following factors should be considered when deciding whether to terminate a pursuit:

(a) The distance between the pursuing officers and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time or distance.

(b) The pursued vehicle's location is no longer definitely known.

(c) The officer's pursuit vehicle sustains damage or a mechanical failure that renders it unsafe to drive.

(d) The pursuit vehicle suffers an emergency equipment failure that causes the vehicle to no longer qualify for emergency operation use.

(e) Extended pursuits of violators for misdemeanors not involving abuse or risk of serious harm (independent of the pursuit) are discouraged.

(f) The hazards to uninvolved bystanders or motorists.

(g) When the identity of the offender is known and it does not reasonably appear that the need for immediate capture outweighs the risk associated with continuing the pursuit, officers should strongly consider discontinuing the pursuit and apprehending the offender at a later time.

(h) When directed to terminate the pursuit by a supervisor.

Any Division member may terminate a pursuit at any time.

307.3.3 SPEED LIMITS

The speed of a pursuit is a factor that should be evaluated on a continuing basis by the officer and supervisor. Vehicle speeds shall be taken into consideration to prevent endangering public safety, officer safety and the safety of the occupants of the fleeing vehicle.

Should high vehicle speeds be reached during a pursuit, officers and supervisors shall also consider these factors when determining the reasonableness of the speed of the pursuit (ORC § 4511.24):

(a) Pursuit speeds have become unreasonably unsafe for the surrounding conditions.

(b) Pursuit speeds have exceeded the driving ability of the officer.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(c) Pursuit speeds are beyond the capabilities of the pursuit vehicle, thus making its operation unsafe.

307.4 PURSUIT UNITS

Pursuit units should be limited to three vehicles (two units and a supervisor). However, the number of units involved will vary with the circumstances.

An officer or supervisor may request additional units to join a pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the suspect. All other officers shall stay out of the pursuit but should remain alert to its progress and location. Any officer who drops out of a pursuit may then, if necessary, proceed to the termination point at legal speeds, following the appropriate rules of the road.

Distinctively marked patrol vehicles should replace unmarked vehicles involved in a pursuit whenever practicable.

307.4.1 MOTORCYCLE OFFICERS

A distinctively marked patrol vehicle equipped with emergency overhead lighting should replace a police motorcycle as primary and/or secondary pursuit unit as soon as practicable.

307.4.2 VEHICLES WITHOUT EMERGENCY EQUIPMENT

Vehicles not equipped with a red or blue emergency light and siren are prohibited from initiating or joining in any pursuit. Officers in such vehicles may provide support to pursuing units as long as the vehicle is operated in compliance with all traffic laws (ORC § 4511.041 and ORC § 4513.21).

307.4.3 PRIMARY UNIT RESPONSIBILITIES

The initial pursuing officer will be designated as the primary pursuit unit and will be responsible for the conduct of the pursuit unless it is unable to remain reasonably close enough to the violator's vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspect without unreasonable danger to him/herself or other persons.

The primary unit should notify the Communications Center, commencing with a request for priority radio traffic, that a vehicle pursuit has been initiated, and as soon as practicable, provide information including, but not limited to:

(a) The reason for the pursuit.

(b) The location and direction of travel.

(c) The speed of the fleeing vehicle.

(d) The description of the fleeing vehicle and license number, if known.

(e) The number of occupants.

(f) The identity or description of the known occupants.

(g) The weather, road and traffic conditions.

(h) The identity of other agencies involved in the pursuit.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(i) Information concerning the use of firearms, threat of force, injuries, hostages or other unusual hazards.

Unless relieved by a supervisor or secondary unit, the officer in the primary unit shall be responsible for broadcasting the progress of the pursuit. Unless circumstances reasonably indicate otherwise, the primary unit should relinquish the responsibility of broadcasting the progress of the pursuit to a secondary unit or aircraft joining the pursuit to minimize distractions and allow the primary unit to concentrate foremost on safe pursuit tactics

307.4.4 SECONDARY UNIT RESPONSIBILITIES

The second officer in the pursuit is responsible for:

(a) Immediately notifying the dispatcher of his/her entry into the pursuit.

(b) Remaining at a safe distance behind the primary unit unless directed to assume the role of primary officer, or if the primary unit is unable to continue the pursuit.

(c) Broadcasting the progress of the pursuit unless the situation indicates otherwise.

(d) Serving as backup to the primary unit once the subject has been stopped.

Any other officer (i.e. other than the primary or secondary pursuit unit) in an emergency response status that is engaged in an intercept attempt of a suspect vehicle during the course of a vehicle pursuit, or other emergency response related thereto, should notify the Communications Center and provide information (and periodic updates) including, but not limited to:

(a) The officer's location and direction of travel.

(b) The officer's speeds during the intercept attempt or other related emergency response.

(c) The weather, road, and traffic conditions.

307.4.5 PURSUIT DRIVING TACTICS

The decision to use specific driving tactics requires the same assessment of considerations outlined in the factors to be considered concerning pursuit initiation and termination. The following are tactics for units involved in the pursuit:

(a) Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to maneuvers by the fleeing vehicle.

(b) Officers may proceed past a red or stop signal or stop sign but only after slowing down as may be necessary for safe operation (ORC § 4511.03).

(c) Because intersections can present increased risks, the following tactics should be considered:

1. Available units not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.

2. Pursuing units should exercise due caution when proceeding through controlled intersections.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(d) As a general rule, officers should not pursue a vehicle driving the wrong way on a roadway, highway or freeway. In the event the pursued vehicle does so, the following tactics should be considered:

1. Requesting assistance from an available air unit.
2. Maintaining visual contact with the pursued vehicle by paralleling on the correct side of the roadway.
3. Requesting other units to observe exits available to the suspect.

(e) Notify the appropriate law enforcement agency if it appears the pursuit may enter their jurisdiction.

(f) Officers involved in a pursuit should not attempt to pass other units unless the situation indicates otherwise or they are requested to do so by the primary unit and a clear understanding of the maneuver process exists between the involved officers.

307.4.6 TACTICS/PROCEDURES FOR UNITS NOT INVOLVED IN THE PURSUIT

There should be no paralleling of the pursuit route. Officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Officers should remain in their assigned area and should not become involved with the pursuit unless directed otherwise by a supervisor.

Non-pursuing personnel needed at the termination of the pursuit should respond in a non-emergency manner, observing the rules of the road.

The primary unit, secondary unit and supervisor should be the only units operating under emergency conditions (emergency lights and siren) unless other units are assigned to the pursuit.

307.4.7 PURSUIT TRAILING

In the event that the initiating unit from this agency relinquishes control of the pursuit to another unit or jurisdiction, that initiating unit may, with permission of a supervisor, trail the pursuit to the termination point in order to provide information and assistance for the arrest of the suspect.

The term "trail" means to follow the path of the pursuit at a safe speed, while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing unit will maintain sufficient distance from the pursuit units to clearly indicate an absence of participation in the pursuit.

307.4.8 AIRCRAFT ASSISTANCE

When available, aircraft assistance should be requested. Once the air unit has established visual contact with the pursued vehicle, primary communications may be relinquished to the air unit. The primary and secondary ground units should consider whether the participation of an aircraft warrants their continued involvement in the pursuit.

The air unit may coordinate the activities of resources on the ground, report progress of the pursuit and provide officers and supervisors with details of upcoming traffic congestion, road hazards or other pertinent information to evaluate whether to continue the pursuit. If ground units are not

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

within visual contact and the air unit determines that it is unsafe to continue the pursuit, the air unit may recommend terminating the pursuit.

307.5 SUPERVISORY CONTROL AND RESPONSIBILITIES

It is the policy of this division that available supervisory and management control will be exercised over all vehicle pursuits involving officers from this division.

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor will be responsible for the following:

(a) Upon becoming aware of a pursuit, immediately notifying involved officers and the Communications Center of supervisory presence and ascertaining all reasonably available information to continuously assess the situation and risk factors associated with the pursuit in order to ensure that the pursuit is conducted within established Division guidelines.

(b) Engaging in the pursuit, when appropriate, to provide on-scene supervision.

(c) Exercising management and control of the pursuit even if not engaged in it.

(d) Ensuring that no more than the number of required law enforcement units needed are involved in the pursuit under the guidelines set forth in this policy.

(e) Directing that the pursuit be terminated if, in his/her judgment, it is not justified to continue the pursuit under the guidelines of this policy.

(f) Ensuring that aircraft assistance is requested, if available.

(g) Ensuring that the proper radio channel is being used.

(h) Ensuring the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this agency.

(i) Controlling and managing GPD units when a pursuit enters another jurisdiction.

(j) Completing a supervisor summary of the pursuit (see 307.9); See attachment: Supervisor Summary for Vehicle Pursuit Form Rev.pdf

307.5.1 SHIFT SERGEANT RESPONSIBILITIES

Upon becoming aware that a pursuit has been initiated, the shift supervisor should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The shift supervisor has the final responsibility for the coordination, control and termination of a vehicle pursuit and shall be in overall command.

The shift supervisor shall review all pertinent reports for content and forward them to the subdivision commander.

307.6 COMMUNICATIONS

If the pursuit is confined within the City limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or communications dispatcher. If the

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

pursuit leaves the jurisdiction of this division or such is imminent, involved units should, whenever available, switch radio communications to an emergency channel most accessible by participating agencies and units.

307.6.1 THE COMMUNICATIONS CENTER RESPONSIBILITIES
Upon notification that a pursuit has been initiated, the Communications Center will be responsible for:

(a) Coordinating pursuit communications of the involved units and personnel.

(b) Notifying and coordinating with other involved or affected agencies as practicable.

(c) Ensuring that a field supervisor is notified of the pursuit.

(d) Assigning an incident number and logging all pursuit activities.

(e) Broadcasting pursuit updates as well as other pertinent information as necessary.

(f) Causing all other notifications as soon as practicable.

307.6.2 LOSS OF PURSUED VEHICLE
When the pursued vehicle is lost, the primary unit should broadcast pertinent information to assist other units in locating the vehicle. The primary unit will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

307.7 INTERJURISDICTIONAL CONSIDERATIONS

When a pursuit enters another agency's jurisdiction, the primary officer or supervisor, taking into consideration distance traveled, unfamiliarity with the area and other pertinent facts, should determine whether to request the other agency to assume the pursuit. Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary officer or supervisor ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether such jurisdiction is expected to assist.

307.7.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY
Gahanna Division of Police officers will discontinue the pursuit when another agency has assumed the pursuit, unless continued assistance of the Gahanna Division of Police is requested by the agency assuming the pursuit. Upon discontinuing the pursuit, the primary unit may proceed upon request, with or at the direction of a supervisor, to the termination point to assist in the investigation.

The role and responsibilities of officers at the termination of a pursuit initiated by this division shall be coordinated with appropriate consideration of the units from the agency assuming the pursuit.

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific. Because of communication limitations between local agencies, a request for another agency's assistance will mean that its personnel will assume responsibility for the pursuit. For the same reasons, when a pursuit leaves another jurisdiction and a request for assistance is made to this division, the other agency should relinquish control.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

307.7.2 PURSUITS EXTENDING INTO THIS JURISDICTION

The agency that initiates a pursuit shall be responsible for conducting the pursuit. **Units from this division should not join a pursuit unless specifically requested to do so by the agency whose peace officers are in pursuit.** The exception to this is when a single unit from the initiating agency is in pursuit. Under this circumstance, a unit from this division, with supervisory approval, may join the pursuit until sufficient units from the initiating agency join the pursuit.

When a request is made for this division to assist or take over a pursuit from another agency that has entered this jurisdiction, the supervisor should consider these additional factors:

(a) Ability to maintain the pursuit.

(b) Circumstances serious enough to continue the pursuit.

(c) Adequate staffing to continue the pursuit.

(d) The public's safety within this jurisdiction.

(e) Safety of the pursuing officers.

As soon as practicable, a supervisor or the Shift Sergeant should review a request for assistance from another agency. The Shift Sergeant or supervisor, after consideration of the above factors, may decline to assist in or assume the other agency's pursuit.

Assistance to a pursuing outside agency by officers of this division will terminate at the City limits provided that the pursuing peace officers have sufficient assistance from other sources. Ongoing participation from this division may continue only until sufficient assistance is present.

In the event that a pursuit from another agency terminates within this jurisdiction, officers shall provide appropriate assistance to peace officers from the outside agency including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.

307.8 PURSUIT INTERVENTION

Pursuit intervention is an attempt to terminate the ability of a suspect to continue to flee in a motor vehicle through tactical application of technology, tire deflation devices, blocking, boxing, PIT (Pursuit Intervention Technique), ramming or roadblock procedures.

307.8.1 WHEN USE IS AUTHORIZED

Use of pursuit intervention tactics should be employed only after approval of a supervisor. In deciding whether to use intervention tactics, officers/supervisors should balance the risk of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers and persons in or on the pursued vehicle. With this in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances apparent to the officer at the time of the decision.

It is imperative that officers act within legal bounds using good judgment and accepted practices.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

307.8.2 USE OF FIREARMS

The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Officers should not utilize firearms during an ongoing pursuit unless the conditions and circumstances meet the requirements authorizing the use of deadly force. Nothing in this section shall be construed to prohibit any officer from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

307.8.3 INTERVENTION STANDARDS

Any intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the officers, the public or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of force, including deadly force, and are subject to Division policies guiding such use. Officers shall consider these facts and requirements prior to deciding how, when, where and if an intervention tactic should be employed.

(a) Blocking or vehicle intercept should only be considered in cases involving felony suspects or impaired drivers who pose a threat to public safety, and when officers reasonably believe that attempting a conventional enforcement stop will likely result in the driver attempting to flee in the vehicle. Because of the potential risk involved, this technique should only be employed by officers who have received training in such tactics and after giving consideration to the following:

1. The need to immediately stop the suspect vehicle or prevent it from leaving substantially outweighs the risk of injury or death to occupants of the suspect vehicle, officers or other members of the public.
2. All other reasonable intervention techniques have failed or reasonably appear ineffective.
3. Employing the blocking maneuver does not unreasonably increase the risk to officer safety.
4. The target vehicle is stopped or traveling at a low speed.
5. At no time should civilian vehicles be used to deploy this technique.

(b) Only those officers trained in the use of the PIT will be authorized to use this procedure and only then with approval of a supervisor upon consideration of the circumstances and conditions presented at the time, including the potential for injury to officers, the public and occupants of the pursued vehicle.

(c) Ramming a fleeing vehicle should be done only after other reasonable tactical means at the officer's disposal have been exhausted. This tactic should be reserved for situations where there does not appear to be another reasonable alternative method. This policy is an administrative guide to direct officers in their decision-making process before ramming another vehicle. When ramming is used as a means to stop a fleeing vehicle, one or more of the following factors should be present:

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1. The suspect is an actual or suspected felon who reasonably appears to represent a serious threat to the public if not apprehended.
2. The suspect is driving with willful or wanton disregard for the safety of other persons or is driving in a reckless and life-endangering manner.

If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, the use of ramming is not authorized.

(d) As with all intervention techniques, pursuing officers should obtain supervisor approval before attempting to box a suspect vehicle during a pursuit. The use of such a technique must be carefully coordinated with all involved units, taking into consideration the circumstances and conditions apparent at the time, as well as the potential risk of injury to officers, the public and occupants of the pursued vehicle.

(e) Tire deflation devices should be deployed only when it is reasonably apparent that only the pursued vehicle will be affected by their use. Prior to the deployment of spike strips, the officer shall notify pursuing units and the supervisor of the intent and location. Officers should carefully consider the limitations of such devices as well as the potential risks to officers, the public and occupants of the pursued vehicle. If the pursued vehicle is a motorcycle, a vehicle transporting hazardous materials or a school bus transporting children, officers and supervisors should weigh the potential consequences against the need to immediately stop the vehicle.

(f) Because roadblocks involve a potential for serious injury or death to occupants of the pursued vehicle if the suspect does not stop, the intentional placement of roadblocks in the direct path of a pursued vehicle is generally discouraged and should not be deployed without prior approval of a supervisor, and only then under extraordinary conditions when all other reasonable intervention techniques have failed or reasonably appear ineffective and the need to immediately stop the pursued vehicle substantially outweighs the risk of injury or death to occupants of the pursued vehicle, officers or other members of the public.

307.8.4 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force that reasonably appears necessary under the circumstances to properly perform their lawful duties.

Unless relieved by a supervisor, the primary officer should coordinate efforts to apprehend the suspect following the pursuit. Officers should consider safety of the public and the involved officers when formulating plans to contain and capture the suspect.

307.9 REPORTING AND REVIEW REQUIREMENTS

All appropriate reports shall be completed to comply with local and state regulations.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(a) The primary officer shall complete appropriate crime/arrest reports; this reporting requirement applies to any incident, no matter the duration, that involves a Vehicle Pursuit as defined by 307.2.

(b) The primary officer or supervisor shall complete the appropriate pursuit report.

(c) After first obtaining available information, the on-duty field supervisor or a supervisor otherwise designated by this policy, shall promptly complete a Supervisor Summary of Vehicle Pursuit , which should minimally contain the following information:

1. Date and time of pursuit.
2. Length of pursuit in distance and time.
3. Involved units and officers.
4. Initial reason and circumstances surrounding the pursuit.
5. Starting and termination points.
6. Alleged offense, charges filed or disposition: arrest, citation or other release.
7. Arrestee information should be provided if applicable.
8. Injuries and/or property damage.
9. Medical treatment.
10. The outcome of the pursuit.
11. Name of supervisor handling or at the scene.
12. A preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

(d) The Supervisor Summary of Vehicle Pursuit shall be forwarded without undue delay through the chain-of-command for post-pursuit review. The review shall be maintained in the appropriate electronic file location, and should include the collection, analysis, and retention of associated reports, logs, GPS data, video and audio files, and other pertinent information. In the event the on-duty field supervisor or other review level supervisor initiates a pursuit, he/she should complete the primary officer reporting requirements of this section; the Supervisory Summary of Vehicle Pursuit should then be completed by the next supervisory level.

(e) Annually, the Chief of Police should direct a documented review and analysis of Division vehicle pursuits to minimally include policy suitability, policy compliance and training needs.

307.9.1 REGULAR AND PERIODIC PURSUIT TRAINING

In addition to initial and supplementary training on pursuits, all sworn employees will participate, no less than annually, in regular and periodic training addressing this policy and the importance of vehicle safety and protecting the public at all times. Training will include a recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

307.9.2 POLICY REVIEW

Sworn members of this division shall certify in writing that they have received, read and understand this policy initially and upon any amendments (ORC § 2935.031).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Officer Response to Calls

308.1 PURPOSE AND SCOPE

This policy provides for the safe and appropriate response to all emergency and non-emergency situations.

308.2 RESPONSE TO CALLS

Officers responding to an emergency call shall proceed immediately. Officers responding to an emergency call shall continuously operate emergency lighting equipment and shall sound the siren (ORC § 4511.041).

Responding with emergency lights and siren does not relieve the operator of an authorized emergency vehicle of the duty to drive with due regard for the safety of all persons and does not protect the driver from the consequences of his/her reckless disregard for the safety of others (ORC § 4511.041, ORC § 4511.45(B) and ORC § 4511.452(A)). The use of any other warning equipment without emergency lights and siren does not provide any exemption from the Ohio motor vehicle laws.

Officers should only respond as an emergency call response when so dispatched or when circumstances reasonably indicate an emergency response is required. Officers not responding as an emergency call response shall observe all traffic laws and proceed without the use of emergency lights and siren.

308.3 REQUESTING EMERGENCY ASSISTANCE

Requests for emergency assistance should be limited to those situations where the involved personnel reasonably believe there is an imminent threat to the safety of officers, or assistance is needed to prevent imminent serious harm to a citizen. Where a situation has stabilized and emergency response is not required, the requesting officer shall promptly notify the Communications Center.

If circumstances permit, the requesting officer should give the following information:

- The unit number
- The location
- The reason for the request and type of emergency
- The number of units required

308.3.1 NUMBER OF UNITS PARTICIPATING

Normally, only those units reasonably necessary should respond to an emergency as an emergency call response. The Shift Sergeant or the Officer in Charge should monitor all emergency responses and reduce or enhance the response as warranted.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

308.4 INITIATING EMERGENCY CALL RESPONSE

If an officer believes an emergency call response to any call is appropriate, the officer may initiate an emergency call response or request permission from the Shift Sergeant or Officer in Charge. Emergency responses of more than one unit should include, if circumstances reasonably permit, coordinating the response of the second unit by the Communications Center to avoid any unanticipated intersecting of response routes.

The Shift Sergeant or Officer in Charge will make a determination regarding the appropriateness of the response and reduce or enhance the response as warranted.

308.5 RESPONSIBILITIES OF RESPONDING OFFICER

Officers shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. During a response to an emergency call officers may (ORC § 4511.041):

(a) Proceed past a red or stop signal or stop sign but only after slowing down as may be necessary for safe operation (ORC § 4511.03).

(b) Exceed any speed limits, provided this does not endanger life or property (ORC § 4511.24).

(c) Disregard regulations governing direction of movement or turning in specified directions (ORC § 4511.37).

Continuing an emergency call response is at the discretion of the officer. If, in the officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of emergency lights and siren at the legal speed limit. In such an event, the officer should immediately notify the Communications Center. An officer shall also discontinue an emergency call response when directed by a supervisor or as otherwise appropriate.

Upon determining that an emergency call response is appropriate, an officershould immediately give the location from which he/she is responding.

308.5.1 MODIFIED / INTERMITTENT EMERGENCY CALL RESPONSE

Officers may initiate a modified / intermittent emergency call response in situations requiring an urgent response which are non life-threatening where there is a strong likelihood of apprehension and the presence of officers is needed to halt the criminal activty and protect citizens.

308.6 COMMUNICATIONS RESPONSIBILITIES

A dispatcher shall ensure acknowledgment and response of assisting units when an officer requests emergency assistance or when the available information reasonably indicates that the public is threatened with serious injury or death and an immediate law enforcement response is needed. The dispatcher shall:

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(a) Attempt to assign the closest available unit to the location requiring assistance.

(b) Immediately notify the Shift Sergeant or Officer in Charge.

(c) Confirm the location from which the unit is responding.

(d) Notify and coordinate outside emergency services (e.g., fire and ambulance), if applicable.

(e) Continue to obtain and broadcast information as necessary concerning the response, and monitor the situation until it is stabilized or terminated.

(f) Control all radio communication during the emergency and coordinate assistance under the direction of the Shift Sergeant or Officer in Charge.

308.7 SUPERVISORY RESPONSIBILITIES

Upon being notified that an emergency response has been initiated, the Shift Sergeant or the Officer in Charge shall verify the following:

(a) The proper response has been initiated.

(b) No more than those units reasonably necessary under the circumstances are involved in the response.

(c) Affected outside jurisdictions are being notified as practicable.

The Shift Sergeant or Officer in Charge shall, whenever practicable, monitor the response until it has been stabilized or terminated, and assert control by directing units into or out of the response if necessary. If, in the supervisor's judgment, the circumstances require additional units to be assigned an emergency response, the supervisor may do so.

It is the supervisor's responsibility to terminate an emergency response that, in his/her judgment, is inappropriate due to the circumstances.

When making the decision to authorize an emergency call response, the Shift Sergeant or the Officer in Charge should consider the following:

- The type of call or crime involved
- The necessity of a timely response
- Traffic and roadway conditions
- The location of the responding units

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

308.8 FAILURE OF EMERGENCY EQUIPMENT

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the emergency call response and respond accordingly.

The officer shall notify the Shift Sergeant, Officer in Charge or the Communications Center of the equipment failure so that another unit may be assigned to the emergency response.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Domestic Violence

310.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic violence through vigorous enforcement and to address domestic violence as a serious crime against society. The policy specifically addresses the commitment of this division to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic violence.

310.1.1 DEFINITIONS

Definitions related to this policy include:

Court order - All forms of orders related to domestic violence, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

310.2 POLICY

The Gahanna Division of Police's response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior. It is also the policy of this division to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

310.3 OFFICER SAFETY

The investigation of domestic violence cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

310.4 INVESTIGATIONS

The following guidelines should be followed by officers when investigating domestic violence cases:

(a) Calls of reported, threatened, imminent or ongoing domestic violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.

(b) When practicable, officers should obtain and document statements from the victim, the suspect and any witnesses, including children, in or around the household or location of occurrence.

(c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.If applicable, a copy of the report shall be faxed to Franklin County Children Services for referral.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(d) When practicable and legally permitted, video or audio record all significant statements and observations.

(e) All injuries or claims of injury should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Images should include full-body photographs showing the subject's face and separate photographs of each injury, claim of injury, torn clothing, etc. Victims whose injuries are not visible at the time of the incident should be asked to contact the Investigative Services Subdivision in the event that the injuries later become visible. Other evidentiary images should likewise be taken, such as photographs of damaged property, relevant images of the scene, images of any evidence collected, etc. All images should be imported into the corresponding report.

(f) Investigators should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.

(g) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement and make an arrest or seek an arrest warrant if appropriate.

(h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence.

(i) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.

(j) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:

    (a) Whether the suspect lives on the premises with the victim.

    (b) Claims by the suspect that the victim provoked or perpetuated the violence.

    (c) The potential financial or child custody consequences of arrest.

    (d) The physical or emotional state of either party.

    (e) Use of drugs or alcohol by either party.

    (f) Denial that the abuse occurred where evidence indicates otherwise.

    (g) A request by the victim not to arrest the suspect.

    (h) Location of the incident (public/private).

    (i) Speculation that the complainant may not follow through with the prosecution.

    (j) Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or marital status of the victim or suspect.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(k) The social status, community status, or professional position of the victim or suspect

310.4.1 IF A SUSPECT IS ARRESTED
If a suspect is arrested, officers should:

(a) Advise the victim that there is no guarantee the suspect will remain in custody.

(b) Provide the victim with the expected arraignment date, time and location.

(c) Advise the victim a court order may be requested through the city prosecutor or designee during arraignment.

310.4.2 IF NO ARREST IS MADE
If no arrest is made, the officer should:

(a) Advise the parties of any options, including but not limited to:

1. Voluntary separation of the parties.

2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness unit).

(b) Document the resolution in a report.

310.5 VICTIM ASSISTANCE
Victims may be traumatized or confused. Officers should:

(a) Recognize that a victim's behavior and actions may be affected.

(b) Provide the victim with the division's domestic violence information packet, even if the incident may not rise to the level of a crime.

(c) Alert the victim to any available victim advocates, shelters and community resources.

(d) Stand by for a reasonable amount of time when an involved person requests law enforcement assistance while removing essential items of personal property.

(e) Seek medical assistance as soon as practicable for the victim if he/she has sustained injury or complains of pain.

(f) Ask the victim whether he/she has a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.

(g) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.

(h) Seek or assist the victim in obtaining an emergency order if appropriate.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

310.6 DISPATCH ASSISTANCE

All calls of domestic violence, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

310.7 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

310.8 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and, where appropriate and practicable:

(a) Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.

(b) Check available records or databases that may show the status or conditions of the order.

(c) Contact the issuing court to verify the validity of the order.

(d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Officers should document their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

310.9 LEGAL MANDATES AND RELEVANT LAWS

Ohio law provides for the following:

310.9.1 STANDARDS FOR ARRESTS

Officers investigating a domestic violence report should consider the following:

(a) An officer who has reasonable grounds to believe that a person has committed the offense of domestic violence or a violation of a protection order should arrest and

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

detain the person (ORC § 2935.03(B)(1); ORC § 2935.032). Any decision to not arrest when there is reasonable cause to do so requires supervisor approval.

(b) If the domestic violence event constitutes a felony assault, officers shall make an arrest (ORC §2935.032).

(c) In the event two persons may be arrested for an act of domestic violence against each other or for violating a protection order against each other, the officer should only arrest and detain the primary physical aggressor. In determining which adult is the primary physical aggressor, an officer, in addition to any other relevant circumstances, should consider (ORC § 2935.03 (B)(3)):

1. Any history of domestic violence or of any other violent acts by either person involved in the alleged offense that the officer reasonably can ascertain.
2. If violence is alleged, whether the alleged violence was caused by a person acting in self-defense.
3. Each person's fear of physical harm, if any, resulting from the other person's threatened use of force or his/her use or history of the use of force against any person, and the reasonableness of that fear.
4. The comparative severity of any injuries suffered by the persons involved in the alleged offense.

(d) In the event two persons may be arrested for an act of domestic violence against each other or for violating a protection order against each other, and the officer cannot determine a primary physical aggressor, the officer should apply sound judgment when deciding whether to make an arrest. The officer should contact a supervisor for guidance as appropriate.

(e) An officer shall not consider as a factor any possible shortage of cell space in deciding to make an arrest for domestic violence or a violation of a court order (ORC § 2935.03).

310.9.2 REPORTS AND RECORDS

(a) If a suspect is not present but would otherwise be arrested, a completed report shall be immediately forwarded and an arrest warrant shall be obtained (ORC § 2935.03 (B)(3)).

(b) Officers who investigate an allegation of domestic violence or violation of a court order, but do not make an arrest or seek a warrant, shall clearly articulate in the appropriate report the reasons for not arresting or pursuing a warrant (ORC § 2935.03(B)(3); ORC § 2935.032).

(c) If the alleged offender has been granted pretrial release from custody on a prior charge of the offense of domestic violence or the offense of violating a protection order, and has violated one or more conditions of that pretrial release, investigating officers shall document the facts and circumstances of the violation in the related reports (ORC § 2935.032 (A)(2)).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(d) Officers investigating an offense of domestic violence or the offense of violating a protection order shall include in a written report (ORC § 2935.032):

1. The fact that separate interviews with the victim and the alleged offender were conducted in separate locations, and identify the locations.
2. Any statements from the victim that indicate the frequency and severity of any prior incidents of physical abuse of the victim by the alleged offender, the number of times the victim has called peace officers for assistance, and the disposition of those calls, if known.
3. Observations of the victim and the alleged offender.
4. Any visible injuries on the victim or the alleged offender.
5. Any weapons at the scene, and the actions of the alleged offender.
6. Any statements made by the victim or witnesses.
7. Any other significant facts or circumstances.

(e) Supervisors tasked with reviewing domestic violence reports shall consider referring cases to federal authorities for possible violations of 18 USC § 2261 (Interstate Domestic Violence) and should do so when appropriate (ORC § 2935.032 (G)).

(f) The Administrative Operations Manager shall ensure domestic violence reporting is made to the Ohio Attorney General in compliance with ORC § 3113.32.

310.9.3 COURT ORDERS INDEX

The Communications Center shall maintain an index for protection orders and the approved consent agreements delivered to the Gahanna Division of Police, pursuant to ORC § 3113.31 (F)(1). The index shall include the date and time that the Division received the order or agreement (ORC § 3113.31(F)(3)).

310.9.4 WEAPONS

Any deadly weapon brandished, used or threatened to be used in an incident of domestic violence shall be processed as contraband subject to forfeiture, pursuant to ORC Chapter 2981 (ORC § 2935.03).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Search and Seizure

311.1 PURPOSE AND SCOPE

Both the federal and state Constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Gahanna Division of Police personnel to consider when dealing with search and seizure issues.

311.2 POLICY

It is the policy of the Gahanna Division of Police to respect the fundamental privacy rights of individuals. Members of this division will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this division will comply with relevant federal and state law governing the seizure of persons and property.

The Division will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

311.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this division is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

311.4 SEARCH PROTOCOL

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

(a) Members of this division will strive to conduct searches with dignity and courtesy.

(b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.

(c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.

(d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.

(e) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:

1. Another officer or a supervisor should witness the search, or be conducted in an area which is video recorded.
2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

311.5 DOCUMENTATION

Officers are responsible to document any search and to ensure that any required reports are sufficient including, at minimum, documentation of the following:

- Reason for the search
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
- What, if any, injuries or damage occurred
- All steps taken to secure property
- The results of the search, including a description of any property or contraband seized
- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and division policy have been met.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

311.5.1 TERRY STOP AND FRISK

Any stop and frisk of a person shall be appropriately documented which details the reason for the stop and articulates why he / she is reasonably suspected of being armed and dangerous.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Temporary Custody of Juveniles

312.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Gahanna Division of Police (34 USC § 11133).

312.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile non-offender - An abused, neglected, dependent, or alien juvenile who may be legally held for his/her own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person.

Juvenile offender - A juvenile under 18 years of age who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) or who is in possession of a handgun (28 CFR 31.303).

Non-secure custody - When a juvenile is held in the presence of an officer or other custody employee at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication, is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Examples of secure custody include:

(a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.

(b) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.

(c) A juvenile being processed in a secure booking area when an unsecure booking area is available.

(d) A juvenile left alone in a secure booking area after being photographed and fingerprinted.

(e) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.

(f) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation, or truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

312.2 POLICY

The Gahanna Division of Police is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the Gahanna Division of Police. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer,or release.

312.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit any of the following conditions should not be held at the Gahanna Division of Police:

(a) Unconscious

(b) Seriously injured

(c) A known suicide risk or obviously severely emotionally disturbed

(d) Significantly intoxicated

(e) Extremely violent or continuously violent

Officers taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and notify a supervisor of the situation.

These juveniles should not be held at the Gahanna Division of Police unless they have been evaluated by a qualified medical and/or mental health professional.

If the officer taking custody of the juvenile believes the juvenile may be a suicide risk, the juvenile shall be under continuous direct supervision until evaluation, release or a transfer is completed.

312.4 CUSTODY OF JUVENILES

Officers should take custody of a juvenile and temporarily hold the juvenile at the Gahanna Division of Police when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile that is suspected of being a victim.

No juvenile should be held in temporary custody at the Gahanna Division of Police without authorization of the arresting officer's supervisor or the Shift Sergeant.

Any juvenile taken into custody shall be released to the care of the juvenile’s parent or other responsible adult, or transferred to a juvenile custody facility or to other authority as soon as practicable, and in no event shall a juvenile be held beyond three hours, or six if being held for

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

a felony, from the time of his/her entry into the Gahanna Division of Police (34 USC § 11133; ORC § 2151.311).

312.4.1 CUSTODY OF JUVENILE NON-OFFENDERS
Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Gahanna Division of Police. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (34 USC § 11133).

312.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS
Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or guardian in order to facilitate reunification (e.g. transported home or to the police facility to await a parent). Juvenile status offenders may not be held in secure custody (42 USC § 5633).

Juveniles alleged to be a status offender may not be held for processing purposes.

312.4.3 CUSTODY OF JUVENILE OFFENDERS
Juvenile offenders should be held in non-secure custody while at the Gahanna Division of Police unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Generally, juvenile offenders may be taken into custody under the following circumstances (ORC § 2151.31(A)):

(a) Pursuant to a court order.

(b) Pursuant to the laws that would subject an adult to arrest.

An officer shall promptly release the juvenile to his/her parents, guardian, or other custodian unless circumstances indicate that detention or shelter care of the juvenile is warranted (ORC § 2151.311(A)).

312.5 ADVISEMENTS
If the officer brings the juvenile directly to court or delivers the juvenile to a place of detention or shelter care, he/she shall promptly notify the juvenile's parent, guardian or other custodian of the juvenile's location and reason for the detention (ORC § 2151.311(A)).

312.6 JUVENILE CUSTODY LOGS
Any time a juvenile is held in custody at the Division, the detention shall be promptly and properly documented in the Juvenile Custody Log , including:

(a) Identifying information about the juvenile being held.

(b) Date and time of arrival and release from the Gahanna Division of Police.

(c) Supervisor notification and approval to temporarily hold juvenile.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender or non-offender.

(e) Any changes in status.

(f) Time of all welfare checks.

(g) Any medical and other screening requested and completed.

(h) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

The supervisor who approved detention, including any secure detention, shall be indicated on the log. Subsequent to the release of a juvenile, a shift supervisor shall confirm the log indicates the name of the releasing officer and to whom or what agency/facility the juvenile was released to and sign off on the log sheet. The circumstances that justify any secure custody must be documented in the associated incident report (supplemental narrative).

312.7 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Division (34 USC § 11133; ORC § 2151.311). There should also be sight and sound separation between non-offenders and juvenile offenders and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Gahanna Division of Police shall maintain a constant, immediate presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.

312.8 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Division facility shall ensure the following:

(a) The Shift Sergeant or Officer in Charge should be notified if it is anticipated that a juvenile may need to remain at the Gahanna Division of Police more than four hours for a felony offense, or two hours if being held for any other reason (ORC § 2151.311). This will enable the Shift Sergeant or Officer in Charge to ensure no juvenile is held at the Gahanna Division of Police longer than permitted.

(b) A staff member of the same sex shall supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.

(c) Personal visual checks and significant incidents/activities shall be noted on the log.

(d) There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware. Therefore, an employee should inform a juvenile under his/her care that the juvenile will be monitored at all times, unless he/she is using the toilet. This does not apply to surreptitious and legally obtained recorded interrogations.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(e) Juveniles shall have reasonable access to toilets and wash basins.

(f) Food should be provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.

(g) Juveniles shall have reasonable access to a drinking fountain or water.

(h) Juveniles shall have reasonable opportunities to stand and stretch, particularly if handcuffed or restrained in any way.

(i) Juveniles should have privacy during family, guardian and/or lawyer visits.

(j) Juveniles should be permitted to remain in their personal clothing unless the clothing is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.

(k) Blankets should be provided as reasonably necessary.

(l) Adequate shelter, heat, light, and ventilation should be provided without compromising security or enabling escape.

(m) Juveniles shall have adequate furnishings, including suitable chairs or benches.

(n) Juveniles shall have the right to the same number of telephone calls as an adult in custody.

(o) No discipline may be administered to any juvenile, nor may juveniles be subjected to corporal or unusual punishment, humiliation, or mental abuse.

(p) Juveniles shall not be handcuffed or secured to a fixed object during temporary custody at the Gahanna Division of Police (ORC § 2151.311).

312.9 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

Other restraints shall only be used after less restrictive measures have failed and with the approval of the Shift Sergeant. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

312.9.1 PREGNANT JUVENILES

Juveniles who are known to be pregnant or in any period of postpartum recovery (which can be up to six weeks after delivery) may only be restrained in accordance with the Handcuffing and Restraints Policy (ORC § 2152.75).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

312.10 PERSONAL PROPERTY

The officer taking custody of a juvenile offender or status offender at the Division facility shall ensure a thorough search of the juvenile's property is made and all property is removed from the juvenile, especially those items that could compromise safety, such as pens, pencils and belts.

The personal property of a juvenile should be placed in a property bag. The property should be inventoried in the juvenile's presence and sealed into the bag. The property should be kept in a monitored or secure location until the juvenile is released from the custody of the Gahanna Division of Police.

312.11 SECURE CUSTODY

Only juvenile offenders 14 years or older may be placed in secure custody. Authorization must be obtained from the Shift Sergeant or officer in charge prior to placement in secure custody.

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to him/herself or others

Members of this division should not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option.

312.11.1 LOCKED ENCLOSURES

A thorough inspection of the area shall be conducted before placing a juvenile into the enclosure. A second inspection shall be conducted after removing the juvenile. Any damage noted to the room should be photographed and documented in an incident report.

The following requirements shall apply to a juvenile offender who is held inside a locked enclosure:

(a) The juvenile shall constantly be monitored by an audio/video system during the entire detention.

(b) Juveniles shall have constant auditory access to Division members.

(c) Initial placement into and removal from a locked enclosure shall be logged.

(d) Random personal visual checks of the juvenile by staff member shall occur no less than every 15 minutes.

1. All checks shall be logged.
2. The check should involve questioning the juvenile as to his/her well-being (sleeping juveniles or apparently sleeping juveniles should be awakened).
3. Requests or concerns of the juvenile should be logged.

(e) Males and females shall not be placed in the same locked room.

(f) Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).

(g) Restrained juveniles shall not be mixed in a cell or room with unrestrained juveniles.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

312.12 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY OF A JUVENILE

The Field Services Subdivision Commander will ensure procedures are in place to address the suicide attempt, death or serious injury of any juvenile held at the Gahanna Division of Police. The procedures will address:

(a) Immediate notification of the on-duty supervisor, Chief of Police and Detective Bureau supervisor.

(b) Notification of the parent, guardian or person standing in loco parentis, of the juvenile.

(c) Notification of the appropriate prosecutor.

(d) Notification of the City Attorney.

(e) Evidence preservation.

312.13 INTERVIEWING OR INTERROGATING JUVENILE SUSPECTS

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent and does consent to an interview or interrogation.

312.14 RESTRICTION ON FINGERPRINTING AND PHOTOGRAPHING

An officer may fingerprint and photograph a juvenile offender taken into custody for committing a felony offense or any other offense that is not a minor misdemeanor or traffic offense and shall inform the juvenile court as required in accordance with Policy 419, Contacts and Temporary Detentions (ORC § 2151.313).

The fingerprints and photographs shall be maintained in accordance with ORC § 2151.313.

312.15 SCHOOL RESOURCE OFFICER GUIDELINES

Officers of the Gahanna Division of Police who are assigned to, or primarily engage in, law enforcement duties at a school campus shall comply with the following (OAC § 3301-35-15):

(a) Juveniles shall not be restrained in a prone position.

(b) Juveniles shall not be placed in a locked room or left alone while they are restrained in any way.

Officers who are required to restrain a juvenile shall immediately report such restraint to the appropriate school administrator and the juvenile's parent.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Adult or Vulnerable Person Abuse

313.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain persons who may be more vulnerable than others. This policy also addresses mandatory notification for Gahanna Division of Police members as required by law.

313.1.1 DEFINITIONS

Definitions related to this policy include:

Adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement.

Vulnerable person – A person of any age with a developmental disability.

313.2 POLICY

The Gahanna Division of Police will investigate all reported incidents of alleged adult or vulnerable person abuse and ensure proper reporting and notification as required by law.

313.3 MANDATORY NOTIFICATION

Members of the Gahanna Division of Police shall notify the Franklin County Office on Aging, Adult Protective Services, when there is reasonable cause to believe that an adult age 60 years or older is being abused, neglected or exploited, or is in a condition that is the result of abuse, neglect or exploitation (ORC § 5101.61). Regardless of the person's age, if the member reasonably believes that the person has a developmental disability and has suffered, or faces a substantial risk of suffering, abuse or neglect, the Franklin County Board of Developmental Disabilities shall also be notified (ORC § 5123.61).

313.3.1 NOTIFICATION PROCEDURE

Notification maybe made verbally or in writing and shall contain the basis for the member's belief that the person has been abused, along with the following information, if known (ORC § 5101.61; ORC § 5123.61):

(a) The name, address and telephone numbers of the following individuals:

1. Victim
2. The victim's caregiver
3. If known, the alleged perpetrator (if different than the caregiver)

(b) The approximate age of the victim, along with the nature and extent of the alleged abuse, neglect or exploitation

(c) The date and time the allegation of abuse was received by this division

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

313.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available to investigate cases of adult or vulnerable person abuse. These investigators should:

(a) Conduct interviews in appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to adult or vulnerable person abuse investigations.

(c) Present all cases of alleged adult or vulnerable person abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

313.5 INVESTIGATIONS AND REPORTING

All reported or suspected cases of adult or vulnerable person abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of adult or vulnerable person abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult or vulnerable person abuse victim is contacted.

(b) Any relevant statements the victim may have made and to whom he/she made the statements.

(c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.

(e) Whether the victim was transported for medical treatment or a medical examination.

(f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.

(g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.

(h) Previous addresses of the victim and suspect.

(i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Any unexplained death of an adult or vulnerable person who was in the care of a guardian or caretaker should be considered as potential adult or vulnerable person abuse and investigated similarly.

313.6 PROTECTIVE CUSTODY

Before taking a victim into protective custody when facts indicate the adult or vulnerable person may not be able to care for him/herself, the officer should make reasonable attempts to contact the Franklin County Office of Aging, Adult Protective Services, or the Franklin County Board of Developmental Disabilities, as appropriate under the circumstances. Generally, removal of a victim from his/her family, guardian or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation.

Generally, members of this division should remove a victim from his/her family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim. Prior to taking a victim into protective custody, the officer should take reasonable steps to deliver the adult or vulnerable person to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the officer shall ensure that the person is delivered to the Franklin County Office of Aging, Adult Protective Services, or the Franklin County Board of Developmental Disabilities, as appropriate under the circumstances.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a victim into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking the victim into protective custody.

When victims are under state control, have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the victim to either remove the victim from a dangerous environment (protective custody) or restrain a person from contact with the victim.

313.7 INTERVIEWS

313.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should audio record the preliminary interview with a suspected abuse victim. Officers should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available.

313.7.2 DETAINING VICTIMS FOR INTERVIEWS

An officer should not detain a victim involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1. A reasonable belief that medical issues of the victim need to be addressed immediately.
2. A reasonable belief that the victim is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is a family member or guardian and there is reason to believe the victim may be in continued danger.

(b) A court order or warrant has been issued.

313.8 MEDICAL EXAMINATIONS

When an adult or vulnerable person abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the victim. The officer should also arrange for the victim's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the victim for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

313.9 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of a victim who has been exposed to the manufacturing, trafficking or use of narcotics.

313.9.1 SUPERVISOR RESPONSIBILITIES

The Detective Bureau supervisor should:

(a) Work with professionals from the appropriate agencies, including the Franklin County Office on Aging, Adult Protective Services, or the Franklin County Board of Developmental Disabilities, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Detective Bureau supervisor that he/she has responded to a drug lab or other narcotics crime scene where a victim is present or where evidence indicates that a victim lives there.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the victim.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

313.9.2 OFFICER RESPONSIBILITIES
Officers responding to a drug lab or other narcotics crime scene where an abuse victim is present or where there is evidence that a victim lives there should:

(a) Document the environmental, medical, social and other conditions of the victim, using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Detective Bureau supervisor so an interagency response can begin.

313.10 STATE MANDATES AND OTHER RELEVANT LAWS
Ohio requires that all investigations involving abuse of an adult or vulnerable person be conducted jointly between division members and the appropriate social service agency.

313.10.1 RECORDS BUREAU RESPONSIBILITIES
The Records Bureau is responsible for:

(a) Providing a copy of the adult or vulnerable person abuse report to the Franklin County Office on Aging, Adult Protective Services, or the Franklin County Board of Developmental Disabilities as required by law.

(b) Retaining the original adult or vulnerable person abuse report with the initial case file.

313.10.2 RELEASE OF REPORTS
Information related to incidents of adult or vulnerable person abuse or suspected adult or vulnerable person abuse shall be confidential and are not considered a public record (ORC § 5101.61; ORC § 5123.61).

313.11 TRAINING
The Division should provide training on best practices in adult or vulnerable person abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting interviews.

(c) Availability of therapy services for adults or vulnerable persons and their families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to adult or vulnerable person abuse investigations.

(f) Availability of victim advocates or other support.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Discriminatory Harassment

314.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent Division members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

314.1.1 CERTIFICATION STANDARDS

This policy contains content that pertains to Ohio Collaborative Law Enforcement Agency Certification (OCLEAC) Standards.

See attachment: OCLEAC Standards Compliance Checklist 5-19-2020.pdf

314.2 POLICY

The Gahanna Division of Police is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Division will not tolerate discrimination against members in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Division will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The non-discrimination policies of the Division may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

314.3 DEFINITIONS

Definitions related to this policy include:

314.3.1 DISCRIMINATION

The Division prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment, can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

or division equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to policy and to a work environment that is free of discrimination.

314.3.2 RETALIATION
Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

314.3.3 SEXUAL HARASSMENT
The Division prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

(a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position, or compensation.

(b) Submission to or rejection of such conduct is used as the basis for employment decisions affecting the member.

(c) Such conduct that has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

314.3.4 ADDITIONAL CONSIDERATIONS
Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

(a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission (EEOC) and the Ohio Civil Rights Commission.

(b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with City or division rules or regulations, or any other appropriate work-related communications between supervisor and member.

314.4 RESPONSIBILITIES
This policy applies to all division personnel. All members shall follow the intent of these guidelines in a manner that reflects division policy, professional standards, and the best interest of the Division and its mission (ORC § 4112.02).

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to their immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Chief of Police, the Director of Human Services, or the Director of Public Safety.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Any member who believes, in good faith, that the member has been discriminated against, harassed, subjected to retaliation, or who has observed harassment or discrimination, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

314.4.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

(a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment, or retaliation.

(b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.

(c) Ensuring their subordinates understand their responsibilities under this policy.

(d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

(e) Making a timely determination regarding the substance of any allegation based upon all available facts.

(f) Notifying the Chief of Police or the Director of Human Services in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

314.4.2 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

(a) Behavior of supervisors and managers should represent the values of the Division and professional standards.

(b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

314.4.3 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Chief of Police, the Director of Human Services, or the Director of Public Safety for further information, direction, or clarification.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

314.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved members should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Division that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

314.5.1 SUPERVISOR RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable, or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

314.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the process described above, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but not be limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Chief of Police, the Director of Human Services, or the Director of Public Safety.

314.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Division. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

314.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Chief of Police. The outcome of all reports shall be:

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(a) Approved by the Chief of Police, the Director of Public Safety, or the Director of Human Services, depending on the ranks of the involved parties.

(b) Maintained in accordance with the established records retention schedule.

314.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the action taken to remedy or address the circumstances giving rise to the complaint.

314.7 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term of employment.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Child Abuse

315.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Gahanna Division of Police members are required to notify Franklin County Children Services of suspected child abuse.

315.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency (ORC § 2151.421).

315.2 POLICY

The Gahanna Division of Police will investigate all reported incidents of alleged criminal child abuse and ensure Franklin County Children Services is notified as required by law.

315.3 MANDATORY NOTIFICATION

Members of the Gahanna Division of Police shall notify Franklin County Children Services when they receive a report of possible abuse or neglect of a child, or the possible threat of abuse or neglect of a child. This mandated notification applies to allegations involving a child who is under the age of 18 years or an individual who is under the age of 21 years and is intellectually disabled, developmentally disabled or physically impaired (ORC § 2151.421).

For purposes of notification, abuse and neglect includes sexual offenses, child endangering, physical or mental injury or death, out-of-home care child abuse or neglect, abandonment, illegal adoptions, or withholding or refusing care or treatment necessary for the child's health, morals or well-being, and any other act, as provided in ORC § 2151.03 and ORC § 2151.031.

315.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (ORC § 2151.421):

(a) Notification to Franklin County Children Services should be made immediately by telephone or in person.

(b) Notification, when possible, should include:

1. The name, address and age of the child.
2. The name and address of the child's parents or other person having custody of the child.
3. The nature and extent of the injury, abuse or neglect.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

4. Any evidence of a threat of injury, abuse or neglect, including any evidence of previous injuries, abuse or neglect.
5. Any other information that might be helpful.

(c) The member shall notify the person who provides information regarding the alleged abuse or neglect of the child of his/her right to request certain basic information regarding the investigation. The member shall document the notification along with the person's name, address and telephone number in the related report (ORC § 2151.421(K)).

(d) Any other notifications should be made as set forth in the existing Memorandum of Understanding (MOU) with Franklin County Children Services (ORC § 2151.421(J)).

If the child is a delinquent in the custody of a Department of Youth Services controlled or contracted institution, any notification shall be made to the Ohio State Highway Patrol (ORC § 5139.12).

315.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available for child abuse investigations. These investigators should:

(a) Conduct interviews in child appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to child abuse investigations.

(c) Present all cases of alleged child abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies, and school administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians, and support for the child and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable and in accordance with the existing MOU with the PCSA (ORC § 2151.421).

(g) Be familiar with and confirm that a fetal-infant mortality review board receives information and documentation as provided in ORC § 3707.71 and ORC § 3707.74, as applicable.

315.5 INVESTIGATIONS AND REPORTING

In all reported or suspected cases of child abuse, a report will be written. Officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.

(b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(c) Any relevant statements the child may have made and to whom he/she made the statements.

(d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.

(f) Whether the child victim was transported for medical treatment or a medical examination.

(g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.

(h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.

(i) Previous addresses of the victim and suspect.

(j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

(k) The investigatory steps, as set forth in the existing MOU with Franklin County Children Services, that should be followed when the terms apply to an allegation of child abuse (ORC § 2151.421).

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

315.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact Franklin County Children Services. Generally, removal of a child from his/her family, guardian or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation (ORC § 2151.421(E)).

Generally, members of this division should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to Franklin County Children Services.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations (ORC § 2151.31; ORC § 2151.421):

(a) When a court has issued an order authorizing the removal of a child.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(b) Without a court order when:

1. There are reasonable grounds to believe that the child is suffering from illness or injury and is not receiving proper care, and the child's removal is necessary to prevent immediate or threatened physical or emotional harm.
2. There are reasonable grounds to believe that the child is in immediate danger from the child's surroundings and that the child's removal is necessary to prevent immediate or threatened physical or emotional harm.
3. There are reasonable grounds to believe that a parent, guardian, custodian or other household member has abused or neglected another child in the household, and that the child is in danger of immediate or threatened physical or emotional harm.

Officers shall not remove a child without consultation with Franklin County Children Services, unless the report of abuse or neglect was made by a physician and, in the judgment of the officer and the physician, immediate removal is considered essential to protect the child from further abuse or neglect.

315.6.1 SAFE HAVENS FOR NEWBORNS

A parent may voluntarily surrender a newborn infant who is 30 days old or younger with an officer of the Gahanna Division of Police. The officer shall perform any act necessary to protect the newborn's health or safety and notify Franklin County Children Services as soon as practicable (ORC § 2151.3516; ORC § 2151.3517; ORC § 2151.3518) via the 24-hour Safe Havens/Baby Drop-Off Hotline (614-229-7200).

The surrendering parent should be provided and asked to complete an Ohio Department of Jobs and Family Services (JFS), Voluntary History for Safe Havens form for the child -s ee attachment: JFS Ohio Voluntary Medical History for Safe Havens-01672.PDF. The parent is not required to complete the form; however, if the parent refuses to complete the form, the parent should be encouraged to take the form with them and complete and return at a later time (ORC § 2151.3518; ORC § 2151.3528).

The surrendering parent should also be offered any brochures prepared by the Ohio Department of Jobs and Family Services regarding services available for parents and newborns (ORS § 2151.3518; ORC § 2151.3529).

A parent who voluntarily surrenders a newborn has the right to remain anonymous and shall not be coerced into revealing his/her identity, completing medical forms, accepting brochures, followed or pursued (ORC § 2151.3524; ORC § 2151.3529; ORC § 2151.3530.

The Safe Havens provisions do not apply if the child appears to have suffered child abuse or neglect and the officer should investigate the matter as a child abuse incident.

See Ohio's Safe Havens for Newborns - See attachment: Job and Family Services Ohio Safe Havens for Newborns-08099.PDF.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

See Franklin County Children Services Safe Havens Information - See attachment: safe-havens-for-infants.pdf.

315.7 INTERVIEWS

315.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

315.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW

An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the child need to be addressed immediately.
2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.

(b) A court order or warrant has been issued.

315.8 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child's transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

315.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

315.9.1 SUPERVISOR RESPONSIBILITIES
Detective Bureau Supervisor should:

(a) Work with professionals from the appropriate agencies, including Franklin County Children Services, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are children endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Detective Bureau Supervisor that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives there.

(c) Develop reporting standards for cases when officers respond to drug labs or other narcotics crime scenes. These standards will help officers document the environmental, medical, social and other conditions that may affect the child.

315.9.2 OFFICER RESPONSIBILITIES
Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

(a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and pursuant to established reporting procedures and standards developed for this purpose.

(b) Notify the Detective Bureau Supervisor so an interagency response can begin.

315.10 STATE MANDATES AND OTHER RELEVANT LAWS
Ohio requires or permits the following:

315.10.1 RELEASE OF REPORTS
Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (ORC § 149.43 et seq.; ORC §2151.421).

315.10.2 CHILD FATALITY REVIEW BOARD
When requested, a summary sheet of information related to Division investigations shall be provided to the child fatality review board of the county in which a deceased child resided at the time of death. When requested, and at its discretion, this division may make other reports available to the review board (ORC § 2151.421).

315.10.3 MEMORANDUM OF UNDERSTANDING
The Detective Bureau Supervisor should ensure that a current copy of the MOU with Franklin County Children Services regarding abuse and neglect investigations is available to all Division members (ORC § 2151.421).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

315.11 TRAINING

The Division should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting forensic interviews.

(c) Availability of therapy services for children and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to child abuse investigations.

(f) Availability of victim advocate or guardian ad litem support.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Missing Persons

316.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

316.1.1 DEFINITIONS

Definitions related to this policy include:

At risk - Includes persons who:

(a) Are 13 years of age or younger.

(b) Are 65 years of age or older or that have a mental impairment (ORC § 5502.522).

(c) Are 17 years of age or younger that have run away from or are otherwise missing from the care, custody and control of the juvenile's parent, guardian or other person having responsibility for the care of the minor (ORC § 2901.30).

(d) Regardless of age, are believed or determined to be experiencing one or more of the following circumstances:

1. Out of the zone of safety for his/her chronological age and developmental stage.
2. Physically or mentally disabled (ORC § 2901.41).
3. Behaviorally disabled.
4. Drug dependent, including prescribed medication and/or illegal substances, and the dependency is potentially life-threatening.
5. Absent from home for more than 24 hours before being reported to law enforcement as missing.
6. In a life-threatening situation.
7. In the company of others who could endanger his/her welfare.
8. Absent in a way that is inconsistent with established patterns of behavior and cannot be readily explained. Most children have an established and reasonably predictable routine.
9. Involved in a situation that would cause a reasonable person to conclude the person should be considered at risk.
10. Missing and there is evidence of foul play including, but not limited to, evidence that the person's home or car is in disarray, evidence of a struggle between the person and another or any other evidence that the Division determines is foul play (ORC § 2901.42).

Missing person - Any person who is reported missing to law enforcement, when that person's location is unknown.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Missing person networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC), the Ohio Law Enforcement Automated Data System (LEADS), the Ohio Attorney General's Missing Children's Clearing House and the Department of Public Safety's (DPS) Missing Adult Alert.

316.2 POLICY

The Gahanna Division of Police does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. Priority shall be given to missing person cases over property-related cases. Members will initiate an investigation into all reports of missing persons, regardless of the length of time the person has been missing.

316.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS

The Investigative Services Subdivision supervisor shall ensure the following forms and kits are developed and available:

- Missing person report form
- Missing person investigation checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation
- Missing person school notification form
- Medical records release form
- Biological sample collection kits

316.4 ACCEPTANCE OF REPORTS

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction.

316.5 INITIAL INVESTIGATION

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

(a) Respond to a dispatched call as soon as practicable.

(b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(c) Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see the Public Alerts Policy).

(d) Broadcast an intra-agency “Be on the Look-Out” (BOLO) bulletin or similar intra-agency notification if the person is under 17. When there is evidence that the missing person is at risk, cause the broadcast of an appropriate inter-agency BOLO. Notifications required by this section should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 17 years of age or may be at risk.

(e) Ensure that entries are made into the appropriate missing person networks:

1. Immediately, when the missing person is at risk or there is evidence of foul play and the person is at least 18 but under the age of 21 (ORC § 2901.30(C); ORC § 2901.42(A)).

2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report.

(f) Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.

(g) Collect and/or review:

1. A photograph and fingerprint card of the missing person, if available.

2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).

3. Any documents that may assist in the investigation, such as court orders regarding custody.

4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).

(h) When circumstances permit and if appropriate, attempt to determine the missing person's location through his/her telecommunications carrier.

(i) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

316.5.1 DISTRIBUTION OF ALERT NOTIFICATIONS

The initial investigation should include a determination of whether or not the incident meets the criteria for an Ohio Alert's Program notification. In all cases, the investigating officer(s) should consult with the on-duty supervisor, who is responsible for directing the entry of the applicable alert notification. The Communications Center is responsible for entry of the alert.

AMBER Alert

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

An AMBER Alert is only issued in cases of a confirmed child abduction when the general public's help may make a life or death difference in the safe recovery of the abducted child. An AMBER Alert is subject to the following criteria:

1. The child is confirmed to be under 18 years of age;
2. A determination has been made (by LE) that the abduction poses a credible threat of immediate danger or serious bodily harm or death to the child;
3. There is sufficient descriptive information about the child, the suspect, and/or the circumstances surrounding the abduction to believe the activation of the alert will help locate the child; and
4. A determination has been made (by LE) that the child is not a runaway and has not been abducted as a result of a family abduction, unless the investigation determines that the child is in immediate danger of serious bodily harm or death.

Endangered Missing Child Alert

An Endangered Missing Child Alert is issued when a missing child is considered at-risk, but the case does not meet the criteria for an AMBER Alert. This alert provides a way to enlist the public's help in locating an endangered missing child, without desensitizing the media and general public to AMBER Alerts. The criteria are:

1. The child is confirmed to be under 18 years of age;
2. A determination has been made (by LE) that the child is missing, such as lost, non-witnessed/non-confirmed abduction or the child's whereabouts are unknown;
3. A determination has been made (by LE) that the missing circumstances pose a credible threat of serious bodily harm or death to the child;
4. There is sufficient descriptive information about the child and the circumstances surrounding the disappearance that the alert activation will help locate the child.

Endangered Missing Adult Alert

The alert is intended to help locate an endangered missing adult who has a mental impairment or is 65 years of age or older, and whose disappearance poses a threat of serious bodily harm or death. The criteria are:

1. A determination has been made (by LE) that the individual is missing;
2. The individual is 65 years of age or older, or has a mental impairment;
3. The individual's disappearance poses a credible threat of immediate danger of serious bodily harm or death to the individual; and
4. Sufficient descriptive information about the individual and the circumstances surrounding the disapearance exists that the activation of the alert may help locate the individual

Ohio Blue Alert

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

This alert is intended to enlist the public's help in locating a suspect involved in killing or seriousl injuring a law enforcement officer, or in locating a missing law enforcement officer, The criteria are:

1. Local LE has determined that a law enforcement officer has been seriously injured or killed and a suspect has not been apprehended; OR a law enforcement officer is **missing while on duty** under circumstances warranting concern for his/her safety; and
2. Sufficient descritpive information about the suspect and the circumstances surrounding the law enforcement officer's injury, death, or disappearance exists to indicate that activation of the alert may help locate the suspect or the missing officer.

316.6 REPORT PROCEDURES AND ROUTING

Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

316.6.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of the supervisor shall include, but are not limited to:

(a) Reviewing and approving missing person reports upon receipt.

  (a) The reports should be promptly sent to the Investigative Services Subdivision.

(b) Ensuring resources are deployed as appropriate.

(c) Initiating a command post as needed.

(d) Ensuring applicable notifications and public alerts are made and documented.

(e) Ensuring that records have been entered into the appropriate missing persons networks.

(f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.

  1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

316.6.2 INITIAL INVESTIGATIVE SERVICES SUBDIVISION RESPONSIBILITIES

The responsibilities of the Investigative Services Subdivision receiving member shall include, but are not limited to:

(a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person’s residence in cases where the missing person is a resident of another jurisdiction.

(b) Notifying the parents or other responsible person of a missing person age 17 or younger that the person’s information has been entered into the appropriate networks (ORC § 2901.30(C)).

(c) Notifying and forwarding a copy of the report to the agency of jurisdiction where the missing person was last seen.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(d) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.

(e) Coordinating with the NCIC Terminal Contractor for Ohio to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

316.7 INVESTIGATIVE SERVICES FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

(a) Should ensure that the missing person's school is notified when a missing person's report is filed if the missing person is a juvenile (ORC § 2901.30(D)).

1. The notice shall be in writing and should also include a photograph.
2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information if the school receives a call requesting the transfer of the missing child's files to another school.

(b) Should re-contact the reporting person and/or other witnesses within 30 days of the initial report and within 30 days thereafter to determine if any additional information has become available.

(c) Should consider contacting other agencies involved in the case to determine if any additional information is available.

(d) Shall verify and update Ohio LEADS, NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).

(e) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.

(f) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploiting Children® (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).

(g) Should make appropriate inquiry with the Coroner.

(h) Should obtain and forward medical and dental records, photos, X-rays and biological samples, as applicable.

(i) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously and forward the photograph to the Ohio Attorney General's Missing Children's Clearing House and enter the photograph into applicable missing person networks (34 USC § 41308).

(j) Should consider making appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(k) Shall obtain, if previously not obtained, written consent for the release of dental records from the person's parent or legal custodian, if the person is a missing child that has not been located within 30 days of the initial missing persons report (ORC § 2901.30(G)).

(l) Should consider utilizing resources recommended by the Ohio Attorney General and promulgated by the Ohio Peace Officer Training Commission.

(m) In the case of an at-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

316.8 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator or other officer receiving such a report shall document the location of the missing person in the appropriate report, notify the reporting party and other involved agencies and refer the case for additional investigation if warranted.

The Investigative Services Subdivision supervisor shall ensure that, upon receipt of information that a missing person has been located, the following occurs:

(a) Notification is made to DPS and the Ohio Attorney General's Missing Children's Clearing House, as appropriate.

(b) A missing child's school is notified.

(c) Entries are made in the applicable missing person networks.

(d) When a person is at risk, the fact that the person has been found should be reported within 24 hours to the DPS and the Ohio Attorney General's Missing Children's Clearing House, as appropriate.

(e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

316.8.1 UNIDENTIFIED PERSONS

Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

(a) Obtain a complete description of the person.

(b) Enter the unidentified person's description into the NCIC Unidentified Person File.

(c) Use available resources, such as those related to missing persons, to identify the person.

316.9 CASE CLOSURE

The Investigative Services Subdivision supervisor may authorize the closure of a missing person case after considering the following:

(a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(b) If the missing person is a resident of Gahanna or this division is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.

(c) If this division is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.

(d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

316.10 TRAINING

Subject to available resources, the Training Sergeant should ensure that members of this division whose duties include missing person investigations and reports receive training that includes:

(a) The initial investigation:

1. Assessments and interviews
2. Use of current resources, such as Mobile Audio Video (MAV)
3. Confirming missing status and custody status of minors
4. Evaluating the need for a heightened response
5. Identifying the zone of safety based on chronological age and developmental stage.

(b) Briefing Division members at the scene.

(c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).

(d) Verifying the accuracy of all descriptive information.

(e) Initiating a neighborhood investigation.

(f) Investigating any relevant recent family dynamics.

(g) Addressing conflicting information.

(h) Key investigative and coordination steps.

(i) Managing a missing person case.

(j) Additional resources and specialized services.

(k) Update procedures for case information and descriptions.

(l) Preserving scenes.

(m) Internet use

(n) Internet and technology issues

(o) Media relations.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Public Alerts

317.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

317.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

317.3 RESPONSIBILITIES

317.3.1 EMPLOYEE RESPONSIBILITIES

Employees of the Gahanna Division of Police should notify their supervisor, Shift Sergeant or Detective Bureau Supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person or gathering information.

317.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Chief of Police, the appropriate Bureau Commander and the Public Information Manager when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for the following:

(a) Updating alerts

(b) Canceling alerts

(c) Ensuring all appropriate reports are completed

(d) Preparing an after-action evaluation of the investigation to be forwarded to the Bureau Commander

317.4 AMBER ALERTS™

The AMBER Alert Plan was created to assist in the identification and location of abducted children under 18 years of age, whose abduction, as determined by a law enforcement agency, poses a credible threat of immediate danger of serious bodily harm or death to the child (ORC § 5502.52). The AMBER Alert utilizes the EAS to broadcast information to the public about the abducted child.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

317.4.1 CRITERIA

An AMBER Alert shall not be activated unless (ORC § 5502.52(B)):

(a) The Division determines that an abduction has occurred.

(b) The abducted child is under 18 years of age.

(c) The child is in immediate danger of serious bodily harm or death.

(d) The child is not a runaway and has not been abducted as a result of a child custody dispute, unless the dispute poses a credible threat of immediate danger of serious bodily harm or death to the child.

(e) The Division has sufficient descriptive information about the child, the person who is suspected of abducting the child, or other pertinent information to warrant immediate broadcast of the information to help locate the child.

Absent extenuating circumstances that indicate the AMBER Alert broadcast would endanger an abducted child, the AMBER Alert should be activated as soon as possible after the abduction is discovered.

A Missing Child Alert may be activated if the circumstances about the missing child do not meet the AMBER Alert criteria, but the child is in danger of serious physical harm or death (see Missing Person Reporting Policy).

317.4.2 PROCEDURE

Upon receiving and verifying a report of an abducted child that meets the criteria of an AMBER Alert, the appropriate area of coverage for the activation should be determined. Activations may cover a county, region, state or multiple states.

In addition, the activating official shall:

(a) As soon as practicable enter AMBER Alert data into the Law Enforcement Automated Data System (LEADS)/National Crime Information Center (NCIC) database. Use the endangered or involuntary missing codes and the AMBER Alert code to request an AMBER Alert. An in-state AMBER Alert message will automatically be generated to the following:

1. Adjacent counties
2. Ohio State Highway Patrol Central Dispatch Communications Center in Columbus
3. Ohio Attorney General’s Office
4. FBI Child Abduction Unit
5. National Center for Missing and Exploited Children (NCMEC)
6. Ohio media

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(b) Enter a Caution Ohio Police (COP) record into the LEADS database with the suspect's information. Replace the COP entry with a Wanted Person entry as soon as appropriate.

(c) Use the National Law Enforcement Telecommunications System (NLETS) AMBER screen in LEADS to send a broadcast message to law enforcement in adjacent states when necessary.

(d) If access to the LEADS/NCIC computer system is unavailable, contact the Ohio State Highway Patrol for assistance with activation of an AMBER Alert.

(e) Obtain, whenever possible, consent from the parents, guardian or person having legal custody of the abducted child for the release of photographs, descriptions and other information necessary to support the AMBER Alert broadcast and search. The inability to obtain verbal or signed consent because of the inability to locate a person capable of providing consent shall not prohibit the activation of an AMBER Alert.

To aid in this process, it is imperative that the activating official be notified of all relevant updates regarding the case investigation that may require modification or termination of the AMBER Alert system.

317.5 MISSING ADULT ALERTS

The Missing Adult Alert Program was created to assist in the location and return of elderly or mentally impaired individuals at risk of immediate danger or serious bodily injury or death (ORC § 5502.522). Activation of a Missing Adult Alert will automatically cause state media outlets and law enforcement agencies to be notified of the individual's disappearance, as well as the following to occur:

(a) A toll-free telephone line for tips and information will be activated (866-693-9171).

(b) The Missing Adult Alert website will list information about and display a photograph of the missing adult.

(c) The Ohio Attorney General Missing Persons Unit will be provided with information on the missing adult.

(d) The Ohio Department of Transportation will be notified to post the information on Ohio's highway signs, when appropriate.

(e) The Truckers Alert System will be activated.

317.5.1 CRITERIA

A Missing Adult Alert shall not be activated unless (ORC § 5502.522(B)):

(a) The Division confirms that an individual who is 65 years of age or older or who has a mental impairment is missing. A mental impairment is a substantial disorder of thought, mood, perception, orientation or memory that grossly impairs judgment,

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

behavior or the ability to live independently or provide self-care, as certified by a licensed physician, psychiatrist or psychologist (ORC § 5502.522(G)(3)).

(b) The individual is in immediate danger of serious bodily harm or death.

(c) The Division has sufficient descriptive information about the individual and the circumstances surrounding the individual's disappearance to indicate that activation of the alert will help locate the individual.

317.5.2 PROCEDURE

Upon receiving and verifying a report of a missing person that meets the criteria of a Missing Adult Alert, the activating agency official will determine the area of coverage for the activation. Activations may cover a county, region, the state or multiple states.

In addition, the activating official shall:

(a) Immediately enter Missing Adult Alert data into the LEADS/NCIC database with the appropriate code. An in-state alert message will automatically be generated to the following:

1. Adjacent counties
2. Ohio State Highway Patrol Central Dispatch Communications Center in Columbus
3. Ohio Attorney General's Office
4. Ohio media

(b) Use the NLETS Missing Adult Alert screen in LEADS to send a broadcast message to law enforcement in adjacent states when necessary.

(c) If access to the LEADS/NCIC computer system is unavailable, contact the Ohio State Highway Patrol for assistance with activation of a Missing Adult Alert.

To aid in this process, it is imperative that the activating official be notified of all relevant updates regarding the case investigation that may require modification or termination of the Missing Adult Alert system.

317.6 BLUE ALERTS

The Blue Alert Program is a statewide system to be utilized for the rapid dissemination of information to assist in the apprehension of persons suspected of killing or seriously injuring law enforcement officers and to aid in the location of missing law enforcement officers (ORC § 5502.53).

317.6.1 CRITERIA

A Blue Alert shall be activated if both of the following criteria exist (ORC § 5502.53):

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(a) The Division confirms that an officer has been seriously injured or killed, and a suspect has not been apprehended, or that an officer is missing while on-duty under circumstances warranting concern for the officer's safety.

(b) There is sufficient descriptive information about the suspect or the circumstances surrounding an officer's injury, death or disappearance to indicate that activation of a Blue Alert may help locate a suspect or the missing officer.

317.6.2 PROCEDURE

Upon receiving and verifying that the criteria for a Blue Alert have been met, the appropriate area of coverage for the activation should be determined. Activations may cover a county, region, state or multiple states.

In addition, the activating official shall:

(a) Immediately enter Blue Alert data into the LEADS/NCIC database with the appropriate code. An in-state Blue Alert message will automatically be generated to the following:

1. Adjacent counties
2. Ohio State Highway Patrol Central Dispatch Communications Center in Columbus
3. Ohio Attorney General's Office
4. Ohio media

(b) Use the NLETS Blue Alert screen in LEADS to send a broadcast message to law enforcement in adjacent states when necessary.

(c) If access to the LEADS/NCIC computer system is unavailable, contact the Ohio State Highway Patrol for assistance with activation of a Blue Alert.

To aid in this process, it is imperative that the activating official be notified of all relevant updates regarding the case investigation that may require modification or termination of the Blue Alert.

317.7 MEDIA ALERTS

Regardless of whether a public alert is activated, the following procedures to alert the media and other local law enforcement agencies should be followed:

(a) The Public Information Manager will prepare an initial press release that includes all available information that might aid in locating a child, suspect or missing person, such as:

1. The person's identity, age and description.
2. A photograph, if available.
3. Pertinent vehicle description.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

4. Details regarding the location of the incident, last known direction of travel and potential destinations, if known.
5. The name and contact number of the Public Information Manager or other authorized media liaison.
6. A contact number for the public to call with leads or information.

(b) The press release should be faxed to local television and radio stations.

(c) The information in the press release should also be forwarded to local law enforcement agencies.

(d) The activating official or other individual responsible for making notifications shall prepare and fax to the previously described locations, follow-up press releases with updates regarding the search and investigation or immediately upon locating the person identified in the public alert.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Victim and Witness Assistance

318.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

318.2 POLICY

The Gahanna Division of Police is committed to providing guidance and assistance to the victims and witnesses of crime. The employees of the Gahanna Division of Police will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

318.3 CRIME VICTIM LIAISON

The Chief of Police or designee may appoint a member of the Division to serve as the crime victim liaison. The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the Gahanna Division of Police regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

318.3.1 CRIME VICTIM LIAISON DUTIES

The crime victim liaison is responsible for ensuring procedures are adequate to:

(a) Inform victims of felony or other enumerated offenses of the following after a suspect in their case was taken into custody (ORC § 2930.05):

  (a) The name of the suspect taken into custody, whether it be an adult or juvenile.

  (b) Whether the defendant or alleged juvenile offender is eligible for pretrial release or for release from detention.

  (c) The Division's telephone number.

  (d) The victim's right to telephone the Division to ascertain whether the suspect has been released from custody.

(b) Promptly return victim's property when it is no longer necessary to be kept as evidence (ORC § 2930.11).

(c) Assist victims with the rights afforded to them under the Ohio Constitution (Article I, Section 10a, Ohio Constitution).

318.4 CRIME VICTIMS

Officers should provide all victims with the applicable victim information handouts.

Officers should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written division material or available victim resources.

318.4.1 SPECIFIC REQUIREMENTS REGARDING VICTIMS

As soon as practicable after initial contact with a victim of a felony or other enumerated offenses, the investigating member shall ensure the victim is provided (ORC § 2930.01; ORC § 2930.04):

(a) The case number and business telephone number to contact the handling investigator.

(b) The office address and business telephone number of the prosecutor who will handle the case.

(c) A statement that, if the victim is not notified of the arrest of the offender in the case within a reasonable period of time, the victim may contact the law enforcement agency to learn the status of the case.

(d) A handout with rights afforded to victims under the Ohio Constitution (Article I, Section 10a, Ohio Constitution).

318.5 VICTIM INFORMATION

The Administrative Bureau Commander shall ensure that victim information handouts are available and current. These should include as appropriate:

(a) Shelters and other community resources for victims including domestic violence and sexual assault victims

(b) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109).

(c) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.

(d) A clear explanation of relevant court orders and how they can be obtained.

(e) Information regarding available compensation for qualifying victims of crime (ORC § 2743.51 et seq.).

(f) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and to register for automatic notification when a person is released from jail.

(g) Notice regarding U-Visa and T-Visa application processes.

(h) Resources available for victims of identity theft.

(i) A place for the officer's name, badge number and any applicable case or incident number.

(j) A telephone number that a domestic violence victim can call for information about the case, the telephone number of a domestic violence shelter in the area, and information on any local victim advocate program (ORC § 2935.032 (C)(3)).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(k) The Ohio Attorney General Office's Victims' Rights Pamphlet (ORC § 109.42; ORC § 2930.04).

(l) Information regarding the Ohio Secretary of State's address confidentiality program (ORC § 111.42).

(m) Rights afforded to victims under the Ohio Constitution (Article I, Section 10a, Ohio Constitution).

318.6 WITNESSES

Officers should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Hate or Prejudice Crimes

319.1 PURPOSE AND SCOPE

The Gahanna Division of Police recognizes and places a high priority on the rights of all individuals guaranteed under the Constitution and the laws of this state. When such rights are infringed upon by violence, threats or other harassment, this division will utilize all available resources to see that justice is served under the law. This policy has been developed to meet or exceed the provisions of the Matthew Shepard and James Byrd, Jr. Hate Crimes Prevention Act, and provides members of this division with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

319.1.1 FEDERAL JURISDICTION

The federal government has the power to investigate and prosecute bias-motivated violence by providing the U.S. Department of Justice (USDOJ) with jurisdiction over crimes of violence where the perpetrator has selected the victim because of the person's actual or perceived race, color, religion, national origin, gender, sexual orientation, gender identity, or disability (18 USC § 249).

319.2 DEFINITIONS

Definitions related to this policy include:

Prejudice, Bias or Hate Crime - A crime motivated by prejudice based on actual or perceived race, color, religion, national origin, ethnicity, gender, sexual orientation, gender identity or expression, or disability of the victim.

319.3 PREVENTING AND PREPARING FOR LIKELY HATE OR PREJUDICE CRIMES

While it is recognized that not all crime can be prevented, this division is committed to taking a proactive approach to preventing and preparing for likely hate or prejudice crimes by among other things:

(a) Making an affirmative effort to establish contact with persons and groups within the community who are likely targets of hate crimes to form, and cooperate with, prevention and response networks.

(b) Providing victim assistance and follow-up as outlined below, including community follow-up.

(c) Educating community and civic groups about hate crime laws.

319.4 PROCEDURE FOR INVESTIGATING HATE OR PREJUDICE CRIMES

Whenever any member of this division receives a report of a suspected hate or prejudice crime or other activity that reasonably appears to involve a potential hate or prejudice crime, the following should occur:

(a) Officers will be promptly assigned to contact the victim, witness, or reporting party to investigate the matter further as circumstances may dictate.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(b) A supervisor should be notified of the circumstances as soon as practicable.

(c) Once "in progress" aspects of any such situation have been stabilized (e.g., treatment of victims, apprehension of present suspects), the assigned officers will take all reasonable steps to preserve available evidence that may tend to establish that a hate or prejudice crime was involved.

(d) The assigned officers will interview available witnesses, victims, and others to determine what circumstances, if any, indicate that the situation may involve a hate or prejudice crime.

(e) Depending on the situation, the assigned officers or supervisor may request additional assistance from investigators or other resources to further the investigation.

(f) The assigned officers will include all available evidence indicating the likelihood of a hate or prejudice crime in the relevant reports. All related reports will be clearly marked as “Hate or Prejudice Crimes” and, absent prior approval of a supervisor, will be completed and submitted by the assigned officers before the end of the shift.

(g) The assigned officers should also make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as required by the Victim and Witness Assistance Policy.

(h) The assigned officers and supervisor should take reasonable steps to ensure that any such situation does not escalate further and should provide information to the victim regarding legal aid (e.g., a possible Temporary Restraining Order) through the courts, City Prosecutor, or City Attorney.

319.5 DETECTIVE BUREAU RESPONSIBILITIES

If a case is assigned to the Investigative Services Subdivision, the assigned investigator will be responsible for following up on the reported hate or prejudice crime by:

(a) Coordinating further investigation with the City Prosecutor and other appropriate law enforcement agencies.

(b) Maintaining contact with the victim and other involved individuals, as needed.

(c) Maintaining statistical data and tracking of suspected hate or prejudice crimes as indicated or required by state law.

319.6 STATE HATE CRIME REPORTING

This division shall submit hate crime information and offenses in the form and manner and at regular intervals as prescribed by rules adopted by the Office of Criminal Justice Services (OCJS). This shall be conducted by the Administrative Operations Manager or assigned to the Investigative Services Subdivision.

319.7 FEDERAL HATE CRIME REPORTING

The Administrative Operations Manager should include hate crime data reporting within the National Incident-Based Reporting System (NIBRS), Uniform Crime Report (UCR) and Summary

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Reporting System (SRS) reports pursuant to Records Bureau procedures and in compliance with (28 USC § 534 (a)).

319.8 TRAINING

All members of this division will receive training on hate and prejudice crime recognition and investigation, and will attend periodic training that incorporates a hate and prejudice crime training component.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Standards of Conduct

320.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Gahanna Division of Police and are expected of all Division members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this division or the member's supervisors.

320.1.1 CERTIFICATION STANDARDS

This policy contains content that pertains to the Ohio Collaborative Law Enforcement Agency Certification (OCLEAC) Standard.

See attachment: OCLEAC Standards Compliance Checklist Updated 2020.pdf

320.2 POLICY

The continued employment or appointment of every member of the Gahanna Division of Police shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

320.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any Division supervisor or person in a position of authority, absent a reasonable and bona fide justification.

320.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or Division policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law, or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, Division policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

320.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

(a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.

(b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.

(c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.

(d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

320.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Ohio constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

320.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient Division service or operations.

320.5.1 LAWS, RULES AND ORDERS

(a) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in Division or City manuals.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(b) Disobedience of any legal directive or order issued by any Division member of a higher rank.

(c) Violation of federal, state, local or administrative laws, rules or regulations.

320.5.2 ETHICS

(a) Using or disclosing one's status as a member of the Gahanna Division of Police in any way that could reasonably be perceived as an attempt to gain influence or authority for non-Division business or activity.

(b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.

(c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).

(d) Acceptance of fees, gifts or money contrary to the rules of this division and/or laws of the state.

(e) Offer or acceptance of a bribe or gratuity.

(f) Misappropriation or misuse of public funds, property, personnel or services.

(g) Any other failure to abide by the standards of ethical conduct.

320.5.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

320.5.4 RELATIONSHIPS

(a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.

(b) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.

(c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.

(d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this division.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(e) Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this division.

320.5.5 ATTENDANCE

(a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.

(b) Unexcused or unauthorized absence or tardiness.

(c) Excessive absenteeism or abuse of leave privileges.

(d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without reasonable excuse.

320.5.6 UNAUTHORIZED ACCESS, DISCLOSURE OR USE

(a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms or reports obtained as a result of the member's position with this division.

(b) Disclosing to any unauthorized person any active investigation information.

(c) The use of any information, photograph, video or other recording obtained or accessed as a result of employment or appointment to this division for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.

(d) Loaning, selling, allowing unauthorized use, giving away or appropriating any Gahanna Division of Police badge, uniform, identification card or division property for personal use, personal gain or any other improper or unauthorized use or purpose.

(e) Using Division resources in association with any portion of an independent civil action. These resources include, but are not limited to, personnel, vehicles, equipment and non-subpoenaed records.

320.5.7 EFFICIENCY

(a) Neglect of duty.

(b) Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.

(c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.

(d) Unauthorized sleeping during on-duty time or assignments.

(e) Failure to notify the Division within 24 hours of any change in residence address or contact numbers.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(f) Failure to notify the Department of Human Resources of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

320.5.8 PERFORMANCE

(a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.

(b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any Division record, public record, book, paper or document.

(c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any Division-related business.

(d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this division or its members.

(e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this division or subverts the good order, efficiency and discipline of this division or that would tend to discredit any of its members.

(f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:

    (a) While on division premises.

    (b) At any work site, while on-duty or while in uniform, or while using any Division equipment or system.

    (c) Gambling activity undertaken as part of an officer's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.

(g) Improper political activity including:

    1. Unauthorized attendance while on-duty at official legislative or political sessions.

    2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or on division property except as expressly authorized by City policy, the employment agreement, or the Chief of Police.

(h) Engaging in political activities during assigned working hours except as expressly authorized by City policy, the employment agreement, or the Chief of Police.

(i) Any act on- or off-duty that brings discredit to this division.

320.5.9 CONDUCT

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.

(b) Unreasonable and unwarranted force to a person encountered or a person under arrest.

(c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.

(d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.

(e) Engaging in horseplay that reasonably could result in injury or property damage.

(f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this division or the City.

(g) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.

(h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this division.

(i) Unauthorized possession of, loss of, or damage to Division property or the property of others, or endangering it through carelessness or maliciousness.

(j) Attempted or actual theft of Division or Ciy property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of Division or City property or the property of another person.

(k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any employment agreement or contract to include fraud in securing the appointment or hire.

(l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.

(m) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this division, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this division or its members.

320.5.10 SAFETY

(a) Failure to observe or violating Division safety standards or safe working practices.

(b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver license, first aid).

(c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.

(d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off-duty.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(e) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member's appointing authority.

(f) Unsafe or improper driving habits or actions in the course of employment or appointment.

(g) Any personal action contributing to a preventable traffic collision.

(h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

320.5.11 INTOXICANTS

(a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.

(b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.

(c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Information Technology Use

321.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of division information technology resources, including computers, electronic devices, hardware, software and systems.

321.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Gahanna Division of Police that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Division or division funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones, including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, **permanent file** or **file** - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

321.2 POLICY

It is the policy of the Gahanna Division of Police that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Division in a professional manner and in accordance with this policy.

321.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any division computer system.

The Division reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Division, including the division email system, computer network and/or any information placed into storage on any division system or device. This includes records of all keystrokes or Web-browsing history made at any division computer or over any division network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through division computers, electronic devices or networks.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

321.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Shift Sergeants.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

321.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any division computer. Members shall not install personal copies of any software onto any division computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Division while on division premises, computer systems or electronic devices. Such unauthorized use of software exposes the Division and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as part of the automated maintenance or update process of division- or City-approved or installed programs by the original manufacturer, producer or developer of the software.

Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

321.4.2 HARDWARE

Access to technology resources provided by or through the Division shall be strictly limited to division-related activities. Data stored on or available through division computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or division-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

321.4.3 INTERNET USE

Internet access provided by or through the Division shall be strictly limited to division-related activities. Internet sites containing information that is not appropriate or applicable to division use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Downloaded information shall be limited to messages, mail and data files, unless authorized by a supervisor.

321.4.4 OFF-DUTY USE

Members shall only use technology resources provided by the Division while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off the clock" work-related activities. This also applies to personally owned devices that are used to access division resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

321.5 PROTECTION OF AGENCY SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure division computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

321.6 INSPECTION OR REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Division involving one of its members or a member’s duties, an alleged or suspected violation of any division policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the division computer system when requested by a supervisor or during the course of regular duties that require such information.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Report Preparation

322.1 PURPOSE AND SCOPE

Report preparation is a major part of each employee's job. The purpose of reports is to document sufficient information to refresh the employee's memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formal and on-the-job training.

322.1.1 REPORT PREPARATION

Employees should ensure that their reports are sufficiently detailed for their purpose and reasonably free of errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty, unless permission to delay submission of the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads or arrest reports where the suspect remains in custody should not be delayed.

All reports shall accurately reflect the identity of the persons involved, witnesses, all pertinent information seen, heard or assimilated by any other sense and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

322.2 REQUIRED REPORTING

Written reports are required in all of the following situations on the appropriate Division-approved form unless otherwise approved by a supervisor.

322.2.1 CRIMINAL ACTIVITY

When a member responds to a call for service or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution.

Activity to be documented in a written report includes:

(a) All arrests

(b) All felony crimes

(c) Non-felony incidents involving threats or stalking behavior

(d) Situations covered by separate policy. These include:

1. Use of Force Policy
2. Domestic Violence Policy
3. Child Abuse Policy
4. Adult or Vulnerable Person Abuse Policy
5. Hate or Prejudice Crimes Policy

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

6. Suspicious Activity Reporting Policy

(e) All misdemeanor crimes where the victim desires a report

Misdemeanor crimes where the victim does not desire a report shall be documented using the Division-approved alternative reporting method (e.g., dispatch log).

322.2.2 NON-CRIMINAL ACTIVITY

The following incidents shall be documented using the appropriate approved report:

(a) Anytime an officer points a firearm at any person.

(b) Any use of force by a member of this division (see the Use of Force Policy).

(c) Any firearm discharge (see the Firearms Policy).

(d) Anytime a person is reported missing (regardless of jurisdiction) (see the Missing Persons Policy).

(e) Any found property or found evidence.

(f) Any traffic collisions above the minimum reporting level (see the Traffic Collision Response and Reporting Policy).

(g) Suspicious incidents that may indicate a potential for crimes against children, or that a child's safety is in jeopardy.

(h) All protective custody detentions.

(i) Suspicious incidents that may place the public or others at risk.

(j) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor.

322.2.3 DEATH REPORTS

Reports shall be completed by the handling employee. All deaths shall be handled in compliance with the Death Investigation Policy.

322.2.4 INJURY OR DAMAGE BY CITY PERSONNEL

Reports shall be taken if an injury occurs that is a result of an act of a City employee. Reports also shall be taken when there is damage to City property or City equipment.

322.2.5 MISCELLANEOUS INJURIES

Any injury that is reported to this division shall require a report when:

(a) The injury is a result of a drug overdose.

(b) There is an attempted suicide.

(c) The injury is major or serious, whereas death could result.

(d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event.

(e) As otherwise directed by a supervisor.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

322.2.6 ALTERNATE REPORTING FOR VICTIMS

Reports that may be submitted by the public via online or other self-completed reporting processes include:

(a) Lost property.

(b) Misdemeanor thefts of property, other than firearms or materials that threaten public safety, when there is no suspect information, serial number or ability to trace the item.

1. Misdemeanor thefts of cellular telephones may be reported even though they have a serial number.

(c) Misdemeanor criminal damaging with no suspect information and no hate crime implications.

(d) Theft from motor vehicle with no suspect information or evidence.

(e) Harassing telephone calls with no suspect information.

(f) Identity theft without an identifiable suspect (does not include fraudulent credit card activity).

(g) Online or email fraud solicitations without an identifiable suspect and if the financial loss classifies the crime as a misdemeanor.

(h) Supplemental property lists.

Members at the scene of one of the above incidents should not refer the reporting party to an alternate means of reporting without authorization from a supervisor. Members may refer victims to online victim assistance programs (e.g., Federal Communications Commission (FCC) website for identity theft, Internet Crime Complaint Center (IC3) website for computer crimes).

322.3 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all employees and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

322.3.1 GENERAL USE OF OTHER HANDWRITTEN FORMS

County, state and federal agency forms may be block printed as appropriate. In general, the form itself may make the requirement for typing apparent.

322.4 REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should return the report through the records management system, stating the reasons for rejection. The original report and the noted corrections should be returned to

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

the reporting employee for correction as soon as practicable. It shall be the responsibility of the originating employee to ensure that any report returned for correction is processed in a timely manner. For operational efficiency, this section does not apply to minor spelling, grammatical, or similar corrections made by supervisors that do not alter the underlying facts or other substantive content of a report.

322.5 REPORT CHANGES OR ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Records Bureau for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Records Bureau may be corrected or modified by the authoring employee only with the knowledge and authorization of the reviewing supervisor.

322.6 ELECTRONIC SIGNATURES

The Gahanna Division of Police has established an electronic signature procedure for use by all employees of the Gahanna Division of Police. The Operations Bureau Commander shall be responsible for maintaining the electronic signature system and ensuring that each employee creates a unique, confidential password for his/her electronic signature.

- Employees may only use their electronic signature for official reports or other official communications.
- Each employee shall be responsible for the security and use of his/her electronic signature and shall promptly notify a supervisor if the electronic signature has or may have been compromised or misused.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Media Relations

323.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities allowing the prompt release of records in accordance with the mandates of the Ohio Public Records Law (ORC § 149.43).

323.2 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police. However, in situations not warranting immediate notice to the Chief of Police and in situations where the Chief of Police has given prior approval, Bureau Commanders, Shift Sergeants and the designated Public Information Manager may prepare and release information to the media in accordance with this policy and the applicable law.

323.2.1 MEDIA REQUEST

Any media request for information or access to a law enforcement situation shall be referred to the designated Division media representative, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, employees shall consider the following:

(a) At no time shall any employee of this division make any comment or release any official information to the media without prior approval from a supervisor or the designated Division media representative.

(b) In situations involving multiple law enforcement agencies, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this division.

(c) Under no circumstance should any member of this division make any comments to the media regarding any law enforcement incident not involving this division without prior approval of the Chief of Police.

323.3 MEDIA ACCESS

Authorized and bona fide members of the media should be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities (ORC § 2917.13(B)). Access by the media is subject to the following conditions:

(a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.

(b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.

1. Reasonable effort should be made to provide media representatives with access to a media command post, separate from the operations command post, near the

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

location of the incident providing it will not interfere with emergency operations or a criminal investigation.

(c) No member of this division shall be required to submit to media visits or interviews without the consent of the involved employee.

(d) Media interviews with individuals who are in custody shall not be permitted unless in compliance with a jail facility policy. Exceptions are only permitted with the approval of the Chief of Police and the express written consent of the person in custody.

A tactical operation should be handled in the same manner as a crime scene, except the news media shall be permitted within the outer perimeter of the scene, subject to any restrictions as determined by the supervisor in charge. Division members shall not jeopardize a tactical operation in order to accommodate the news media. All comments to the media shall be coordinated through a supervisor or the Public Information Manager.

323.3.1 TEMPORARY FLIGHT RESTRICTIONS

Whenever the presence of media or other aircraft pose a threat to public or officer safety or significantly hamper incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Shift Sergeant. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident. It should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration (FAA) should be contacted (14 CFR § 91.137).

323.3.2 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of officers and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the news media nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception, the Chief of Police will consider, at minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person or is otherwise prohibited by law.

323.4 SCOPE OF INFORMATION SUBJECT TO RELEASE

The Division will maintain a daily information log of significant law enforcement activities that shall be made available, upon request, to media representatives through the Records Bureau. This log will consist of data classified as public and should generally contain:

(a) The date, time, location, case number, type of crime, extent of injury or loss and names of individuals (except confidential informants) involved in crimes occurring within this jurisdiction, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(b) The date, time, location, case number, name, birth date and charges for each person arrested by this division, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

(c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident subject to the restrictions of this policy and applicable law.

Identifying information concerning deceased individuals should only be released to the media when the decedent's identity has been verified and the release is approved by a supervisor.

Any requests for copies of related reports or additional information not contained in this log shall be referred to the designated media representative, the custodian of records, or if unavailable, to the Administrative Bureau Commander. Such requests will generally be processed in accordance with the provisions of the Ohio Public Records Act (ORC § 149.43). Questions concerning the mandates of the Ohio Public Records Act should be resolved through legal counsel.

323.4.1 STATE RESTRICTED INFORMATION

It shall be the responsibility of the authorized employee dealing with media requests to ensure that restricted information is not inappropriately released to the media by this division (see the Records Maintenance and Release and the Personnel Records policies). When in doubt, authorized and available legal counsel should be obtained.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Subpoenas and Court Appearances

324.1 PURPOSE AND SCOPE

This policy establishes the guidelines for division members who must appear in court. It will allow the Gahanna Division of Police to cover any related work absences and keep the Division informed about relevant legal matters.

324.2 POLICY

Gahanna Division of Police members will respond appropriately to all subpoenas and any other court-ordered appearances.

324.3 SUBPOENAS

Only division members authorized to receive a subpoena on behalf of this division or any of its members may do so.

A criminal subpoena may be served upon a member in accordance with Ohio Crim. R. 17 by personally serving the named member or providing the member a copy of the subopena through inter-departmental mail. Civil subpoenas may be served upon a member in the same manner except that service may also be achieved via United States mail, certified with a return receipt requested (Ohio Civ. R. 45).

324.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf of or at the request of any party other than the City Attorney or the prosecutor shall notify his/her immediate supervisor without delay regarding:

(a) Any civil case where the City or one of its members, as a result of his/her official capacity, is a party.

(b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.

(c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.

(d) Any civil action stemming from the member's on-duty activity or because of his/her association with the Gahanna Division of Police.

(e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the Gahanna Division of Police.

The supervisor will then notify the Chief of Police or designee and the appropriate prosecuting attorney as may be indicated by the case. The Chief of Police or designee should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

324.3.2 OFF-DUTY RELATED SUBPOENAS
Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

324.3.2 CIVIL SUBPOENA
The Division will compensate members who appear in their official capacities on civil matters arising out of their official duties with the approval of the member's Bureau Commander.

The Division may seek reimbursement for the member’s compensation through the civil attorney of record who subpoenaed the member.

324.4 FAILURE TO APPEAR
Any member who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

324.5 STANDBY
To facilitate standby agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Division.

If a member on standby changes his/her location or the ability to be contacted by telephone during the day, the member shall notify the designated division member of how he/she can be reached. Members are required to remain on standby until released by the court or the party that issued the subpoena.

324.6 COURTROOM PROTOCOL
When appearing in court, members shall:

(a) Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.

(b) Dress in the division uniform or business attire.

(c) Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.

Carry of a firearm by officers into court rooms or court buildings is subject to local court security rules and shall only be permitted while the officer is acting within the scope of his/her duties as determined by the Chief of Police (ORC § 2923.123). When armed, officers shall carry their badge and Division identification.

324.6.1 TESTIMONY
Before the date of testifying, the subpoenaed member shall obtain a copy of relevant reports and become familiar with the content in order to be prepared for court.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

324.7 OVERTIME APPEARANCES

When a member appears in court on his/her off-duty time, he/she will be compensated in accordance with the current and applicable work agreements.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Outside Agency Assistance

326.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

326.2 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the Shift Sergeant or on-duty supervisor for approval. Absent emergency circumstances or other exigency, members of this Division should not render mutual aid to a foreign agency unless a specific and verifiable request for such aid has been made by the foreign agency.

When another law enforcement agency requests assistance from the Division, the Shift Sergeant or on-duty supervisor may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this division.

Officers may respond to a request for emergency assistance, however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees may be temporarily detained by this division until arrangements for transportation are made by the outside agency. Probation violators who are temporarily detained by this division will not ordinarily be booked at this division. Only in exceptional circumstances, and subject to supervisor approval, will this division provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, a report shall be prepared and submitted by the handling member unless otherwise directed by a supervisor.

A sheriff may request aid, and this division is required to furnish aid, as is practicable (ORC § 311.07(B)).

326.2.1 INITIATED ACTIVITY

Any on-duty officer who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the Gahanna Division of Police shall notify his/her supervisor or the Shift Sergeant and the Communications Center as soon as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

326.2.2 PROVIDING LAW ENFORCEMENT SERVICES

The Division may also provide law enforcement services at the direction of the Chief of Police, as authorized by resolution of the City legislative authority (ORC § 505.431; ORC § 511.236; ORC § 737.041).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

326.3 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

326.4 REPORTING REQUIREMENTS

Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented in a general case report or as directed by the Shift Sergeant.

326.5 MANDATORY SHARING

Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Administration Bureau Commander or the authorized designee.

The documentation should include:

(a) The conditions relative to sharing.

(b) The training requirements for:

1. The use of the supplies and equipment.
2. The members trained in the use of the supplies and equipment.

(c) Any other requirements for use of the equipment and supplies.

Copies of the documentation should be provided to the Communications Center and the Shift Sergeant to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

The Training Sergeant should maintain documentation that the appropriate members have received the required training.

326.6 POLICY

It is the policy of the Gahanna Division of Police to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this division.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Registered Offender Information

327.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the Gahanna Division of Police will address issues associated with certain offenders who are residing in the jurisdiction and how the Division will disseminate information and respond to public inquiries for information about registered offenders.

327.2 POLICY

It is the policy of the Gahanna Division of Police to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

327.3 REGISTRATION

Sexually oriented offenders as defined by ORC § 2950.01are required to register with the appropriate county sheriff pursuant to ORC § 2950.04 Each arson offender who has received notice pursuant to ORC § 2909.14 is required to register with the appropriate county sheriff pursuant to ORC § 2909.15

327.3.1 CONTENTS OF REGISTRATION

The registration of sexually oriented offenders is facilitated by use of the prescribed form provided by BCI (ORC § 2950.04; ORC § 2909.14; ORC § 2903.43

Arson offender information, including a photograph, fingerprints and palm prints, and a registration fee is collected pursuant to ORC § 2909.15 using forms as prescribed therein.

327.3.2 CONFIRMATION OF REGISTRANT'S REPORTED ADDRESS

When an individual registers, provides notice of change or verifies a residential address with the City of Gahanna, the Franklin County Sheriff or designee thereof may confirm the reported information by any manner deemed appropriate (ORC § 2950.111). This may include contacting a person who owns, leases or otherwise has control of the premises at the address provided by the registrant, and requesting that the person confirm or deny that the registrant currently resides at that address.

327.4 IDENTIFICATION OF REGISTERED OFFENDERS

The Detective Bureau supervisor should establish a system to periodically, and at least monthly, determine the identity of sexually oriented offenders and arson offenders registered through the Franklin County Sheriff's Office, due to their qualifying residency status or other qualifying status within the City of Gahanna as prescribed by law (ORC § 2950.04 and ORC § 2909.14), and cause such information to be readily accessible to Division members

327.5 DISSEMINATION OF PUBLIC INFORMATION

Members will not unilaterally make a public notification advising the community of a particular registrant's presence in the community. Members who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

should evaluate the request and forward the information to the Chief of Police through their chain of command if warranted. A determination will be made by the Chief of Police, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on registrants should be provided the Attorney General's eSORN website or the Franklin County Sheriff's Office/ Gahanna Division of Police's website.

327.5.1 RELEASE NOTIFICATION

Registrant information that is released should include notification that:

(a) The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.

(b) The information is provided as a public service and may not be current or accurate.

(c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.

(d) The crime for which a person is convicted may not accurately reflect the level of risk.

(e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.

327.6 MANDATORY DISSEMINATION

For sexually oriented offenders registered due to their qualifying residency or other qualifying status within the City of Gahanna, the Franklin County Sheriff's Office is responsible for the following notices:

(a) A victim of a sexually oriented offense or a child-victim oriented offense who requests information as to whether an offender has registered or changed his/her address, shall be provided with the following information (ORC § 2950.10):

1. The registrant's name
2. The registrant's photograph
3. The address of the registrant's residence
4. The address of the registrant's school, institution of higher education or place of employment, as applicable

(b) Community members within a geographic area where a Tier III offender has registered should be provided with the following information (ORC § 2950.11):

1. The registrant's name
2. The registrant's photograph
3. The address of the registrant's residence
4. The address of the registrant's school, institution of higher education or place of employment, as applicable

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

5. The offense and whether it resulted in conviction, a guilty plea or adjudication.
6. A statement identifying the specific category in which the offender must register.

327.6.1 INFORMATION VIA THE INTERNET

The following information for adult offenders and child offenders who have been classified as a public registry-qualified juvenile offender may be included on the Division's website (ORC § 2950.081):

(a) Information provided on a registration form as described in this policy and pursuant to ORC § 2950.04, except for the following:
   1. The registrant's Social Security number
   2. The name of the school or place of employment of the registrant
   3. The tracking or identification number assigned by BCI to the registrant
   4. The registrant's driver license or identification card number

(b) An explanation of the three-tier system, including which sexually oriented offenses and child-victim oriented offenses are included in each tier.

(c) A statement identifying each registrant's tier.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Death Investigation

328.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers initially respond to and investigate the circumstances of a deceased person.

Some causes of death may not be readily apparent and some cases differ substantially from what they appear to be initially. The thoroughness of death investigations and use of appropriate resources and evidence gathering techniques is critical.

328.2 INVESTIGATION CONSIDERATIONS

Death investigation cases require certain actions be taken. Emergency Medical Services shall be called in all suspected death cases unless the death is obvious (e.g., decapitated or decomposed). A supervisor shall be notified in all death investigations.

328.2.1 CORONER REQUEST

The Coroner shall be called and notified of all known facts concerning the time, place, manner and circumstances in all sudden or unexpected deaths or deaths due to other than natural causes including, but not limited to (ORC § 313.12(A)):

(a) Unnatural deaths, including violent deaths arising from homicide, suicide or accident.

(b) Deaths due to a fire or associated with burns or chemical, electrical or radiation injury.

(c) Unexplained or unexpected perinatal and postpartum maternal deaths.

(d) Deaths under suspicious, unusual or unexpected circumstances.

(e) Deaths of persons whose bodies are to be cremated or otherwise disposed of so that the bodies will later be unavailable for examination.

(f) Deaths of inmates of public institutions and persons in custody of law enforcement officers who have not been hospitalized primarily for organic disease.

(g) Deaths that occur during, in association with, or as the result of diagnostic, therapeutic or anesthetic procedures.

(h) Deaths due to culpable neglect.

(i) Stillbirths of 20 weeks or longer gestation unattended by a physician.

(j) Sudden deaths of persons not affected by recognizable disease.

(k) Unexpected deaths of persons notwithstanding a history of underlying disease.

(l) Deaths in which a fracture of a major bone, such as a femur, humerus or tibia, has occurred within the past six months.

(m) Deaths unattended by a physician occurring outside of a licensed health care facility or licensed residential hospice program.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(n) Deaths of persons not seen by their physician within 120 days of demise.

(o) Deaths of persons occurring in an emergency department.

(p) Stillbirths or deaths of newborn infants in which there has been maternal use of or exposure to unprescribed controlled substances, including street drugs, or in which there is history or evidence of maternal trauma.

(q) Unexpected deaths of children.

(r) Solid organ donors.

(s) Unidentified bodies.

(t) Skeletonized remains.

(u) Unexpected deaths occurring within 24 hours of arrival at a health care facility.

(v) Deaths associated with the decedent's employment.

(w) Deaths of nonregistered hospice patients or patients in non-licensed hospice programs.

(x) Deaths attributable to acts of terrorism.

(y) Death of a developmentally disabled person, regardless of the circumstances.

328.2.2 SPECIAL CIRCUMSTANCE DEATHS

The Coroner, a Deputy Coroner or an appointed Coroner Investigator is required to investigate the site of the death of any child under 2 years of age who dies suddenly when in apparent good health, absent contrary religious beliefs. The investigation is required to incorporate the examinations required by law (OAC § 3701-5-14).

328.2.3 SEARCHING DEAD BODIES

The Coroner or his/her assistants and authorized investigators are generally the only persons permitted to move, handle or search a body known to be dead.

An officer is permitted to make a reasonable search of an individual who it is reasonable to believe is dead, or near death, for a document of gift or other information identifying the individual as a donor or as an individual who made a refusal (ORC § 2108.12(A)(1)). If a donor document is located, the Coroner shall be promptly notified.

Should exigent circumstances indicate to an officer that any other search of a known dead body is warranted prior to the arrival of the Coroner, the investigating officershould first obtain verbal consent from the Coroner.

Whenever personal effects are removed from the body of the deceased by the Coroner, a receipt shall be obtained. This receipt shall be attached to the death report.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Whenever reasonably possible, a witness, preferably a relative of the deceased or a member of the household, should be requested to remain nearby the scene and available to the officer, pending the arrival of the Coroner.

The name and address of this person shall be included in the narrative of the death report.

328.2.4 DEATH NOTIFICATION

Officers investigating a traffic collision and who discover any person who is deceased or is pronounced dead at the scene, or who suffers a serious, life-threatening injury in a motor vehicle accident, is responsible for identifying the person and notifying the person's next of kin (ORC § 4501.80).

Identification of victims and notification should be done without delay although proper and accurate identification of victims is necessary prior to making any notification to the next of kin. Identification resources include the next of kin registration database maintained for law enforcement by the Bureau of Motor Vehicles and the Coroner.

Notification to the next of kin of a deceased person shall be made, in person, by the officer assigned to the incident in compliance with Division training on death notifications. If the next of kin lives in another jurisdiction, a law enforcement official from that jurisdiction may be requested to make the personal notification.

In non-traffic deaths, when notification is not performed by the Coroner, and if a deceased person has been identified as a missing person, this division should attempt to locate family members and inform them of the death and location of the deceased missing person’s remains as described above.

In all notifications, the notification shall be documented and the Coroner shall be informed whether the notification has been made.

Should a human death result from a fire, this division may notify the state or respective township fire inspector / arson unit..

328.2.5 UNIDENTIFIED DEAD BODIES

If the identity of a dead body cannot be established after the Coroner arrives, the Coroner will issue a "John Doe" or "Jane Doe" number for the report.

328.2.6 UNIDENTIFIED BODIES DATA ENTRY

As soon as reasonably possible, but no later than 30 working days after the date a death is reported to the Division, all available identifying features of the unidentified body including dental records, fingerprints, any unusual physical characteristics and a description of clothing or personal belongings found on or with the body shall be forwarded to the Coroner for entry into the Ohio Bureau of Criminal Identification and Investigation database, the Missing Children and Missing Persons Information Clearinghouse and the National Crime Information Center (NCIC) file (ORC § 313.08).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

328.2.7 DEATH INVESTIGATION REPORTING
All incidents involving a death shall be documented on the appropriate form.

328.2.8 SUSPECTED HOMICIDE
If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the officer shall take steps to protect the scene. The Detective Bureau shall be notified to determine the possible need for an investigator to respond to the scene for further immediate investigation.

If the on-scene supervisor, through consultation with the Shift Sergeant or Detective Bureau supervisor, is unable to determine the manner of death, the investigation shall proceed as though it is a homicide.

The assigned investigator investigating a homicide or a death under suspicious circumstances may, with the approval of his/her supervisor, request the Coroner to conduct physical examinations and tests and provide a report.

328.2.9 EMPLOYMENT-RELATED DEATHS OR INJURIES
Any member of this division who responds to and determines that a death, serious illness, or serious injury has occurred as a result of an accident at or in connection with the victim's employment should ensure that the nearest office of the Occupational Safety and Health Administration or the Ohio Public Employment Risk Reduction Program is notified by telephone or electronic notification with all pertinent information.

328.3 POLICY
It is the policy of the Gahanna Division of Police to respond, document, and investigate incidents where a person is deceased. Investigations involving the death of a person, including those from natural causes, accidents, workplace incidents, suicide, and homicide, shall be initiated, conducted, and properly documented.

328.4 PREGNANCY-ASSOCIATED DEATH INVESTIGATIONS
Officers investigating the death of a woman while pregnant or within one year after pregnancy should make sure that the pregnancy-associated mortality review board receives information and documentation as provided in ORC § 3738.02 and ORC § 3738.05.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Identity Theft

330.1 PURPOSE AND SCOPE

Identity theft is a growing trend that frequently involves related crimes in multiple jurisdictions. This policy is intended to provide guidelines for the reporting and investigation of such crimes.

330.2 REPORTING

(a) In an effort to maintain uniformity in reporting, officers presented with the crime of identity theft (ORC § 2913.49(B)) shall initiate a report for crimes occurring in this jurisdiction.

(b) For incidents of identity theft occurring outside this jurisdiction officers may either:

1. Complete a courtesy report to be forwarded to the agency where the crime was committed or if the location is unknown, to the victim's residence agency.
2. If no report is taken, encourage the victim to promptly report the identity theft to the law enforcement agency where he/she resides.

(c) While the crime of identity theft should be reported to the law enforcement agency where the victim resides, officers of this division should investigate and report crimes occurring within this jurisdiction that have resulted from the original identity theft (e.g., the identity theft occurred elsewhere but the credit card fraud occurred and is reported in this jurisdiction).

(d) Officers should include all known incidents of fraudulent activity (e.g., credit card number applied for in victim's name when the victim has never made such an application).

(e) Officers should also cross-reference all known reports made by the victim (e.g., U.S. Secret Service, credit reporting bureaus, U.S. Postal Service and financial institutions) with all known report and reference numbers.

(f) Following supervisory review and Division processing, the initial report should be forwarded to the appropriate investigator for follow-up investigation, coordination with other agencies and prosecution as circumstances dictate.

330.3 PREVENTIVE MEASURES

The victim should be advised to place a security freeze on his/her consumer report, as allowed by law. A victim may also access http://www.ohioattorneygeneral.gov/consumerlaws for further information.

Employees of this division shall notify the Administrative Operations Manager of any breach of the security of any Division information systems if personal information is reasonably believed to

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

have been accessed and acquired by an unauthorized person that could cause a material risk of identity theft or other fraud to a resident of Ohio (ORC § 1347.12(B)(1) and ORC § 1349.19(C)).

The Administrative Operations Manager shall notify the person whose personal information has been breached using any of the methods allowed pursuant to ORC § 1347.12(E) (ORC § 1347.12(B)(1)).

The notification may be delayed if it is reasonably believed that the disclosure would impede a criminal investigation or jeopardize homeland or national security (ORC § 1347.12(D)).

330.4 INFORMATION

The victim should be encouraged to contact the Federal Trade Commission (FTC), which is responsible for receiving and processing complaints under the Identity Theft and Assumption Deterrence Act. The victim can contact the FTC online at http://www.ftc.gov/bcp/menus/consumer/data/idt.shtm or by telephone at 877-ID Theft (877-438-4338). Additional information may be found at the U.S. Department of Justice website, http://www.usdoj.gov, or the FBI at http://cincinnati.fbi.gov and http://cleveland.fbi.gov.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Private Person's Arrests

331.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for handling private person's arrests and detentions made pursuant to state law.

331.2 ADVISING PRIVATE PERSONS OF THE ARREST PROCESS

In circumstance where applicable, officers shall advise civilians of the right to make a private person's arrest, including advice on how to safely execute such an arrest. In all situations, officers should use sound discretion in determining whether to advise an individual of the arrest process.

(a) When advising any individual regarding the right to make a private person's arrest, officers should refrain from encouraging or dissuading any individual from making such an arrest and should instead limit advice to the legal requirements for such an arrest, as listed below.

(b) Private individuals should be discouraged from using force to effect a private person's arrest. Absent immediate threat to their own safety or the safety of others, private individuals should be encouraged to refer matters to law enforcement officials for further investigation or arrest.

(c) individuals shall be informed of the requirement to inform the person to be arrested, prior to making the arrest, of the intention to arrest him/her and the reason for the arrest (ORC § 2935.07).

(d) Private individuals shall be informed of the requirement to take the arrested person before a judge or to a peace officer without unnecessary delay (ORC § 2935.06).

331.3 ARRESTS BY PRIVATE PERSONS

A private person may arrest another under the following circumstances:

(a) When a felony has been committed and he/she has reasonable cause to believe the person to be arrested committed the felony (ORC § 2935.04).

(b) When reasonable information exists that the accused stands charged in the courts of any state with a crime punishable by death or imprisonment for a term exceeding one year (ORC § 2963.12).

331.3.1 DETENTIONS BY PRIVATE PERSONS

A private person may detain another for subsequent arrest by a peace officer under the following circumstances:

(a) Museums, archival institutions, libraries, merchants and their agents and employees, who have probable cause to believe the person to be detained is a shoplifter or has otherwise committed a theft of their property (ORC § 2935.041(A), (B) and (C)).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(b) Motion picture presentation facilities and their agents and employees who have probable cause to believe a person is or has been recording in violation of ORC §2937.07 (ORC § 2935.041(D)).

331.4 OFFICER RESPONSIBILITIES

Any officer presented with a private person wishing to make an arrest must determine whether there is reasonable cause to believe that such an arrest would be lawful.

(a) Should any officer determine that there is no reasonable cause to believe that a private person's arrest is lawful, the officer should take no action to further detain or restrain the individual beyond that which reasonably appears necessary to investigate the matter, to determine the lawfulness of the arrest and protect the public safety.

1. Any officer who determines that a private person's arrest appears to be unlawful should promptly release the arrested individual. The officer must include the basis of such a determination in a related report.
2. Absent reasonable cause to support a private person's arrest or other lawful grounds to support an independent arrest by the officer, the officer should advise the parties that no arrest will be made and that the circumstances will be documented in a related report.

(b) Whenever an officer determines that there is reasonable cause to believe that a private person's arrest is lawful, the officer may exercise any of the following options:

1. Take the individual into physical custody for booking.
2. Release the individual upon a misdemeanor citation or pending formal charges.

331.5 REPORTING REQUIREMENTS

In all circumstances in which a private person is claiming to have made an arrest, the individual must complete and sign the Ohio Incident Based Reporting System (OIBRS) report and an affidavit. If the person fails or refuses to do so, the arrested subject shall be released unless the officer has an independent reason to take the person into custody.

In addition to the OIBRS report and an affidavit (and any other related documents, such as citations and booking forms), officers shall complete a narrative report regarding the circumstances and disposition of the incident.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Pupil Arrest Reporting

335.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the procedures to follow when a pupil is arrested on school grounds and during school hours.

335.2 PUPIL ARREST REPORTING

In the event a school pupil is arrested, the arresting officer shall notify the School Resource Officer (S.R.O.) and/or the appropriate school official.

335.2.1 PUPIL ARREST AFTER NOTIFICATION

Based upon the circumstances of the investigation, it may be appropriate to notify the school prior to the arrest. Prior notification and assistance from the school may reduce disruption to school operations and other students.

335.2.2 PUPIL ARREST BEFORE NOTIFICATION

Based upon the circumstances of the investigation, it may be appropriate to arrest the pupil before notifying the school. This may be appropriate if the pupil is a flight risk, if prior notification will impede the investigation or if notification creates additional risks to students, faculty, the officer or the public.

Proper notification to the school after the pupil's arrest should then be made when circumstances reasonably allow.

335.2.3 PARENTAL NOTIFICATION

Upon arrest, it is the arresting officer's responsibility to ensure the parents or legal guardian of the arrested pupil are properly notified. Notification shall be made by the officer, regardless of subsequent notifications by the juvenile detention facility. Notifications shall be documented and include the charges against the pupil and information as to where the pupil will be taken.

In the event the arresting officer is unsuccessful in notifying the parents or legal guardian, the arresting officer shall document how and when the attempt(s) were made.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Biological Samples

336.1 PURPOSE AND SCOPE

This policy provides guidelines for the collection of biological samples from those individuals required to provide samples upon conviction or arrest for certain offenses. This policy does not apply to biological samples collected at a crime scene or taken from a person in conjunction with a criminal investigation. Nor does it apply to biological samples collected from those required to register, for example, as sex offenders.

336.2 POLICY

The Gahanna Division of Police will assist in the expeditious collection of required biological samples from arrestees and offenders in accordance with the laws of this state and with as little reliance on force as practicable.

336.3 PERSONS SUBJECT TO DNA COLLECTION

Those who must submit a biological sample are persons who have been (ORC § 2901.07):

(a) Arrested for or convicted of a felony offense.

(b) Convicted of a misdemeanor violation, an attempt to commit a misdemeanor violation or complicity in committing a misdemeanor violation arising out of the following:

1. Aggravated murder
2. Murder
3. Kidnapping
4. Rape
5. Sexual battery
6. Unlawful sexual conduct with minor
7. Gross sexual imposition
8. Aggravated burglary
9. Felonious sexual penetration
10. Interference with custody

(c) Convicted of a sexually oriented offense or a child victim-oriented offense that is a misdemeanor if the offender is a Tier III sex offender/child-victim offender, as defined in ORC § 2950.01.

336.4 PROCEDURE

When an individual is required to provide a biological sample, a trained employee shall attempt to obtain the sample in accordance with this policy.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

336.4.1 COLLECTION
The following steps should be taken to collect a sample:

(a) Verify that the individual is required to provide a sample pursuant to ORC § 2901.07 and that his/her identity has been verified as required under OAC § 109:5-5-02.

(b) Verify that a biological sample has not been previously collected from the offender by querying the Ohio Law Enforcement Gateway (OHLEG). There is no need to obtain a biological sample if one has been previously obtained (OAC § 109:5-5-02).

(c) Use the designated collection kit provided by the Ohio Bureau of Criminal Investigation (BCI) to perform the collection and take steps to avoid cross contamination.

336.5 USE OF FORCE TO OBTAIN SAMPLES

If a person refuses to cooperate with the sample collection process, officers should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. Force will not be used in the collection of samples except as authorized by court order and only with the approval of a supervisor. Methods to consider when seeking voluntary compliance include contacting:

(a) The person's parole or probation officer when applicable.

(b) The prosecuting attorney to seek additional charges against the person for failure to comply or to otherwise bring the refusal before a judge.

(c) The judge at the person's next court appearance.

(d) The person's attorney.

(e) A chaplain.

(f) Another custody facility with additional resources, where an arrestee can be transferred to better facilitate sample collection.

(g) A supervisor who may be able to authorize custodial disciplinary actions to compel compliance, if any are available.

The supervisor shall review and approve any plan to use force and be present to document the process.

336.5.1 VIDEO RECORDING
A video recording should be made any time force is used to obtain a biological sample. The recording should document all staff participating in the process, in addition to the methods and all force used during the collection. The recording should be part of the investigation file, if any, or otherwise retained in accordance with the Divsion's records retention schedule.

336.6 LEGAL MANDATES AND RELEVANT LAWS

336.6.1 PERSONS AUTHORIZED TO OBTAIN A SAMPLE
If the biological sample is collected by withdrawing blood or another similarly invasive procedure, a physician, registered nurse, licensed practical nurse, duly licensed clinical laboratory technician or other qualified medical practitioner shall collect the sample in a medically approved manner.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

This requirement does not apply to a sample that is collected by a buccal swab or similarly non-invasive procedure (ORC § 2901.07(C)).

336.6.2 AUTHORITY TO OBTAIN SECONDARY SAMPLE

If a query of OHLEG indicates that a sample has been previously collected but is no longer denoted on the individual's criminal history record, another sample shall be obtained from the individual and forwarded to BCI (OAC § 109:5-5-02).

In addition, if BCI notifies the Gahanna Division of Police of receipt of an unusable sample, a secondary sample shall be obtained and forwarded to BCI for analysis (OAC § 109:5-5-02).

336.6.3 SUBMISSION OF SAMPLE

The Property Room Unit Supervisor shall ensure that the biological sample is forwarded to the BCI no later than 15 days after the date of the collection (ORC § 2901.07(C)).

336.6.4 CONFIDENTIALITY OF RECORDS

Members of the Gahanna Division of Police shall not knowingly disclose a biological sample, record or other information contained in the DNA database to an unauthorized entity (ORC § 109.573; ORC § 109.99).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Service Animals

340.1 PURPOSE AND SCOPE

Service animals play an important role in helping to overcome the limitations often faced by people with disabilities. The Gahanna Division of Police recognizes this need and is committed to making reasonable modifications to its policies, practices and procedures in accordance with Title II of the Americans with Disabilities Act of 1990 (ADA) to permit the use of service animals that are individually trained to assist a person with a disability.

340.2 SERVICE ANIMALS

The ADA defines a service animal as any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the owner's disability (28 CFR 35.104).

340.2.1 USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar. Service animals are not pets and may be trained by an individual or organization to assist people with disabilities. Service animals may accompany the handler or companion person into, and is entitled to the full use of services to which the general public is invited (ORC § 955.43).

The following are some examples of the ways service animals may be used to provide assistance:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting people with stability and balance.
- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.
- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

340.3 MEMBER RESPONSIBILITIES

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the public is allowed. Division members are expected to treat individuals with

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

service animals with the same courtesy and respect that the Gahanna Division of Police affords to all members of the public.

If an animal exhibits vicious behavior, poses a direct threat to the health of others or unreasonably disrupts or interferes with normal business operations, an officer may direct the owner to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the animal. Each incident must be considered individually. Past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this division are expected to provide all services as are reasonably available to an individual with the disability.

If it is apparent or if an officer is aware the animal is a service animal, the owner should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the officer should ask the individual only the following questions:

- Is the animal required because of a disability?
- What task or service has the animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal, and no further questions as to the animal's status should be asked. The person should not be questioned about his/her disabilities nor should the person be asked to provide any license, certification or identification card for the service animal.

Service animals are not pets. Division members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

When handling calls of a complaint regarding a service animal, members of this division should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their owner in all areas that other customers or members of the public are allowed.

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Off-Duty Law Enforcement Actions

343.1 PURPOSE AND SCOPE

The decision to become involved in a law enforcement action when off-duty can place an officer as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for officers of the Gahanna Division of Police with respect to taking law enforcement action while off-duty.

343.2 POLICY

Officers generally should not initiate law enforcement action while off-duty. Officers should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

When the safety of the public or the prevention of major property damage requires immediate action, officers should first consider reporting and monitoring the activity and only take direct action as a last resort.

Officers are not expected to place themselves in unreasonable peril. However, any sworn member of this division who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage may take reasonable action to minimize the threat.

Officers should remember that their authority as a peace officer may not extend to actions taken outside their jurisdiction unless authorized by law (ORC § 2935.02, ORC § 2935.03(D) and ORC § 2935.04).

343.3 FIREARMS

Officers of this division may carry firearms while off-duty in accordance with federal regulations, state law and Division policy. All firearms and ammunition must meet guidelines as described in the Division Firearms Policy. When carrying firearms while off-duty, officers shall also carry their Division-issued badge and identification.

Officers should refrain from carrying firearms when the consumption of alcohol is likely or when the need to carry a firearm is outweighed by safety considerations. Firearms shall not be carried by any officer who has consumed an amount of an alcoholic beverage or taken any drugs or medications or any combination thereof that would tend to adversely affect the officer's senses or judgment.

Off duty officers may carry firearms in an establishment for which a "D" liquor permit has been issued and alcohol is being consumed pursuant to the authorization granted by §2923.121(B)(1)(b), subject to the provisions of this section.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

343.4 DECISION TO INTERVENE

There is no legal requirement for off-duty officers to take law enforcement action. However, should officers decide to intervene, they must evaluate whether the action is necessary or desirable and should take into consideration:

(a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.

(b) The inability to communicate with responding units.

(c) The lack of equipment, such as handcuffs, Oleoresin Capsicum (OC) spray or baton.

(d) The lack of cover.

(e) The potential for increased risk to bystanders if the off-duty officer were to intervene.

(f) Unfamiliarity with the surroundings.

(g) The potential for the off-duty officer to be misidentified by other peace officers or members of the public.

Officers should consider waiting for on-duty uniformed officers to arrive and gather as much accurate intelligence as possible instead of immediately intervening.

343.4.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary, the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. The operator should be informed that an off-duty officer is on-scene and should be provided a description of the officer if possible.

Whenever practicable, the officer should loudly and repeatedly identify him/herself as a Gahanna Division of Police officer until acknowledged. Official identification should also be displayed.

343.4.2 INCIDENTS OF PERSONAL INTEREST

Officers should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances, officers should call the responsible agency to handle the matter.

343.4.3 RESPONSIBILITIES

Non-sworn personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

343.4.4 OTHER CONSIDERATIONS

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she needs to maintain an undercover capability.

343.5 REPORTING

Any officer, prior to taking any off-duty enforcement action, shall notify and receive approval of a supervisor (or other applicable law enforcement authority if acting outside the jurisdiction of the Gahanna Division of Police). If prior contact is not reasonably possible, an officer shall notify the

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

applicable local law enforcement agency as soon as reasonably practicable. The Shift Sergeant shall determine whether a report should be filed by the employee.

Officers should cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Division Use of Social Media

344.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Division is consistent with the Division's mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by Division members (see the Employee Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this Division (see the Investigation and Prosecution Policy).

344.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the Division website or social networking services.

344.2 POLICY

The Gahanna Division of Police may use social media as a method of effectively informing the public about Division services, issues, investigations, crime bulletins and other relevant events.

Division members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

344.3 AUTHORIZED USERS

Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Division. Authorized members should use only Division-approved equipment during the normal course of duties to post and monitor Division-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over Division social media by members who are not authorized to post should be made through the member’s chain of command.

344.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the Division's mission and conforms to all Division policies regarding the release of information may be posted.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Examples of appropriate content include:

(a) Announcements.

(b) Tips and information related to crime prevention.

(c) Investigative requests for information.

(d) Requests that ask the community to engage in projects that are relevant to the Division's mission.

(e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.

(f) Traffic information.

(g) Press releases.

(h) Recruitment of personnel.

344.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the authorized Division designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

344.5 PROHIBITED CONTENT

Content that is prohibited from posting includes, but is not limited to:

(a) Content that is abusive, discriminatory, inflammatory or sexually explicit.

(b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.

(c) Any information that could compromise an ongoing investigation.

(d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Gahanna Division of Police or its members.

(e) Any information that could compromise the safety and security of Division operations, members of the Division, victims, suspects or the public.

(f) Any content posted for personal use.

(g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this Division’s social media site that he/she believes is unauthorized or inappropriate should promptly report such content to the authorized Division designee. The authorizied Division designee will ensure its removal from public view and investigate the cause of the entry.

344.5.1 PUBLIC POSTING PROHIBITED

Division social media sites shall be designed and maintained to prevent posting of content by the public.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

The Division may provide a method for members of the public to contact Division members directly.

344.6 MONITORING CONTENT

The Chief of Police, in coordination with the authorized Division designee, will periodically review the use of Division social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

344.7 RETENTION OF RECORDS

The Administrative Bureau Commander should work with the Custodian of Records and the City Attorney to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

344.8 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on Division sites.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Lethality Assessment Program

345.1 PURPOSE AND SCOPE

It is the purpose of the Division's Lethality Assessment Program (LAP) and this is policy to provide guidelines to help identify victims at incidents involving intimate partners, or at domestic violence scenes involving intimate partners, that are in potentially lethal situations. The LAP reflects the Division's commitment to identify victims in high danger situations through the administration of a lethality screen and place them in immediate contact with a domestic violence advocate.

345.2 DEFINITIONS

Intimate partners - Persons who are or have been involved in a deeply committed or sexual relationship who:

1. Are married, separated, or divorced;
2. Live or have lived together;
3. Have children in common; or
4. Date or have dated, but do not live or never have lived together.

Domestic Violence Lethality Screen - The evidence-based field process used to assess a person who is a victim of intimate partner violence for his/her risk of being killed by an intimate partner.

High danger - A situation involving a victim who has been assessed using the Domestic Violence Lethality Screen as prone to the greatest risk of being killed.

CHOICES - The domestic violence hotline service provider whose advocates can be reached at 614-224-4663.

345.3 LETHALITY ASSESSMENT PROCEDURES

Sworn personnel should initiate a Domestic Violence Lethality Screen when responding to an incident involving intimate partners, or a domestic violence complaint involving intimate partners, and one or more of the following conditions exist:

1. There is probable cause that an assault or act that constitutes domestic violence has occurred, and the officer(s) are filing warrants for the suspect’s arrest or have the suspect in custody.
2. There is reason to believe an assault or an act that constitutes domestic violence has occurred, regardless whether there is an arrest or not.
3. There have been repeated calls/complaints, if known, at the same location and/or involving the same parties.
4. There is a belief or sense on the part of the responding officer that once the victim is no longer in the presence of the responding officer(s), the potential for assault or danger is high.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

5. The responding officer believes one should be administered based on his/her experience, training, and instinct.

Sworn personnel shall determine the primary physical aggressor and follow the procedures set forth in the appropriate directive (e.g Policy 310 Domestic Violence).

Officers administering the Domestic Violence Lethality Screen should ask the victim the screening questions on the Division-designated Domestic Violence Lethality Screen For Law Enforcement form. When a victim is assessed as being in high danger, call CHOICES and encourage the victim to speak with a hotline advocate.

Whenever a Domestic Violence Lethality Screen is administered, a corresponding incident or arrest report must be generated,

345.3.1 DOMESTIC VIOLENCE LETHALITY SCREEN QUESTIONS

To initiate the Domestic Violence Lethality Screen and corresponding response protocols, the responding officer should:

1. Advise the victim in a positive, supportive tone that he/she will be asked a series of questions to help the officer determine the immediate potential for danger to the victim.
2. Administer the Domestic Violence Lethality Screen outside the presence, hearing, and awareness of the primary physical aggressor/suspect.
3. Ask the questions in the order they are listed on the Domestic Violence Lethality Screen and in the manner they are written.
4. Ask all the questions on the form. The more questions the victim responds to positively, the clearer and more immediate the potential for danger is to the victim.

The Domestic Violence Lethality Screen should be administered at a location which is safe for the victim. Placing a victim in a cruiser is not encouraged and should be used as a last resort. Recording the Lethality Assessment Screen should be avoided when possible and officers are authorized to discontinue the use of recording equipment otherwise required by Division policy/ protocols during the administration of the Domestic Violence Lethality Screening.

345.4 ASSESSING RESPONSES TO LETHALITY QUESTIONS

After the responding officer asks the questions on the Domestic Violence Lethality Screen, process the information as follows:

1. A single “yes” response by a victim to questions 1-3 reflects a high danger situation and triggers a call to the hotline. An officer must still ask the remaining questions, as they will help gather a more comprehensive understanding of the victim’s situation before calling the hotline. Doing so will also allow the victim to recognize lethality predictors that indicate he/she is at risk of being killed by his/her intimate partner.
2. If a victim gives “no” responses to questions 1-3, but “yes” responses to four or more of questions 4-11, this reflects a high danger situation and triggers a call to the hotline.
3. If a victim is unable to answer the Domestic Violence Lethality Screen questions due to medical reasons, the victim will be considered in high danger.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

4. The officer may also determine a victim is in high danger if:
   (a) A victim does not answer oneseveral, or declines to answer all of the questions on the Domestic Violence Lethality Screen.
   (b) A victim does not respond “yes” to enough questions to be assessed.
5. If the above criteria are not met, the officer may call the hotline if he/she believes it is appropriate. The officer should ask the victim the following questions: “Is there anything else that worries you about your safety?” If yes, “What worries you?” The responses to the questions may aid the officer in his/her assessment.

345.4.1 VICTIMS NOT ASSESSED AS HIGH DANGER

If the victim is not assessed as high danger after the Domestic Violence Lethality Screen is completed:

1. Advise the victim that domestic violence is dangerous and sometimes fatal.
2. Inform the victim to watch for signs listed in the assessment because they may convey to the victim that he/she is at an increased level of danger.
3. Refer the victim to CHOICES. The officer should volunteer to call the hotline for the victim if the victim would like to speak with a CHOICES advocate, but the officer does not need to remain on-scene during the victim-advocate conversation.
4. Provide the victim with the Division-designated domestic violence information pamphlets
5. Provide the victim with the incident number, officer’s name and badge number, and the number to CHOICES in case the victim wants or needs further assistance

345.5 HIGH DANGER VICTIMS AND CALLING THE ADVOCACY HOTLINE

If a high danger assessment is made, a call to the hotline should be implemented as follows:

1. Advise the victim that his/her situation has indicated to the officer that the victim is at an increased level of danger, and that people in the victim’s situation have been killed or seriously injured.
2. Advise the victim that you would like to call CHOICES and invite the victim to speak with a hotline advocate. When communicating with the victim, be encouraging and supportive.
   (a) If the victim initially declines to speak with the hotline advocate:
      i. Tell the victim that the officer will still contact CHOICES to receive guidance on how to proceed with the situation;
      ii. Tell the victim that he/she may decline to speak with the hotline advocate, but the officer would like the victim to reconsider speaking with him/her; and
      iii. While the officer is still on the phone with the hotline advocate, ask the victim if he/she has reconsidered and would now like to speak with the hotline advocate.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(b) If the victim continues to decline to speak with a hotline advocate, the officer should follow the procedures set forth in Section IV,D, convey information that the hotline advocate has suggested about safety planning, and request a safe phone number for an advocate to follow up with the victim.

(c) If the victim agrees to speak with a hotline advocate, the officer will call the hotline number, introduce him/herself, and advise the hotline advocate that he/she has made a high danger assessment. The officer will then respond to a brief set of questions prompted by the hotline advocate.

3. During the conversation between the hotline advocate and the victim, the officer will stay on-scene and allow the victim privacy while he/she speaks with the hotline advocate.

4. At the appropriate time during the conversation, the hotline advocate will ask to speak with the officer to conclude the call.

5. The officer will be guided by the discussion with the hotline advocate.Officers will provide reasonable assistance to the victim if help is requested, such as transporting the victim to a safe place.

6. Provide the victim with the Division-designated domestic violence information pamphlets, the incident number, the officer’s name and badge number, and the number to CHOICES in case the victim wants or needs further assistance.

345.5.1 PROTOCOLS FOR PHONE CALL TO ADVOCACY HOTLINE

The phone call to CHOICES should be made from the scene by officers in an attempt to put the victim on the phone with a hotline advocate. Sworn personnel may use the following methods for contacting a hotline advocate, in order of preference:

1. A Division LAP cellular phone

2. An available land line

3. An officer's personal cellular phone (on a voluntary basis only and not subject to reimbursement by the Division)

4. The victim's cellular phone as a last resort

(a) In the event the victim's cellular phone is used, the call history should be deleted from the phone at the conclusion of the hotline call.

345.6 DOMESTIC VIOLENCE LETHALITY SCREEN SUBMISSION

As soon as practical, following completion of the Domestic Violence Lethality Screen and related protocols, the responding/screening officer shall cause electronic submission of the form to the designated email address corresponding to the risk assessment level (refer to screening form).

After causing such electronic submission, the responding/screening officer shall submit the Domestic Violence Lethality Screen form to Division Records as soon as practical along with any other required or associated documentation (e.g. materials related to the corresponding incident or arrest report)

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Upon receipt of a Domestic Violence Lethality Screen, Records shall cause the form to be scanned and electronically attached to the corresponding incident or arrest report.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Community Relations

346.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for community relationship-building.

Additional guidance on community relations and outreach is provided in other policies, including the:

- Hate or Prejudice Crimes Policy.
- Limited English Proficiency Services Policy.
- Communications with Persons with Disabilities Policy.
- Chaplains Policy.
- Patrol Function Policy.
- Suspicious Activity Reporting Policy.

346.1.1 CERTIFICATION STANDARDS

This policy contains content that pertains to Ohio Collaborative Law Enforcement Agency Certification (OCLEAC) Standards.

See attachment: OCLEAC Standards Compliance Checklist 5-19-2020.pdf

346.2 POLICY

It is the policy of the Gahanna Division of Police to promote positive relationships between division members and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner.

346.3 MEMBER RESPONSIBILITIES

Officers should, as time and circumstances reasonably permit:

(a) Make casual and consensual contacts with community members to promote positive community relationships (see the Contacts and Temporary Detentions Policy).

(b) Become reasonably familiar with the schools, businesses and community groups in their assigned jurisdictional areas.

(c) Work with community members and the Division's community relations coordinator to identify issues and solve problems related to community relations and public safety.

(d) Conduct periodic foot patrols of their assigned areas to facilitate interaction with community members. Officers carrying out foot patrols should notify an appropriate supervisor and the Communications Center of their status (i.e., on foot patrol) and location before beginning and upon completion of the foot patrol. They should also periodically inform the Communications Center of their location and status during the foot patrol.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

346.4 COMMUNITY RELATIONS COORDINATOR

The Chief of Police or the authorized designee should designate a member of the Division to serve as the community relations coordinator. He/she should report directly to the Operations Bureau Lieutenant or authorized designee and is responsible for:

(a) Obtaining Division-approved training related to his/her responsibilities.

(b) Responding to requests from Division members and the community for assistance in identifying issues and solving problems related to community relations and public safety.

(c) Collaborate with the Mayor's Office regarding the public safety components of the City's citizen-satisfaction surveys.

(d) Working with community groups, Division members and other community resources to:

  (a) Identify and solve public safety problems within the community.

  (b) Organize programs and activities that help build positive relationships between Division members and the community and provide community members with an improved understanding of Division operations.

(e) Working with the Operations Bureau Commander to develop patrol deployment plans that allow officers the time to participate in community engagement and problem-solving activities.

(f) Recognizing Division and community members for exceptional work or performance in community relations efforts

(g) Attending the Chief's monthly civic-advisory meeting and other community meetings as needed (e.g. general City Council meeting, block watch/home owner association meetings) to obtain information on community relations needs.

(h) Assisting with the Division’s response to events that may affect community relations, such as an incident where the conduct of a Division member is called into public question.

(i) Informing the Chief of Police and others of developments and needs related to the furtherance of the Division’s community relations goals, as appropriate.

(j) Coordinating training as provided in this policy, including documentation of member awareness and understanding of the policy and training.

346.5 SURVEYS

The community relations coordinator should arrange for a survey of community members and Division members to be conducted at least annually to assess the condition of the relationship between the Division and the community. Survey questions should be designed to evaluate perceptions of the following:

(a) Overall performance of the Division

(b) Overall competence of Division members

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(c) Attitude and behavior of Division members

(d) Level of community trust in the Division

(e) Safety, security or other concerns

A written summary of the compiled results of the survey should be provided to the Chief of Police.

346.6 COMMUNITY AND YOUTH ACTIVITIES AND PROGRAMS

The community relations coordinator should organize or assist with programs and activities that create opportunities for Division members and community members, especially youth, to interact in a positive setting. Examples of such programs and events include:

(a) Community active shooter response training.

(b) Police-Community discussion forums.

(c) Police-community get-togethers (e.g., cookouts, meals, charity events).

(d) Youth leadership and life skills mentoring.

(e) School Resource Officer/Project Alert programs.

(f) Neighborhood Watch and crime prevention programs.

346.7 INFORMATION SHARING

The community relations coordinator should work with the Public Information Manager to develop methods and procedures for the convenient sharing of information (e.g., major incident notifications, significant changes in division operations, comments, feedback, positive events) between the Division and community members. Examples of information-sharing methods include:

(a) Community meetings.

(b) Social media (see the Division Use of Social Media Policy).

(c) Division website postings.

Information should be regularly refreshed, to inform and engage community members continuously.

346.8 LAW ENFORCEMENT OPERATIONS EDUCATION

The community relations coordinator should develop methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe. Examples of educational methods include:

(a) Development and distribution of informational cards/flyers.

(b) Division website postings.

(c) Presentations to driver education classes.

(d) Instruction in schools.

(e) Division ride-alongs (see the Ride-Alongs Policy).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(f) Scenario/Simulation exercises with community member participation.

(g) Youth internships at the Division.

(h) Citizen academies.

Instructional information should include direction on how community members should interact with the police during enforcement or investigative contacts and how community members can make a complaint to the Division regarding alleged misconduct or inappropriate job performance by division members.

346.9 SAFETY AND OTHER CONSIDERATIONS

Division members responsible for community relations activities should consider the safety of the community participants and, as much as reasonably practicable, should not allow them to be present in any location or situation that would jeopardize their safety.

Division members in charge of community relations events should ensure that participating community members have completed waiver forms before participation, if appropriate. A parent or guardian must complete the waiver form if the participating community member has not reached 18 years of age.

Community members are subject to a criminal history check before approval for participation in certain activities, such as citizen academies.

346.10 COMMUNITY ADVISORY COMMITTEE

The Chief of Police should establish a committee of volunteers consisting of community members, community leaders and other community stakeholders (e.g., representatives from schools, churches, businesses, social service organizations). The makeup of the committee should reflect the demographics of the community as much as practicable.

The committee should convene regularly to:

(a) Provide a public forum for gathering information about public safety concerns in the community.

(b) Work with the Division to develop strategies to solve public safety problems.

(c) Generate plans for improving the relationship between the Division and the community.

(d) Participate in community outreach to solicit input from community members, including youth from the community.

The Training Sergeant should arrange for initial and ongoing training for committee members on topics relevant to their responsibilities.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

The Chief of Police may include the committee in the evaluation and development of division policies and procedures and may ask them to review certain personnel complaints (with principals names redacted) for the purpose of providing recommendations regarding supervisory, training or other issues as appropriate.

346.10.1 LEGAL CONSIDERATIONS
The Chief of Police and the community relations coordinator should work with the City Attorney as appropriate to ensure the civic-advisory group complies with any legal requirements such as public notices, records maintenance and any other associated obligations or procedures.

346.11 TRANSPARENCY

The Division should periodically publish statistical data and analysis regarding the Division's operations. The reports should not contain the names of officers, suspects or case numbers. The community relations coordinator should work with the community advisory group to identify information that may increase transparency regarding division operations.

346.12 TRAINING

Subject to available resources, members should receive training related to this policy, including training on topics such as:

(a) Effective social interaction and communication skills.

(b) Cultural, racial and ethnic diversity and relations.

(c) Building community partnerships.

(d) Community policing and problem-solving principles.

(e) Enforcement actions and their effects on community relations.

Where practicable and appropriate, community members, especially those with relevant expertise, should be involved in the training to provide input from a community perspective.

346.12.1 STATE CERTIFICATION TESTING
Officers shall be required annually to read, sign and be tested on this policy.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Supplemental Accreditation Policies and Standards

347.1 PURPOSE AND SCOPE

This section provides supplemental policies related to agency accreditation standards and the Division's commitment to utilize and maintain best practices.

347.2 POLICY

The General Orders prescribed herein serve as supplemental accreditation polices and standards.

347.3 GENERAL ORDERS

General Order 26.2: Internal Affairs Organizational Integrity - Effective 10.1.201. pdf

General Order 26.3: Internal Affairs Complaint Procedures - Effective 10.1.2019.pdf

- 26.101 Personnel Complaint Commendation Form Rev.2019.pdf
- 26.102 Notification of Investigation Form Rev. 2019.pdf
- 26.103 Garrity Rights Rev. 2019.pdf
- 26.104 Complaint Filing and Investigation Procedures Rev. 2019.pdf
- 26.105 Complaint Verification Form Rev. 2019.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Chapter 4 - Patrol Operations

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Patrol Function

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the functions of the patrol unit of the Division to ensure intraorganizational cooperation and information sharing.

400.1.1 FUNCTION

Officers will generally patrol in clearly marked vehicles. They will patrol assigned jurisdictional areas of Gahanna, respond to calls for assistance, act as a deterrent to crime, enforce state, local and federal laws when authorized or empowered by agreement or statute, and respond to emergencies 24 hours a day, seven days a week.

Patrol will generally provide the following services within the limits of available resources:

(a) Patrol that is directed at the prevention of criminal acts, traffic violations and collisions, the maintenance of public order and the discovery of hazardous situations or conditions.

(b) Crime prevention activities, such as residential inspections, business inspections and community presentations.

(c) Calls for service, both routine and emergency.

(d) Investigation of both criminal and non-criminal acts.

(e) The apprehension of criminal offenders.

(f) Community Oriented Policing and problem-solving activities, such as citizen assists and individual citizen contacts of a positive nature.

(g) The sharing of information between the patrol and other bureaus within the Division, as well as other government agencies.

(h) The application of resources to specific problems or situations within the community that may be improved or resolved by Community Oriented Policing and problem-solving strategies.

(i) Traffic direction and control.

(j) Disasters, civic unrest and natural emergencies.

(k) Assist in the service of civil papers.

400.1.2 TERRORISM

It is the goal of the Gahanna Division of Police to make every reasonable effort to accurately and appropriately gather and report any information that may relate to either foreign or domestic terrorism. Officers should advise a supervisor as soon as practicable of any activity believed to be terrorism related and should document such incidents with a written report or Field Interview (FI).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

The supervisor should ensure that all terrorism-related reports and FIs are forwarded to the Detective Bureau supervisor in a timely fashion.

400.2 PATROL INFORMATION SHARING PROCEDURES

The following guidelines are intended to develop and maintain intraorganizational cooperation and information flow between the various bureaus of the Gahanna Division of Police.

400.2.1 CRIME ANALYSIS UNIT

The Crime Analysis Unit will be the central unit for information exchange. Criminal information and analysis reports will be distributed by the Detective Bureau for operational purposes.

400.2.2 CRIME REPORTS

A crime report may be completed by any patrol officer who receives criminal information. The report will be processed and forwarded to the appropriate bureau for retention or follow-up investigation.

400.2.3 PATROL BRIEFINGS

Patrol supervisors, investigative sergeants and special unit sergeants are encouraged to share information as much as reasonably possible. All supervisors and/or officers will be provided an opportunity to share information through daily patrol briefings, as time permits.

400.3 CROWDS, EVENTS AND GATHERINGS

Officers may encounter gatherings of people, including but not limited to, civil demonstrations, civic, social and business events, public displays, parades and sporting events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action. Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

Officers should consider enforcement of applicable state and local laws when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to Division members that affirms the Division's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the Division's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

401.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement.

401.2 POLICY

The Gahanna Division of Police is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this division to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

401.4 MEMBER RESPONSIBILITIES

Every member of this division shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

401.4.1 REASON FOR CONTACT

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview card), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

401.4.2 REPORTING TRAFFIC STOPS

Each time an officer makes a traffic stop, the officer shall report the gender and race or ethnicity of the driver.

401.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy.

(a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.

  1. Supervisors should document these discussions, in the prescribed manner.

(b) Supervisors should periodically review Mobile Video Recorder recordings, portable audio/video recordings, Mobile Data Computer (MDC) data and any other available resource used to document contact between officers and the public to ensure compliance with this policy.

  1. Supervisors should document these periodic reviews.
  2. Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.

(c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.

(d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this division who discloses information concerning bias-based policing.

401.6 ADMINISTRATION

Each year, the Operations Bureau Commander should review the efforts of the Division to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police. The annual report should not contain any identifying information about any specific complaint, citizen or officers. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

Supervisors should review the annual report and discuss the results with those they are assigned to supervise.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

401.6.1 PUBLISHING AN ANNUAL REPORT TO THE PUBLIC
The Chief of Police or the authorized designee shall prepare an annual report for the public that documents the annual administrative review of agency practices, data collected and citizens' concerns.

401.7 TRAINING

Training on fair and objective policing and review of this policy should be conducted as directed by the Training Unit.

401.7.1 TRAINING FREQUENCY AND TOPICS
The Training Unit should provide annual training that includes topics, such as field contacts, traffic stops, search issues, asset seizure and forfeiture, interview techniques, cultural diversity, discrimination and community support.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Roll Call Briefing

402.1 PURPOSE AND SCOPE

Roll Call Briefing is generally conducted at the beginning of the officer's assigned shift. Roll Call Briefing provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct roll call briefing. However, officers may conduct roll call briefing for training purposes with supervisor approval.

Roll Call Briefing should accomplish, at a minimum, the following basic tasks:

(a) Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles and major investigations.

(b) Notifying officers of changes in schedules and assignments.

(c) Notifying officers of new General Orders or changes in General Orders.

(d) Reviewing recent incidents for training purposes.

(e) Providing training on a variety of subjects.

402.2 BRIEFING AND ROLL CALL TRAINING

Roll Call Briefing and roll call training is generally conducted at the beginning of the officer's assigned shift, yet it may occur at another period. Roll Call Briefing and roll call training should incorporate short training segments on a variety of subjects and may include:

(a) Review and discussion of new or updated policies.

(b) Present and discuss proper application of existing policy to routine daily activities.

(c) Present and discuss proper application of existing policy to unusual activities.

(d) Reviewing recent incidents for training purposes.

402.3 PREPARATION OF MATERIALS

The supervisor conducting roll call briefing and/or roll call training, or the officer if the supervisor is unable to participate in a group briefing or roll call training session, is responsible for collection and preparation of the materials necessary for a constructive briefing and/or roll call training. A supervisor may delegate this responsibility to a subordinate officer in his/her absence or for training purposes.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Crime and Disaster Scene Integrity

403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster.

403.2 POLICY

It is the policy of the Gahanna Division of Police to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

403.3 SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, the officer shall maintain the crime or disaster scene until he/she is properly relieved by a supervisor or other designated person.

403.4 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

(a) Broadcast emergency information, including requests for additional assistance and resources.

(b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.

(c) Locate or identify suspects and determine whether dangerous suspects are still within the area.

(d) Provide first aid to injured parties if it can be done safely.

(e) Evacuate the location safely as required or appropriate.

(f) Secure the inner perimeter.

(g) Protect items of apparent or potential evidentiary value.

(h) Secure an outer perimeter.

(i) Identify potential witnesses.

(j) Start a chronological log noting critical times and personnel allowed access.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

403.5 SEARCHES

Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

403.5.1 CONSENT

When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Ride-Alongs

405.1 PURPOSE AND SCOPE

The ride-along program provides an opportunity for persons to experience the law enforcement function firsthand. This policy provides the requirements, approval process and hours of operation for the ride-along program.

405.1.1 ELIGIBILITY

The Gahanna Division of Police ride-along program is offered to current applicants for employment with the Division in a sworn capacity, members of the public participating in Division recruitment efforts, and individuals as otherwise approved by the Chief of Police or designee. Any applicant may be disqualified with or without cause from participating in the program.

The following factors may be considered in disqualifying an applicant and are not limited to:

- Being under 21 years of age.
- Prior criminal history.
- Pending criminal action.
- Pending lawsuit against the Division.
- Denial by any supervisor.

405.1.2 AVAILABILITY

The ride-along program is available on most days of the week. The ride-along dates and times shall be determined with approval by the Chief of Police or other Division members within the supervisory ranks.

405.2 PROCEDURE TO REQUEST A RIDE-ALONG

All ride-along participants, other than Division chaplains, must complete an application and waiver form each time before being able to ride with an officer. Participants must provide their driver's license number or social security number, their address and telephone number(s), the reason for the ride-along request, and other information related to program administration. A liability release on the application must be signed by the participant and witnessed by a sworn Division member or Dispatcher subsequent to approval and prior to riding with an officer. The participant may be required to present photo identification (e.g. driver's license) prior to approval or when signing the liability release. Failure to provide appropriate identification upon request may cause denial of the request or cause a previously approved request to be immediately rescinded.

Generally, ride-along requests should be referred to the Operations Sergeant. The Operations Sergeant will review the application, route it, and approve or deny the request in accordance with established procedures. In some instances, the application may be forwarded for Command review and approval. Following approval, the Operations Sergeant, in coordination with the appropriate Shift Sergeant, will schedule a date based on availability and other factors, at least

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

one week after the date of application. A copy of the approved ride-along application and waiver form will be forwarded to the respective Shift Sergeant or officer in charge as soon as possible. If the liability release has not been signed and witnessed in advance, the Shift Sergeant or Officer in Charge will cause the liability release to be signed and witnessed in accordance with this section.

If the ride-along is denied after the request has been made, a representative of the Division will contact the applicant and advise him/her of the denial.

405.2.1 PROGRAM REQUIREMENTS

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception would apply to the following: chaplains, City employees and police applicants with approval of the Shift Sergeant.

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the officer's vehicle at a given time. When practicable, ride-alongs who request multiple opportunities to participate in the ride-along program should be rotated among officers.

405.2.2 SUITABLE ATTIRE

Any person approved to ride-along is required to be suitably dressed in a collared shirt, blouse or jacket, slacks and shoes. Sandals, t-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. Hats and ball caps will not be worn in the police vehicle. The Shift Sergeant or officer in charge may refuse a ride-along to anyone not properly dressed.

405.2.3 PEACE OFFICER RIDE-ALONGS

Off-duty members of this division or any other law enforcement agency will not be permitted to ride-along with on-duty officers without the express consent of the Bureau Commander or designee. In the event that such a ride-along is permitted, the off-duty employee shall not be considered on-duty and shall not represent themselves as a peace officer or participate in any law enforcement activity except as emergency circumstances may require.

405.2.4 RIDE-ALONG CRIMINAL HISTORY CHECK

All ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and a Department of Justice Criminal History System check prior to approval (provided that the ride-along is not an employee of the Gahanna Division of Police).

405.3 OFFICER'S RESPONSIBILITIES

The officer shall advise the dispatcher that a ride-along is present in the vehicle before going into service. Officers shall consider the safety of the ride-along at all times.

Officers should use sound discretion when encountering a potentially dangerous situation, such as a high-speed pursuit. If practicable, the participant should be let out of the vehicle in a well-lighted place of safety. The dispatcher will be advised of the situation and as soon as practicable have another police unit respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Conduct by a person participating in a ride-along that results in termination of the ride or is otherwise inappropriate should be immediately reported to the Shift Sergeant or the officer in charge.

The Shift Sergeant is responsible for maintaining and scheduling ride-alongs. Upon completion of the ride-along, a copy of the ride-along waiver form shall be returned to the Shift Sergeant with any comments that may be offered by the officer. All completed ride-along waiver forms shall be submitted to the Bureau Commander.

405.4 CONTROL OF RIDE-ALONG

The assigned employee shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit participation. The instructions provided to the ride-along should include the following:

- The ride-along will follow the directions of the officer.
- The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects or handling any police equipment.
- The ride-along will not engage in disseminating information (historical or live) through any means.
- The ride-along may terminate the ride at any time and the officer may return the observer to his/her home, the place of the ride origin or to the station if the ride-along interferes with the performance of the officer's duties.
- Ride-alongs may be allowed to continue riding during the transportation and booking process, provided this does not jeopardize their safety.
- Officers will not allow any ride-alongs to be present in any residence or situation that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other person.
- Under no circumstance shall a civilian ride-along be permitted to enter a private residence with an officer without the express consent of the resident or other authorized person.
- Ride-alongs shall be returned to his/her home, the place of the ride origin or to the station when the ride-along is terminated.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Hazardous Material Response

406.1 PURPOSE AND SCOPE

Hazardous materials present a potential harm to employees as a result of their exposure. To comply with Ohio law, the following represents the policy of this division.

406.1.1 HAZARDOUS MATERIAL DEFINED

Hazardous Material - A substance which, by its nature, containment, or reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant, or strong sensitizer and thereby posing a threat to health when improperly managed.

406.2 HAZARDOUS MATERIAL RESPONSE

Employees may encounter situations involving suspected hazardous materials, such as at the scene of a traffic collision, chemical spill or fire. When employees come into contact with a suspected hazardous material, certain steps should be taken to protect themselves and other persons.

A hazardous material response shall be in compliance with the County Chemical Emergency Response and Preparedness Plan (ORC § 3750.01 et seq.; OAC § 3750-1-01 et seq.).

The fire department, under the Ohio Fire Service Emergency Response Plan (OFCERP) for Hazardous Materials/WMD Incident Response, is the agency trained and equipped to properly respond and mitigate most hazardous materials and biohazards. Fire department personnel have the primary role and authority in a HAZMAT incident. The OFCERP provides a central contact number for requests for assistance and operations support (888-822-4900).

Responders should not perform tasks or use equipment without proper training.

A responder entering the area may require decontamination before he/she is allowed to depart the scene and should be evaluated by appropriate technicians and medical professionals for signs of exposure.

The following steps should be considered at any scene involving suspected hazardous materials:

(a) Make reasonable efforts to secure the scene to prevent access from unauthorized personnel.

(b) Safely attempt to identify the type of hazardous material. Identification can be determined by placard, driver's manifest or statements from the person transporting the material.

(c) Notify the appropriate fire department.

(d) Provide first aid to injured parties if it can be done safely and without contamination.

(e) Begin evacuation of the immediate and surrounding areas dependent on the material. Voluntary evacuation should be considered. Depending on the material, mandatory evacuation may be necessary.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(f) Responders should remain uphill and upwind of the hazard until a zone of entry and a decontamination area is established.

406.3 REPORTING EXPOSURE

Division personnel who believe that they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be appropriately documented by the employee. Such documentation shall be forwarded via the chain of command to the Bureau Commander. Should the affected employee be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the documentation and notification.

Injury or illness caused or believed to be caused from exposure to hazardous materials shall be reported the same as any other on-duty injury or illness, in addition to a crime report or incident report.

406.3.1 SUPERVISOR RESPONSIBILITIES

When a supervisor has been informed that an employee has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to treat the exposure.

To ensure the safety of employees, safety equipment is available through supervisory personnel. Safety items not maintained by the Division will be obtained through the appropriate fire department.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Response to Bomb Calls

408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the Gahanna Division of Police in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

408.2 POLICY

It is the policy of the Gahanna Division of Police to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

408.3 RECEIPT OF BOMB THREAT

Division members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established Division evidence procedures.

The member receiving the bomb threat should ensure that the Shift Sergeant or the officer in charge is immediately advised and informed of the details. This will enable the Shift Sergeant or the officer in charge to ensure that the appropriate personnel are dispatched and, as appropriate, the threatened location is given an advance warning.

408.4 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

408.4.1 GAHANNA DIVISION OF POLICE FACILITY

If the bomb threat is against the Gahanna Division of Police facility, the Shift Sergeant or the officer in charge will direct and assign officers as required for coordinating a general building search or evacuation of the police division, as he/she deems appropriate.

408.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a county or municipal facility within the jurisdiction of the Gahanna Division of Police that is not the property of this division, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Shift Sergeant or the officer in charge deems appropriate.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

408.4.3 FEDERAL BUILDING OR PROPERTY

If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility's security or command staff should be notified.

Bomb threats against a military installation should be reported to the Federal Protective Service or other military security responsible for the installation.

408.5 PRIVATE FACILITY OR PROPERTY

When a member of this division receives notification of a bomb threat at a location in the City of Gahanna, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

(a) The location of the facility.

(b) The nature of the threat.

(c) Whether the type and detonation time of the device is known.

(d) Whether the facility is occupied and, if so, the number of occupants currently on-scene.

(e) Whether the individual is requesting police assistance at the facility.

(f) Whether there are any internal facility procedures regarding bomb threats in place, such as:

1. No evacuation of personnel and no search for a device.
2. Search for a device without evacuation of personnel.
3. Evacuation of personnel without a search for a device.
4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Shift Sergeant or the officer in charge is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

408.5.1 ASSISTANCE

The Shift Sergeant or the officer in charge should be notified when police assistance is requested. The Shift Sergeant or the officer in charge will make the decision whether the Division will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including police control over the facility.

Should the Shift Sergeant or the officer in charge determine that the Division will assist or control such an incident, he/she will determine:

(a) The appropriate level of assistance.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(b) The plan for assistance.

(c) Whether to evacuate and/or search the facility.

(d) Whether to involve facility staff in the search or evacuation of the building.

1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.

2. The safety of all participants is the paramount concern.

(e) The need for additional resources, including:

1. Notification and response, or standby notice, for fire and emergency medical services.

Even if a facility does not request police assistance to clear the interior of a building, based upon the circumstances and known threat, officers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

408.6 FOUND DEVICE

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

(a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.

(b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.

(c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:

1. Two-way radios

2. Cell phones

3. Other personal communication devices

(d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.

(e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.

(f) A safe access route should be provided for support personnel and equipment.

(g) Search the area for secondary devices as appropriate and based upon available resources.

(h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.

(i) Promptly relay available information to the Shift Sergeant or the officer in charge including:

1. The time of discovery.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

2. The exact location of the device.
3. A full description of the device (e.g., size, shape, markings, construction).
4. The anticipated danger zone and perimeter.
5. The areas to be evacuated or cleared.

408.7 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, minimize contamination of the scene by gathering crowds, or minimize any additional damage from fires or unstable structures.

408.7.1 CONSIDERATIONS

Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

(a) Assess the scope of the incident, including the number of victims and extent of injuries.

(b) Request additional personnel and resources, as appropriate.

(c) Assist with first aid.

(d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.

(e) Assist with the safe evacuation of victims, if possible.

(f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.

(g) Preserve evidence.

(h) Establish an outer perimeter and evacuate if necessary.

(i) Identify witnesses.

408.7.2 NOTIFICATIONS

When an explosion has occurred, the following people should be notified as appropriate:

- Fire department
- Bomb squad
- Additional division personnel, such as investigators and forensic services
- Field supervisor
- Shift Sergeant or the officer in charge
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

- Personnel in accordance with the Major Incident Notification policy

408.7.3 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

408.7.4 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Shift Sergeant or the officer in charge should assign officers to protect the crime scene area, which could extend over a large area. Consideration should be given to the fact that evidence may be imbedded in nearby structures or hanging in trees and bushes.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Citation Releases

410.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the Gahanna Division of Police with guidance on when to release adults who are suspected offenders on a citation for a criminal offense, rather than having the person held in custody for a court appearance or released on bail.

Additional release restrictions may apply to those detained for domestic violence, as outlined in the Domestic Violence Policy.

410.2 POLICY

The Gahanna Division of Police will consider its resources and protecting the community when exercising any discretion to release suspected offenders on a citation when authorized to do so.

410.3 MISDEMEANOR CITATION

Notwithstanding any other provision of the Revised Code, when an officer is otherwise authorized to arrest a person for the commission of a minor misdemeanor, the officer shall not arrest the person, but shall issue a citation, unless one of the following applies (ORC § 2935.26):

(a) The offender requires medical care or is unable to provide for his own safety.

(b) The offender cannot or will not offer satisfactory evidence of his identity.

(c) The offender refuses to sign the citation.

(d) The offender has previously been issued a citation for the commission of that misdemeanor and has failed to do one of the following

(a) (a) Appear at the time and place stated in the citation.

(b) Within seven days after receiving the citation, sign a plea of guilty and pay the total fine and costs by appearing in person or mailing the citation to the court.

In all other misdemeanors, unless otherwise prohibited by law, officers having probable cause to arrest a person may, in lieu of making the arrest, issue the person a summons to appear if the officer reasonably believes that the summons will ensure the person's appearance. The officer shall also file a complaint describing the alleged offense (Ohio R. Crim. P. 4(3)).

410.4 CONSIDERATIONS

In determining whether to cite and release a person when discretion is permitted, officers should consider:

(a) The type of offense committed.

(b) The known criminal history of the alleged offender.

(c) The ability to identify the offender with reasonable certainty.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(d) Whether there is any record of the individual failing to appear in previous cases or other articulable indications that the individual may not appear in court for this offense.

(e) The individual's ties to the area, such as residence, employment or family.

(f) Whether there is a reasonable likelihood that criminal conduct by the individual will continue.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Foreign Diplomatic and Consular Representatives

411.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Gahanna Division of Police extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

411.2 POLICY

The Gahanna Division of Police respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

411.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

(a) Notify a supervisor.

(b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.

(c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.

(d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll free at 866-217-2089, or at another current telephone number and inform the center of the circumstances.

(e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

411.4 ENFORCEMENT ACTION

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

(a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.

(b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.

(c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.

1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.

(d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:

1. Diplomatic-level staff of missions to international organizations and recognized family members
2. Diplomatic agents and recognized family members
3. Members of administrative and technical staff of a diplomatic mission and recognized family members
4. Career consular officers, unless the person is the subject of a felony warrant

(e) The following persons may generally be detained and arrested:

1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents.
2. Support staff of missions to international organizations
3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries.
4. Honorary consular officers

411.5 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

411.6 DIPLOMATIC IMMUNITY TABLE

Reference table on diplomatic immunity:

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Foreign Diplomatic and Consular Representatives

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Member of Admin and Tech Staff	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes (note (a))	Yes	Yes	Yes	No for official acts Yes otherwise (note (a))	No immunity or inviolability (note (a))
Career Consul Officer	Yes if for a felony and pursuant to a warrant (note (a))	Yes (note (d))	Yes	No for official acts Testimony may not be compelled in any case	No for official acts Yes otherwise (note (a))	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise	No immunity or inviolability
Consulate Employees	Yes (note (a))	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise (note (a))	No immunity or inviolability (note (a))
Int'l Org Staff (note (b))	Yes (note (c))	Yes (note (c))	Yes	Yes (note (c))	No for official acts Yes otherwise (note (c))	No immunity or inviolability
Diplomatic-Level Staff of Missions to Int'l Org	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Notes for diplomatic immunity table:

(a) This table presents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.

(b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or in the prevention of serious criminal acts.

(c) A small number of senior officers are entitled to be treated identically to diplomatic agents.

(d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Rapid Response and Deployment

412.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist officers in situations that call for rapid response and deployment.

412.2 POLICY

The Gahanna Division of Police will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those that are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Division in protecting themselves or others from death or serious injury.

412.3 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably possible, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to other incidents at other locations.

When deciding on a course of action officers should consider:

(a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be based on information known or received at the time.

(b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.

(c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.

(d) Whether the suspect can be contained or denied access to victims.

(e) Whether the officers have the ability to effectively communicate with other personnel or resources.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(f) Whether planned tactics can be effectively deployed.

(g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In a case of a barricaded suspect with no hostages and no immediate threat to others, officers should consider summoning and waiting for additional assistance (special tactics and/or hostage negotiation team response).

412.4 CONSIDERATIONS

When dealing with a crisis situation members should:

(a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.

(b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.

(c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.

(d) Attempt, if feasible and based upon the suspect's actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

412.5 PLANNING

The Operations Bureau Commander should coordinate critical incident planning. Planning efforts should consider:

(a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.

(b) Availability of building plans and venue schematics of likely critical incident target sites.

(c) Communications interoperability with other law enforcement and emergency service agencies.

(d) Training opportunities in critical incident target sites, including joint training with site occupants.

(e) Evacuation routes in critical incident target sites.

(f) Patrol first-response training.

(g) Response coordination and resources of emergency medical and fire services.

(h) Equipment needs.

(i) Mutual aid agreements with other agencies.

(j) Coordination with private security providers in critical incident target sites.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

412.5.1 SCHOOL SAFETY DRILLS

The Operations Bureau Commander or the authorized designee should cooperate with local school officials required to conduct school safety drills in conjunction with the Gahanna Division of Police pursuant to ORC § 3737.73. The Division should consider information obtained during the drills when pre-planning division emergency responses to schools.

412.6 TRAINING

The Training Sergeant should include rapid response to critical incidents in the training plan. This training should address:

(a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.

(b) Communications interoperability with other law enforcement and emergency service agencies.

(c) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.

(d) First aid, including gunshot trauma.

(e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Immigration Violations

414.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Gahanna Division of Police relating to immigration and interacting with federal immigration officials.

414.2 POLICY

It is the policy of the Gahanna Division of Police that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this division in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

414.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and not in any way that would violate the United States or Ohio constitutions.

414.4 DETENTIONS

An officer should not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant.

An officer who has a reasonable suspicion that an individual already lawfully contacted or detained has committed a criminal violation of federal immigration law may detain the person for a reasonable period of time in order to contact federal immigration officials to verify whether an immigration violation is a federal civil violation or a criminal violation. If the violation is a criminal violation, the officer may continue to detain the person for a reasonable period of time if requested by federal immigration officials (8 USC § 1357(g)(10)). No individual who is otherwise ready to be released should continue to be detained only because questions about the individual's status are unresolved.

If the officer has facts that establish probable cause to believe that a person already lawfully detained has committed a criminal immigration offense, he/she may continue the detention and may request a federal immigration official to respond to the location to take custody of the detained person (8 USC § 1357(g)(10)).

An officer is encouraged to forgo detentions made solely on the basis of a misdemeanor offense when time limitations, availability of personnel, issues of officer safety, communication capabilities, or the potential to obstruct a separate investigation outweigh the need for the detention.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

An officer should notify a supervisor as soon as practicable whenever an individual is being detained for a criminal immigration violation.

414.4.1 SUPERVISOR RESPONSIBILITIES
When notified that an officer has detained an individual and established reasonable suspicion or probable cause to believe the person has violated a criminal immigration offense, the supervisor should determine whether it is appropriate to:

(a) Transfer the person to federal authorities.

(b) Lawfully arrest the person for a criminal offense or pursuant to a judicial warrant (see the Law Enforcement Authority Policy).

414.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT

Generally, an officer will not need to notify federal immigration officials when booking traffic offenders and those charged with non-violent misdemeanors at the respective county jails. Immigration officials routinely interview suspected undocumented aliens who are booked into the county jails on criminal charges. However, ICE notification may be made when booking suspected undocumented aliens charged with misdemeanor crimes of violence, specifically domestic violence offenders, multiple misdemeanor offenses, and any felony offense. Arresting officers may facilitate an interview by federal immigration officials of the offender during the booking process at headquarters so long as such an interview does not unduly extend the processing time.

414.6 FEDERAL REQUESTS FOR ASSISTANCE

Requests by federal immigration officials for assistance from this division should be directed to a supervisor. The Division may provide available support services, such as traffic control or peacekeeping efforts.

414.7 INFORMATION SHARING

No member of this division will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373):

(a) Sending information to, or requesting or receiving such information from federal immigration officials

(b) Maintaining such information in division records

(c) Exchanging such information with any other federal, state, or local government entity

414.7.1 IMMIGRATION DETAINERS
No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 unless the person has been charged with a federal crime or the detainer is accompanied by a warrant, affidavit of probable cause, or removal order. Notification to the federal authority issuing the detainer should be made prior to the release.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

414.8 U VISA AND T VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Investigative Services Subdivision supervisor assigned to oversee the handling of any related case. The Investigative Services Subdivision supervisor should:

(a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.

(b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.

(c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.

1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.

(d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

414.9 TRAINING

The Training Sergeant should ensure officers receive training on this policy.

Training should include:

(a) Identifying civil versus criminal immigration violations.

(b) Factors that may be considered in determining whether a criminal immigration offense has been committed.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Emergency Utility Service

415.1 PURPOSE AND SCOPE

The City Department of Public Service has personnel available to handle emergency calls 24 hours per day, seven days a week. Calls for service during non-business hours are frequently directed to the Police Division. Requests for such service received by this division should be handled in the following manner.

415.1.1 BROKEN WATER LINES

The City's responsibility ends at the water meter. Any break or malfunction in the water system from the water meter to the citizen's residence or business is the customer's responsibility. The Department of Public Service can only turn off the valve at the meter. The citizen can normally accomplish this.

If a break occurs on the City side of the meter, emergency personnel should be called as soon as practicable by the Communications Center.

415.1.2 ELECTRICAL LINES

The City Department of Public Service does not maintain electrical lines to street light poles. When a power line poses a hazard, an officer should be dispatched to protect against personal injury or property damage that might be caused by power lines. The electric company and Department of Public Service should be promptly notified, as appropriate.

415.1.3 RESERVOIRS, PUMPS AND WELLS

The Department of Public Service maintains the public water equipment, as well as several drainage pumps. In the event of flooding or equipment malfunctions, emergency personnel should be contacted as soon as possible.

415.1.4 EMERGENCY NUMBERS

A current list of emergency personnel who are to be called for municipal utility emergencies will be maintained by the Communications Center.

415.2 TRAFFIC SIGNAL MAINTENANCE

The City of Gahanna contracts with a private company to furnish maintenance for all traffic signals within the City, other than those maintained by the Ohio Department of Transportation (ODOT).

415.2.1 OFFICER'S RESPONSIBILITIES

Upon observing a damaged or malfunctioning signal, the officer will advise the Communications Center of the location and problem with the signal. The dispatcher should make the necessary notification to the Department of Public Service.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Obtaining Air Support Assistance

418.1 PURPOSE AND SCOPE

The use of air support can be invaluable in certain situations. This policy specifies potential situations where the use of air support may be requested and the responsibilities for making a request.

418.2 REQUEST FOR AIR SUPPORT ASSISTANCE

If a supervisor or officer in charge of an incident determines that the use of air support would be beneficial, a request to obtain air support assistance may be made.

418.2.1 REQUEST FOR ASSISTANCE FROM ANOTHER AGENCY

After consideration and approval of the request for air support, the Shift Sergeant or designee will call the closest agency having air support available. The Shift Sergeant or Communication Center personnel will apprise that agency of the specific details of the incident prompting the request.

418.2.2 CIRCUMSTANCES UNDER WHICH AID MAY BE REQUESTED

Law enforcement air support may be requested under any of the following conditions:

(a) When the aircraft is activated under existing mutual aid agreements.

(b) Whenever the safety of law enforcement personnel is in jeopardy and the presence of the aircraft may reduce such hazard.

(c) When the use of aircraft will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to the community.

(d) When an aircraft is needed to locate a person who is lost and whose continued absence constitutes a serious health or safety hazard.

(e) Vehicle pursuits.

(f) Pre-planned events or actions that require air support.

(g) When the Shift Sergeant or equivalent authority determines a reasonable need exists.

While it is recognized that the availability of air support will generally provide valuable assistance to ground personnel, the presence of air support will rarely replace the need for officers on the ground.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Contacts and Temporary Detentions

419.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

419.1.1 DEFINITIONS

Definitions related to this policy include:

Consensual encounter - When an officer contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

Field interview (FI) - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.

Field photographs - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio/Video (MAV) system, body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

Pat-down search - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.

Reasonable suspicion - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Temporary detention - When an officer intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person’s freedom of movement.

419.2 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Gahanna Division of Police to strengthen community involvement, community awareness, and problem identification.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

419.2.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

(a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act.

(b) Actions suggesting that he/she is engaged in a criminal activity.

(c) Presence in an area at an inappropriate hour of the day or night.

(d) Presence in a particular area is suspicious.

(e) Carrying of suspicious objects or items.

(f) Excessive clothes for the climate or clothes bulging in a manner that suggests he/she is carrying a dangerous weapon.

(g) Location in proximate time and place to an alleged crime.

(h) Physical description or clothing worn that matches a suspect in a recent crime.

(i) Prior criminal record or involvement in criminal activity as known by the officer.

419.3 PAT-DOWN SEARCHES

Once a valid stop has been made, and consistent with the officer's training and experience, an officer may pat a suspect's outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:

(a) The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.

(b) Where more than one suspect must be handled by a single officer.

(c) The hour of the day and the location or area where the stop takes place.

(d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.

(e) The actions and demeanor of the suspect.

(f) Visual indications which suggest that the suspect is carrying a firearm or other dangerous weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

419.4 FIELD PHOTOGRAPHS

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the officer shall carefully consider, among other things, the factors listed below.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

419.4.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT

Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent. When taking a consensual photograph, the officer should have the individual read and sign the appropriate form accompanying the photograph.

419.4.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT

Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the officer's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports shall be submitted to a supervisor and retained in compliance with this policy.

419.4.3 FIELD PHOTOGRAPHS OF CHILDREN

Field photographs may only be taken of a child with the consent of a juvenile court judge, except when the child has been (ORC § 2151.313):

(a) Arrested or otherwise taken into custody for committing, or has been adjudicated as a delinquent child for committing, an act that would be a felony if committed by an adult.

(b) Convicted of or pleaded guilty to committing a felony.

(c) Arrested or otherwise taken into custody or has been adjudicated as a delinquent child for committing an act where all of the following apply:

1. The offense is not a traffic offense or minor misdemeanor if committed by an adult.
2. There is probable cause to believe the child may have been involved in the act.

The officer who photographs a juvenile shall immediately inform the juvenile court that the photographs were taken and shall provide the court with the identity of the juvenile, the number of photographs taken and the name and address of each person who has custody and control of the photographs or copies of the photographs (ORC § 2151.313(A)(2)).

419.4.4 DISPOSITION OF PHOTOGRAPHS

All detainee photographs must be adequately labeled and submitted to the Shift Sergeant with either an associated incident report, FI entry, or other documentation explaining the nature of the contact.

If a photograph is not associated with an investigation where a case number or FI number has been issued, the Shift Sergeant should review and forward the photograph to one of the following locations:

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(a) If the photograph and associated documentation is relevant to criminal organization/enterprise enforcement, the Shift Sergeant will forward the photograph and documents to the appropriate Investigative Services supervisor or designee.

(b) Photographs that do not qualify for retention in a criminal intelligence system or temporary information file shall be forwarded to the Records Bureau.

When a photograph is taken in association with a particular case, the investigator may use such photograph in a photo lineup. Thereafter, the individual photograph should be retained as a part of the case file. All other photographs shall be retained in accordance with the established records retention schedule.

Photographs of children shall be retained in a file separate and apart from all photographs taken of adults until released to the juvenile court or as otherwise ordered by a juvenile judge (ORC § 2151.313(B)).

When a photograph of a child is taken in association with a particular case, before filing a complaint regarding the offense, the photograph may only be used in the investigation of the original offense and may only be released to the court.

After filing the complaint, the photograph may be used to investigate the original offense or to investigate any other juvenile delinquency offense involving the juvenile as a suspect. Photographs may also be used in a photo lineup when the child in the photograph has been adjudicated as a delinquent child for the commission of an act that would be a felony if committed by an adult, or convicted or pleaded guilty to a criminal offense that is a felony as a result of the arrest or custody that was the basis of the taking of the photographs (ORC § 2151.313(C)).

419.4.5 SUPERVISOR RESPONSIBILITIES

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

419.5 POLICY

The Gahanna Division of Police respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete an FI, pat-down search, or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations, and constitutional safeguards.

419.6 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(a) Identifying all persons present at the scene and in the immediate area.

1. When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.

2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by division members.

1. A written, verbal, or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Shift Sergeants

421.1 PURPOSE AND SCOPE

Each patrol shift must be directed by supervisors who are capable of making decisions and communicating in a manner consistent with Division policies, procedures, practices, functions and objectives. To accomplish this goal, a Sergeant heads each watch.

421.2 DESIGNATION AS ACTING SHIFT SERGEANT

When a Sergeant is unavailable for duty as Shift Sergeant, in most instances a qualified officer in charge (OIC) shall be designated as the acting shift supervisor. This policy does not preclude designating a less senior officer as an OIC based on operational needs and other factors.

Before assignment as an OIC, an officer must be approved for OIC designation by the Field Services Subdivision Lieutenant. Thereafter, an officer may be scheduled as an OIC pursuant to routine scheduling and operational practices. However, the Field Services Subdivision Lieutenant retains authority to withdraw an officer's OIC designation.

A supervisor (sergeant or OIC) may be assigned to any shift as deemed necessary by the Field Services Subdivision Lieutenant based on operational needs (e.g. in the absence of a Sergeant or an officer designated as an OIC), subject to applicable operational provisions (e.g. overtime procedures, the applicable work agreement, etc.)

The Chief or designee may institute training requirements and other mandates related to OIC designation/approval.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Mobile Audio/Video

422.1 PURPOSE AND SCOPE

The Gahanna Division of Police has equipped marked patrol cars with Mobile Video Recording (MVR) systems. The MVR is designed to provide records of events and assist officers in the performance of their duties. This policy provides guidance on the use of these systems.

422.1.1 DEFINITIONS

Definitions related to this policy include:

Activate - Any process that causes the MVR system to transmit or store video or audio data in an active mode.

In-Car Camera System and Mobile Video Recorder (MVR) - Synonymous terms which refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at minimum, a camera, microphone, recorder and monitor.

MVR Technician - Personnel certified or trained in the operational use and repair of MVRs, duplicating methods, storage and retrieval methods and procedures, and who have working knowledge of video forensics and evidentiary procedures.

Recorded media - Audio-video signals recorded or digitally stored on a storage device or portable media.

422.2 POLICY

It is the policy of the Gahanna Division of Police to use mobile video recording technology to more effectively fulfill the division's mission and to ensure these systems are used securely and efficiently.

422.3 OFFICER RESPONSIBILITIES

Prior to going into service, each officer will properly equip him/herself to record audio and video in the field. Each officer should verify that there is adequate recording media for the entire duty assignment. Only Gahanna Division of Police-identified and labeled media with tracking numbers is to be used.

At the start of each shift, officers should test the MVR system's operation in accordance with manufacturer specifications and division operating procedures and training.

System documentation is accomplished via the MVR system which will imprint the recording date and time. If the system is malfunctioning, the officer shall take the vehicle out of service unless a supervisor requests the vehicle remain in service.

422.4 ACTIVATION OF THE MVR

The MVR system is designed to turn on whenever the unit's emergency lights are activated, when activated manually by the officer or whenever the vehicle's speed reaches a designated

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

threshold (generally at or about 85 MPH). The system remains on until it is turned off manually. When audio is being recorded, the video will also record.

422.4.1 REQUIRED ACTIVATION OF THE MVR

This policy is not intended to describe every possible situation in which the MVR system may be used, although there are many situations where its use is appropriate. An officer may activate the system any time the officer believes its use would be appropriate and/or valuable to document an incident.

In some circumstances it is not possible to capture images of the incident due to conditions or the location of the camera. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the MVR. The MVR system should be activated in any of the following situations:

(a) All field contacts involving actual or potential criminal conduct within video or audio range:

1. Traffic stops (to include, but not limited to, traffic violations, investigative stops, stranded motorist assistance, and all criminal interdiction stops)
2. Emergency and modified/intermittent responses (Level 2 and Level 3 responses)
3. Vehicle pursuits
4. Suspicious persons and/or vehicles
5. Arrests
6. Vehicle searches
7. Physical or verbal confrontations or use of force
8. Pedestrian checks
9. OVI investigations including field sobriety tests
10. Crimes in progress
11. Responding to an in-progress call

(b) Crash responses, from the point of arrival and/or priority response until clearance of all involved units and parties from the scene (excluding awaiting the arrival of a tow - see 422.4.2).

(c) The duration of any transport/escort of an arrestee/detainee or any member of the public (excluding individuals participating in an authorized ride-along).

(d) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect:

1. Family violence calls

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

2. Disturbance of peace calls
3. Offenses involving violence or weapons

(e) Any other contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording

(f) Any other circumstance where the officer believes that a recording of an incident would be appropriate

422.4.2 CESSATION OF RECORDING

Once activated, the MVR system should remain on until the incident has concluded. For purposes of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if an officer is simply waiting for a tow truck or a family member to arrive, or in other similar situations.

422.4.3 WHEN ACTIVATION IS NOT REQUIRED

Activation of the MVR system is not required when exchanging information with other officers or during breaks, lunch periods, when not in service or actively on patrol.

No member of this division may surreptitiously record a conversation of any other member of this division except with a court order or when lawfully authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.

422.4.4 SUPERVISOR RESPONSIBILITIES

Supervisors should determine if vehicles with non-functioning MVR systems should be placed into service. If these vehicles are placed into service, the appropriate documentation should be made, including notification of the Communications Center.

Proper utilization and activation of the MVR may be subject to supervisory review to ensure compliance.

When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, peace officer-involved shootings, division-involved collisions), a supervisor shall respond to the scene and ensure that the appropriate supervisor, MVR technician or crime scene investigator properly retrieves the recorded media. The media may need to be treated as evidence and should be handled in accordance with current evidence procedures for recorded media.

422.5 REVIEW OF MVR RECORDINGS

All recording media, recorded images and audio recordings are the property of the Division. Dissemination outside of the agency is strictly prohibited except to the extent permitted or required by law. The Administrative Bureau Commander shall prescribe methods and procedures for internal and external access to, and dissemination of, stored/archived MVR data.

To prevent damage to, or alteration of, the original recorded media, it shall not be removed from the MVR system, copied, viewed or otherwise inserted into any device not approved by the agency

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

MVR technician, forensic media staff or approved designee. When reasonably possible, a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.

Recordings may be reviewed in any of the following situations:

(a) For use when preparing reports or statements

(b) By a supervisor investigating a specific act of officer conduct

(c) By a supervisor to assess officer performance

(d) To assess proper functioning of MVR systems

(e) By division investigators who are participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation

(f) By division personnel who request to review recordings

(g) By an officer who is captured on or referenced in the video or audio data and reviews and uses such data for any purpose relating to his/her employment

(h) By court personnel through proper process or with permission of the Chief of Police or the authorized designee

(i) By the media through proper process or with permission of the Chief of Police or the authorized designee

(j) To assess possible training value

(k) Recordings may be shown for training purposes. If an involved officer objects to showing a recording, his/her objection will be submitted to the officer's bureau commander to determine if the training value outweighs the officer's objection

Employees desiring to view any previously uploaded or archived MVR recording should submit a request to the MVR technician in accordance with established procedures.

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any employee.

422.6 RECORDING MEDIA STORAGE AND INTEGRITY

Once the recorded media has been downloaded and its data submitted for storage, all recording media will be formatted and stored in a designated secure area for reuse. All recording media data will be retained as required by the established records retention schedule.

422.6.1 COPIES OF ORIGINAL RECORDING MEDIA

Upon proper request, a copy of the original recording media will be made for use as authorized in this policy (ORC § 9.01).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

422.6.2 MVR RECORDINGS AS EVIDENCE

Officers who reasonably believe that an MVR recording is likely to contain evidence relevant to a criminal or traffic offense, potential claim against the officer or against the Gahanna Division of Police should indicate this in an appropriate report. Officers should ensure relevant recordings are preserved.

422.7 SYSTEM OPERATIONAL STANDARDS

(a) MVR system vehicle installations should be based on officer safety requirements and vehicle and device manufacturer recommendations.

(b) The MVR system should be configured to minimally record for 30 seconds prior to an event.

(c) The MVR system may not be configured to record audio data occurring prior to activation.

(d) Unless the transmitters being used are designed for synchronized use, only one transmitter, usually the primary initiating officer's transmitter, should be activated at a scene to minimize interference or noise from other MVR transmitters.

(e) Officers using digital transmitters that are individually synchronized to their individual MVR shall activate both audio and video recordings when responding in a support capacity. This is to obtain additional perspectives of the incident scene.

(f) With the exception of law enforcement radios, other emergency equipment or approved personal communication devices, other electronic devices should not be used inside MVR-equipped vehicles to minimize the possibility of causing electronic or noise interference with the MVR system.

(g) Officers shall not erase, alter, reuse, modify or tamper with MVR recordings. Only a MVR technician or other approved designee may erase and reissue storage media and may only do so pursuant to the provisions of this policy.

(h) To prevent damage, original recordings shall not be viewed on any equipment other than the equipment issued or authorized by the MVR technician.

422.8 MVR TECHNICIAN RESPONSIBILITIES

The MVR technician is responsible for:

(a) Ordering, issuing, retrieving, storing, erasing and duplicating of all recorded media.

(b) Collecting all completed media for oversight and verification of wireless downloaded media. Once collected, the MVR technician:

1. Ensures it is stored in a secured location with authorized controlled access.
2. Ensures the appropriate notations in the chain of custody log.

(c) Erasing of media:

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1. Pursuant to a court order.
2. In accordance with established retention policies, including reissuing all other media deemed to be of no evidentiary value.

(d) Assigning all media an identification number prior to issuance to the field.

1. Maintaining a record of issued media.

(e) Ensuring that an adequate supply of recording media is available.

(f) Managing the long-term storage of media that has been deemed to be of evidentiary value in accordance with the division evidence storage protocols and records retention schedule.

422.9 TRAINING

Users of the MVR systems and supervisors shall successfully complete an approved course of instruction prior to being deployed with MVR systems. Such training may be part of a Field Training Program or similar Division facilitated training.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Mobile Data Computer Use

423.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Data Computer (MDC) system in order to ensure appropriate access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between Division members and the Communications Center.

423.2 POLICY

Gahanna Division of Police members using the MDC shall comply with all appropriate federal and state rules and regulations and shall use the MDC in a professional manner, in accordance with this policy.

423.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any Division technology system (see the Information Technology Use Policy for additional guidance).

423.4 RESTRICTED ACCESS AND USE

MDC use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDC system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDC by another member to their supervisors or Shift Sergeants.

Use of the MDC system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Division. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDC system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDC system unless directed to do so by a supervisor. Members are required to log off the MDC or secure the MDC when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

423.4.1 USE WHILE DRIVING

Extensive MDC data entry by the vehicle operator should be limited to times when the vehicle is stopped. While the vehicle is in motion, MDC data entry shall be limited to that which does not

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

impede the safe operation of the vehicle. Information that is required for immediate enforcement, investigative, tactical or safety needs should be transmitted over the radio.

In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

423.5 DOCUMENTATION OF ACTIVITY

Except as otherwise directed by the Shift Sergeant or other Division-established protocol, all calls for service assigned by the Communications Centershould be communicated by voice over the police radio and electronically via the MDC unless security or confidentiality prevents such broadcasting.

MDC and voice transmissions are used to document the member's daily activity. To ensure accuracy:

(a) All contacts or activity should be documented at the time of the contact.

(b) Whenever the activity or contact is initiated by voice, it should be documented by a dispatcher.

(c) Whenever the activity or contact is not initiated by voice, the member should document it via the MDC.

423.5.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service, vehicle maintenance, on station) will be transmitted over the police radio or through the MDC system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDC when the vehicle is not in motion.

423.5.2 EMERGENCY ACTIVATION

If there is an emergency activation and the member does not respond to a request for confirmation of the need for emergency assistance or confirms the need, available resources will be sent to assist in locating the member. If the location is known, the nearest available officer should respond in accordance with the Officer Response to Calls Policy.

Members should ensure the Shift Sergeant or the officer in charge (OIC) is notified of the incident without delay.

Officers not responding to the emergency shall refrain from transmitting on the police radio until a no-further-assistance broadcast is made or if they are also handling an emergency.

423.6 EQUIPMENT CONSIDERATIONS

423.6.1 MALFUNCTIONING MDC

Whenever possible, members will not use vehicles with malfunctioning MDCs. Whenever members must drive a vehicle in which the MDC is not working, they shall notify the

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Communications Center. It shall be the responsibility of the dispatcher to document all information that will then be transmitted verbally over the police radio.

423.6.2 BOMB CALLS

When investigating reports of possible bombs, members should not communicate on their MDCs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDC could cause some devices to detonate.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Portable Audio/Video Recorders

424.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this division while in the performance of their duties. Portable audio/video recording devices include all recording systems whether body-worn, hand held or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Gahanna Division of Police facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

424.1.1 CERTIFICATION STANDARDS

This policy contains content that pertains to Ohio Collaborative Law Enforcement Agency Certification (OCLEAC) Standards.

See attachment: OCLEAC Standards Compliance Checklist 5-19-2020.pdf

424.2 POLICY

The Gahanna Division of Police may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Division by accurately capturing contacts between members of the Division and the public.

424.3 MEMBER PRIVACY EXPECTATION

All recordings made by members on any division-issued device at any time, and any recording made while acting in an official capacity of this division, regardless of ownership of the device it was made on, shall remain the property of the Division. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

424.4 MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder issued by the Division, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable.

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

When using a portable recorder, the assigned member shall record his/her name, GPD identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

424.5 ACTIVATION OF THE AUDIO/VIDEO RECORDER

This policy is not intended to describe every possible situation in which the portable recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The portable recorder should be activated in any of the following situations:

(a) All enforcement and investigative contacts including stops and field interview (FI) situations

(b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops

(c) Self-initiated activity in which an officer would normally notify the Communications Center

(d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

424.5.1 CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

424.5.2 SURREPTITIOUS USE OF THE PORTABLE RECORDER

Ohio law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (ORC § 2933.52).

Members may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another division member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

424.5.3 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

424.6 PROHIBITED USE OF PORTABLE RECORDERS

Members are prohibited from using division-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with division-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate division business purposes. All such recordings shall be retained at the Division.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Shift Sergeant. Any member who uses a personally owned recorder for division-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

424.7 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

(a) The recording contains evidence relevant to potential criminal, civil or administrative matters.

(b) A complainant, victim or witness has requested non-disclosure.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.

(d) Disclosure may be an unreasonable violation of someone's privacy.

(e) Medical or mental health information is contained.

(f) Disclosure may compromise an undercover officer or confidential informant.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

424.8 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance.

Recorded files may also be reviewed:

(a) Upon approval by a supervisor, by any member of the Division who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.

(b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.

(c) By media personnel with permission of the Chief of Police or the authorized designee.

(d) In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

424.9 COORDINATOR

The Chief of Police or the authorized designee should designate a coordinator responsible for:

(a) Establishing procedures for the security, storage and maintenance of data and recordings.

(b) Establishing procedures for accessing data and recordings.

(c) Establishing procedures for logging or auditing access.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(d) Establishing procedures for transferring, downloading, tagging or marking events.

(e) Establishing procedures for a documented review of recordings.

424.10 RETENTION OF RECORDINGS

All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 180 days.

424.10.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Public Recording of Law Enforcement Activity

425.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this division. In addition, this policy provides guidelines for situations where the recordings may be evidence.

425.2 POLICY

The Gahanna Division of Police recognizes the right of persons to lawfully record members of this division who are performing their official duties. Members of this division will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as obstruction, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

425.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

(a) Recordings may be made from any public place or any private property where the individual has the legal right to be present.

(b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:

1. Tampering with a witness or suspect.
2. Inciting others to violate the law.
3. Being so close to the activity as to present a clear safety hazard to the officers.
4. Being so close to the activity as to interfere with an officer's effective communication with a suspect or witness.

(c) The individual may not present an undue safety risk to the officers, him/herself or others.

425.4 OFFICER RESPONSE

Officers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

behavior to be unlawful. Accompanying the warnings should be clear directions on what an individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

425.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

(a) Request any additional assistance as needed to ensure a safe environment.

(b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.

(c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.

(d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.

(e) Explain alternatives for individuals who wish to express concern about the conduct of Division members, such as how and where to file a complaint.

425.6 SEIZING RECORDINGS AS EVIDENCE

Officers should not seize recording devices or media unless (42 USC § 2000aa):

(a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.

1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.

(b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.

(c) The person consents.

1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.

2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

the evidence is to transmit a copy of the recording from a device to a division-owned device.

Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Policy.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Foot Pursuits

427.1 PURPOSE AND SCOPE

This policy provides guidelines to assist officers in making the decision to initiate or continue the pursuit of suspects on foot.

427.2 POLICY

It is the policy of this division that officers, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to division members, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances.

427.3 DECISION TO PURSUE

The safety of Division members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and Division members.

Officers may be justified in initiating a foot pursuit of any individual that the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously reevaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity alone shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual's involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits potentially place Division personnel and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances reasonably permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to pursuit based upon the circumstances and resources available, such as the following:

(a) Containment of the area.

(b) Saturation of the area with law enforcement personnel, including assistance from other agencies.

(c) A canine search.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(d) Thermal imaging or other sensing technology.

(e) Air support.

(f) Apprehension at another time, when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the pursuit.

427.4 GENERAL GUIDELINES

Unless the officer reasonably believes that exigent circumstances exist (e.g. a serious threat to the safety of personnel or members of the public), officers should consider alternatives to engaging in or continuing a foot pursuit under the following conditions:

(a) Directed by a supervisor to terminate the foot pursuit, such an order shall be considered mandatory.

(b) The officer is acting alone.

(c) Two or more officers become separated, lose visual contact with one another or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.

(d) The officer is unsure of his/her location and direction of travel.

(e) The officer is pursuing multiple suspects and it is not reasonable to believe that the officer would be able to control the suspect should a confrontation occur.

(f) The physical condition of the officers renders them incapable of controlling the suspect if apprehended.

(g) The officer loses radio contact with the Communications Center or with backup officers.

(h) The suspect enters a building, structure, confined space or a wooded or otherwise isolated area and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the pursuit and coordinating containment pending the arrival of sufficient officers.

(i) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.

(j) The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.

(k) The officer loses possession of his/her firearm or other essential equipment.

(l) The officer or a third party is injured during the pursuit, requiring immediate assistance and there are no other emergency personnel available to render assistance.

(m) The suspect's location is no longer known.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(n) The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there is no immediate threat to Division personnel or the public if the suspect is not immediately apprehended.

(o) The officer's ability to safely continue the pursuit is impaired by inclement weather, darkness or other conditions.

427.5 RESPONSIBILITIES IN FOOT PURSUITS

427.5.1 INITIATING OFFICER RESPONSIBILITIES

Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit. When acting alone and when practicable, the initiating officer should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers initiating a foot pursuit should broadcast the following information as soon as it becomes practicable and available:

(a) Location and direction of travel

(b) Call sign identifier

(c) Reason for the foot pursuit, such as the crime classification

(d) Number of suspects and description, to include name if known

(e) Whether the suspect is known or believed to be armed with a dangerous weapon

Officers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any officer unable to promptly and effectively broadcast this information should terminate the pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be implemented and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer will notify the Communications Center of his/her location and the status of the pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary.

427.5.2 ASSISTING OFFICER RESPONSIBILITIES

Whenever any officer announces that he/she is engaged in a foot pursuit, all other officers should minimize nonessential radio traffic to permit the involved officers maximum access to the radio frequency.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

427.5.3 SUPERVISOR RESPONSIBILITIES

Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever reasonably possible. The supervisor does not, however, need to be physically present to exercise control over the pursuit. The supervisor should continuously assess the situation in order to ensure the foot pursuit is conducted within established Division guidelines.

The supervisor should terminate the foot pursuit when the danger to pursuing officers or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor should promptly proceed to the termination point to direct the post-pursuit activity.

427.5.4 THE COMMUNICATIONS CENTER RESPONSIBILITIES

Upon notification or becoming aware that a foot pursuit is in progress, the dispatcher is responsible for:

(a) Clearing the radio channel of non-emergency traffic.

(b) Coordinating pursuit communications of the involved officers.

(c) Broadcasting pursuit updates as well as other pertinent information as necessary.

(d) Ensuring that a field supervisor is notified of the pursuit.

(e) Notifying and coordinating with other involved or affected agencies as practicable.

(f) Notifying the Shift Sergeant as soon as practicable.

(g) Assigning an incident number and logging all pursuit activities.

427.6 REPORTING REQUIREMENTS

The initiating officer shall complete appropriate crime/arrest reports documenting, at a minimum:

(a) Date and time of the foot pursuit.

(b) Initial reason and circumstances surrounding the foot pursuit.

(c) Course and approximate distance of the foot pursuit.

(d) Alleged offenses.

(e) Involved vehicles and officers.

(f) Whether a suspect was apprehended as well as the means and methods used.

1. Any use of force shall be reported and documented in compliance with the Use of Force Policy.

(g) Arrestee information, if applicable.

(h) Any injuries and/or medical treatment.

(i) Any property or equipment damage.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(j) Name of the supervisor at the scene or who handled the incident.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

The supervisor reviewing the report will make a preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Automated License Plate Readers (ALPR)

428.1 PURPOSE AND SCOPE

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Gahanna Division of Police to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. The ALPR may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

428.2 ADMINISTRATION OF ALPR DATA

All installation and maintenance of ALPR equipment shall be managed by the Administration Bureau Commander. The Administration Bureau Commander will assign personnel under his/her command to administer the day-to-day operation of the ALPR equipment. ALPR data management and retention shall be facilitated by the agency designee through an applicable memorandum of understanding (MOU).

428.3 ALPR OPERATION

Use of an ALPR is restricted to the purposes outlined below. Division personnel shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

(a) An ALPR shall only be used for official and legitimate law enforcement business.

(b) An ALPR may be used in conjunction with any patrol operation or official Division investigation. Reasonable suspicion or probable cause is not necessary before using an ALPR.

(c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. License plates reported during major crimes may be entered into the ALPR system in an attempt to identify suspect vehicles.

(d) No member of this Division shall operate ALPR equipment or access ALPR data without first completing Division-approved training.

(e) If practicable, the officer should verify an ALPR response through LEADS before taking enforcement action that is based solely upon an ALPR alert.

(f) No ALPR operator may access Ohio Law Enforcement Automated Data System (LEADS) data unless otherwise authorized to do so.

428.4 ALPR DATA COLLECTION AND RETENTION

All data and images gathered by an ALPR are for the official use of the Gahanna Division of Police. Because such data may contain confidential information, LEADS data is not open to public

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

review. ALPR information gathered and retained by this division may be used and shared with prosecutors or others only as permitted by law.

The Administration Bureau Commander is responsible for ensuring proper collection and retention of ALPR data in accordance with any applicable memorandum of understanding (MOU).

428.5 ACCOUNTABILITY AND SAFEGUARDS

All saved data will be closely safeguarded and protected by both procedural and technological means. The Gahanna Division of Police will observe the following safeguards regarding access to and use of stored data:

(a) All non-law enforcement requests for access to stored ALPR data shall be referred to the appropriate agency designated as responsible for the storage and retention of ALPR data as outlined in any applicable memorandum of understanding (MOU). Such requests should be processed in accordance with the respective agency's records policy and applicable law.

(b) All ALPR data downloaded to the mobile workstation or server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.

(c) Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or Division-related civil or administrative action.

(d) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.

(e) ALPR system audits should be conducted on a regular basis and in accordance with any applicable memorandum of understanding (MOU).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

First Amendment Assemblies

430.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

430.2 POLICY

The Gahanna Division of Police respects the rights of people to peaceably assemble. It is the policy of this division not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

430.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills and leafleting, and loitering. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential. The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Officers should not:

(a) Engage in assembly or demonstration-related discussion with participants.

(b) Harass, confront or intimidate participants.

(c) Seize the cameras, cell phones or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe Division members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

430.3.1 PHOTOGRAPHS AND VIDEO RECORDINGS
Photographs and video recording, when appropriate, can serve a number of purposes, including support of criminal prosecutions by documenting criminal acts; assistance in evaluating Division performance; serving as training material; recording the use of dispersal orders; and facilitating a response to allegations of improper law enforcement conduct.

Photographs and videos will not be used or retained for the sole purpose of collecting or maintaining information about the political, religious or social views of associations, or the activities of any individual, group, association, organization, corporation, business or partnership, unless such information directly relates to an investigation of criminal activities and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

430.4 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)
- Any initial indicators of unlawful or disruptive activity
- Indicators that lawful use of public facilities, streets or walkways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to the Communications Center, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

430.5 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

430.5.1 INFORMATION GATHERING AND ASSESSMENT
In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

- The potential time, duration, scope, and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

430.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for:

(a) Command assignments, chain of command structure, roles and responsibilities.

(b) Staffing and resource allocation.

(c) Management of criminal investigations.

(d) Designation of uniform of the day and related safety equipment (e.g., helmets, shields).

(e) Deployment of specialized resources.

(f) Event communications and interoperability in a multijurisdictional event.

(g) Liaison with demonstration leaders and external agencies.

(h) Liaison with City government and legal staff.

(i) Media relations.

(j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation.

(k) Traffic management plans.

(l) First aid and emergency medical service provider availability.

(m) Prisoner transport and detention.

(n) Review of policies regarding public assemblies and use of force in crowd control.

(o) Parameters for declaring an unlawful assembly.

(p) Arrest protocol, including management of mass arrests.

(q) Protocol for recording information flow and decisions.

(r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.

(s) Protocol for handling complaints during the event.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(t) Parameters for the use of body-worn cameras and other portable recording devices.

430.5.3 MUTUAL AID AND EXTERNAL RESOURCES
The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Mutual Aid and Outside Agency Assistance Policy).

430.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants (see Ohio Revised Code 2917.02 and 2917.03) The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order. Whenever practical, law enforcement personnel should be positioned at the rear of a crowd or gathering to confirm and document hearing the transmission of the dispersal order.

See Appendix A for a sample dispersal order.

See attachment: Policy 430 First Amendment Assemblies - Appendix A - Dispersal Order.pdf

430.7 USE OF FORCE

Use of force is governed by current Division policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and Electronic Control Devices (ECWs) should be considered only when the participants' conduct reasonably appears to present the potential to harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and Techniques and the Conducted Energy Device policies).

Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this division shall be documented promptly, completely and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

430.8 ARRESTS

The Gahanna Division of Police should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been, or reasonably appear likely to be, unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

(a) Reasonable measures to address the safety of officers and arrestees.

(b) Dedicated arrest, booking and report writing teams.

(c) Timely access to medical care.

(d) Timely access to legal resources.

(e) Timely processing of arrestees.

(f) Full accountability for arrestees and evidence.

(g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Citation Releases Policy).

430.9 MEDIA RELATIONS

The Public Information Manager should use all available avenues of communication, including press releases, briefings, press conferences and social media to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

430.10 DEMOBILIZATION

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

430.11 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

(a) Operational plan

(b) Any incident logs

(c) Any assignment logs

(d) Vehicle, fuel, equipment and supply records

(e) Incident, arrest, use of force, injury and property damage reports

(f) Photographs, audio/video recordings, the Communications Center records/tapes

(g) Media accounts (print and broadcast media)

430.11.1 AFTER-ACTION REPORTING

The Incident Commander should work with City legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used including the following:

(a) Date, time and description of the event

(b) Actions taken and outcomes (e.g., injuries, property damage, arrests)

(c) Problems identified

(d) Significant events

(e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

430.12 TRAINING

Division members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Division should, when practicable, train with its external and mutual aid partners.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Civil Disputes

431.1 PURPOSE AND SCOPE

This policy provides members of the Gahanna Division of Police with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Violence Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Ohio law.

431.2 POLICY

The Gahanna Division of Police recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this division will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

431.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

(a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.

(b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.

(c) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.

(d) Members are reminded that they shall not enter a residence or other non-public location without legal authority including valid consent.

(e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

431.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating officer should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating officer should document the following:

(a) The person's knowledge of the court order or whether proof of service exists.

(b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

431.4.1 STANDBY REQUESTS

Officers responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow unlawful entry into the location or the removal of property other than personal items reasonably necessary to facilitate immediate voluntary separation.

431.5 VEHICLES AND PERSONAL PROPERTY

Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

431.6 REAL PROPERTY

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Suspicious Activity Reporting

432.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting and investigating suspicious and criminal activity.

432.1.1 DEFINITIONS

Definitions related to this policy include:

Involved party - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

Suspicious activity - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity may include but are not limited to:

- Suspected pre-operational surveillance or intelligence gathering (e.g., photographing security features, asking questions about sensitive security-related subjects).
- Tests of security measures and response to incidents (e.g., "dry run," creating false alarms, attempts to enter secure areas without authorization).
- Suspicious purchases (e.g., purchasing large quantities of otherwise legal items, such as fertilizer, that could be used to create an explosive or other dangerous device).
- An individual in possession of such things as a hoax explosive or dispersal device, sensitive materials (e.g., passwords, access codes, classified government information), or coded or ciphered literature or correspondence.

Suspicious Activity Report (SAR) - An incident report used to document suspicious activity.

432.2 POLICY

The Gahanna Division of Police recognizes the need to protect the public from criminal conduct and acts of terrorism and shall lawfully collect, maintain and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections.

432.3 RESPONSIBILITIES

The Investigative Services Subdivision Commander and authorized designees will manage SAR activities. Authorized designees should include supervisors who are responsible for division participation in criminal intelligence systems as outlined in the Criminal Organizations Policy.

The responsibilities of the Investigative Services Subdivision Commander include, but are not limited to:

(a) Remaining familiar with those databases available to the Division that would facilitate the purpose of this policy.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(b) Maintaining adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.

(c) Ensuring a process is available that would allow members to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.

(d) Ensuring that members are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the Division.

(e) Ensuring that SAR information is appropriately disseminated to members in accordance with their job responsibilities.

(f) Coordinating investigative follow-up, if appropriate.

(g) Coordinating with any appropriate agency or fusion center.

(h) Ensuring that, as resources are available, the Division conducts outreach that is designed to encourage members of the community to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).

432.4 REPORTING AND INVESTIGATION

Any division member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request for tactical response or immediate notification of specialized entities, when applicable. Any non-sworn member who receives such information should ensure that it is passed on to an officer in a timely manner.

If the suspicious activity is not directly related to a reportable crime, the member should prepare a SAR and include information about involved parties and the circumstances of the incident. If, during any investigation, an officer becomes aware of suspicious activity that is unrelated to the current investigation, the information should be documented separately in a SAR and not included in the original incident report. The report number of the original incident should be included in the SAR as a cross reference. A SAR should be processed as any other incident report.

432.5 HANDLING INFORMATION

The Records Bureau will forward copies of SARs, in a timely manner, to the following:

- Investigative Services Subdivision supervisor
- Crime Analysis Unit
- Other authorized designees

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Medical Aid and Response

433.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

433.2 POLICY

It is the policy of the Gahanna Division of Police that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

433.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact the Communications Center and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide the Communications Center with information for relay to EMS personnel in order to enable an appropriate response, including:

(a) The location where EMS is needed.

(b) The nature of the incident.

(c) Any known scene hazards.

(d) Information on the person in need of EMS, such as:

1. Signs and symptoms as observed by the member.
2. Changes in apparent condition.
3. Number of patients, sex and age, if known.
4. Whether the person is conscious, breathing and alert, or is believed to have consumed drugs or alcohol.
5. Whether the person is showing signs or symptoms of excited delirium or other agitated chaotic behavior.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

433.4 TRANSPORTING ILL AND INJURED PERSONS

Except in exceptional cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries, or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes, or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

433.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks the mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with a civil commitment in accordance with the Civil Commitments Policy. See ORC 5122.01 and 5122.10.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person who is in custody still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

433.6 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies.

433.7 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

A member should use an AED only after the member has received the required training (ORC § 3701.85).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

433.7.1 AED USER RESPONSIBILITY

Members who are issued AEDs for use in division vehicles should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the Training Sergeant who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member who uses an AED shall contact the Communications Center as soon as possible and request response by EMS (ORC § 3701.85).

433.7.2 AED REPORTING

Any member using an AED will complete an incident report detailing its use.

433.7.3 AED TRAINING AND MAINTENANCE

The Training Sergeant should ensure appropriate training, that includes training in CPR and AED use, is provided to members authorized to use an AED (ORC § 3701.85).

The Training Sergeant is responsible for ensuring AED devices are appropriately maintained and tested consistent with the manufacturer's guidelines, and will retain records of all maintenance and testing in accordance with the established records retention schedule (ORC § 3701.85).

433.8 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION

The Chief of Police may authorize the acquisition of opioid overdose medication as provided in ORC § 2925.61 for use by members. The Training Sergeant or other designee is responsible for the storage, maintenance, control and general oversight of the opioid overdose medication acquired by the Division.

Members who have completed opioid administration training may administer opioid overdose medication to a person experiencing an opioid-related overdose (ORC § 2925.61; ORC § 3707.561; ORC § 4731.941).

433.8.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES

Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Training Sergeant.

Any member who administers an opioid overdose medication should contact the Communications Center as soon as possible and request response by EMS.

433.8.2 OPIOID OVERDOSE MEDICATION REPORTING

Any member administering opioid overdose medication should detail its use in an appropriate report.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

433.8.3 OPIOID OVERDOSE MEDICATION TRAINING
The Training Sergeant should ensure training is provided to members authorized to administer opioid overdose medication.

433.9 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport an arrestee to a hospital without a supervisor's approval.

Nothing in this section should delay an officer from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the officer's training.

433.10 ADMINISTRATION OF EPINEPHRINE

Members who have completed epinephrine administration training may administer epinephrine in accordance with protocol specified by the physician who prescribed the medication for use by the member (ORC § 2925.64; ORC § 3728.01; ORC § 4729.47).

433.10.1 EPINEPHRINE USER RESPONSIBILITIES
Members who are qualified to administer epinephrine should handle, store, and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Training Sergeant.

Any member who administers epinephrine should contact the Communications Center as soon as possible and request response by EMS.

433.10.2 EPINEPHRINE REPORTING
Any member administering epinephrine should detail its use in an appropriate report.

433.10.3 EPINEPHRINE TRAINING
The Training Sergeant should ensure that training is provided to members authorized to administer epinephrine.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

433.11 FIRST AID TRAINING

Subject to available resources, the Training Sergeant should ensure officers receive periodic first aid training appropriate for their position.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Medical Marijuana

435.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this division with guidelines for investigating the acquisition, possession, transportation, delivery, production, or use of marijuana under Ohio's medical marijuana laws.

435.1.1 DEFINITIONS

Definitions related to this policy include:

Medical marijuana - Can include any of the following marijuana products obtained from a licensed dispensary (ORC § 3796.06; OAC § 3796:8-2-01):

(a) Oil, tincture, capsule, or edible forms

(b) Metered oil or solid preparation for vaporization

(c) Patches for transdermal administration or lotions, creams, or ointments for topical administration

(d) Plant material

Registry identification card - A card issued by the State of Ohio Board of Pharmacy as evidence that an individual is registered as a patient or caregiver (OAC § 3796:7-1-01).

435.2 POLICY

It is the policy of the Division to prioritize resources to avoid making arrests related to marijuana that the arresting officer reasonably believes would not be prosecuted by state or federal authorities.

Ohio's medical marijuana laws are intended to provide protection from prosecution to those who use, possess, administer, or cultivate marijuana to mitigate the symptoms of certain chronic or debilitating medical conditions. However, Ohio medical marijuana laws do not affect federal laws and there is no medical exception under federal law for the possession or distribution of marijuana. The Division will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under Ohio law and the resources of the Division

435.3 INVESTIGATION

Investigations involving the possession, delivery, production, or use of marijuana generally fall into one of several categories:

(a) Investigations when no person makes a medicinal claim

(b) Investigations involving a registered patient

(c) Investigations involving a caretaker

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

435.3.1 INVESTIGATIONS WITH NO MEDICAL CLAIM

In any investigation involving the possession, delivery, production, or use of marijuana or drug paraphernalia where no person claims that the marijuana is used for medicinal purposes, the officer should proceed with a criminal investigation. A medicinal claim may be raised at any time, so officers should document any statements and observations that may be relevant to whether the marijuana was possessed or produced for medicinal purposes.

435.3.2 INVESTIGATIONS INVOLVING A REGISTERED PATIENT

Officers should not arrest or take enforcement action against registered patients who (ORC § 3796.22):

(a) Obtain, use, or possess a quantity of medical marijuana allowed under OAC § 3796:8-2-04.

(b) Possess any permissible paraphernalia or accessories associated with medical marijuana.

Patients who do not have a registry identification card in their possession should not be arrested when investigation supports a reasonable belief that the person is a registered patient.

435.3.3 INVESTIGATIONS INVOLVING A CAREGIVER

Officers should not arrest or take enforcement action against registered caregivers who (ORC § 3796.23):

(a) Obtain or possess a quantity of medical marijuana allowed under OAC § 3796:8-2-04.

(b) Possess any permissible paraphernalia or accessories associated with medical marijuana.

Caregivers who do not have a registry identification card in their possession should not be arrested when investigation supports a reasonable belief that the person is a registered caregiver.

435.3.4 ADDITIONAL CONSIDERATIONS

Officers should consider the following when investigating an incident involving marijuana possession, delivery, production, or use:

(a) The State of Ohio Board of Pharmacy may enter into reciprocity agreements with other states to allow their medical marijuana patient registration to be recognized in Ohio (ORC § 3796.16).

(b) Because enforcement of medical marijuana laws can be complex, time-consuming, and can call for resources unavailable at the time of initial investigation, officers may consider submitting a report to the prosecutor for review, in lieu of making an arrest. This can be particularly appropriate when:

1. The suspect has been identified and can be easily located at another time.
2. The case would benefit from review by a person with expertise in medical marijuana investigations.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

3. Sufficient evidence, such as photographs or samples, have been lawfully obtained.
4. Any other relevant factors exist, such as limited available division resources and time constraints.

(c) A person's status as a registered patient or caregiver is not a sufficient basis for conducting a field sobriety test. To conduct any field sobriety test, a law enforcement officer must have an independent, factual basis giving reasonable suspicion that the person was operating a vehicle under the influence of marijuana or with a prohibited concentration of marijuana in the person's whole blood, blood serum, plasma, breath, or urine (ORC § 3796.24).

(d) Before proceeding with enforcement related to medical marijuana cultivators, processors, laboratories that test medical marijuana, and retail dispensaries, officers should consider conferring with appropriate legal counsel, the Ohio Department of Commerce, and/or the State of Ohio Board of Pharmacy.

(e) Patients and caregivers shall not cultivate medical marijuana or manufacture medical marijuana extract unless specifically licensed to do so (OAC § 3796:7-2-05).

435.3.5 EXCEPTIONS

This policy does not apply to the following offenses. Officers may take enforcement action if the person:

(a) Operates a vehicle, streetcar, trackless trolley, watercraft, or aircraft while under the influence of medical marijuana (ORC § 3796.22; OAC § 3796:7-2-05).

(b) Uses, possesses, or administers medical marijuana on federal land or in other prohibited areas (ORC § 3796.24; OAC § 3796:7-2-05).

435.4 FEDERAL LAW ENFORCEMENT

Officers should provide information regarding a marijuana investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities or whenever the officer believes those authorities would have a particular interest in the information.

435.5 EVIDENCE

435.5.1 MEMBER RESPONSIBILITIES

The investigating member should notify the receiving Property Room Unit member in writing when marijuana may be the subject of a medical claim.

435.5.2 PROPERTY BUREAU SUPERVISOR RESPONSIBILITIES

The Property Room Unit supervisor should ensure that marijuana, drug paraphernalia, or other related property seized from a person engaged or assisting in the use of medical marijuana is not destroyed. The Property Room Unit supervisor is not responsible for caring for live marijuana plants.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Upon the prosecutor's decision to forgo prosecution, or the dismissal of charges or an acquittal, the Property Room Unit supervisor should, as soon as practicable, return to the person from whom it was seized any usable marijuana, plants, drug paraphernalia, or other related property.

The Property Room Unit supervisor should not destroy marijuana that was alleged to be for medical purposes except upon receipt of a court order.

The Property Room Unit supervisor may release marijuana to federal law enforcement authorities upon presentation of a valid court order or by a written order of the Detective Bureau supervisor.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Chapter 5 - Traffic Operations

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Traffic Function and Responsibility

500.1 PURPOSE AND SCOPE

The goal of traffic law enforcement is to reduce traffic collisions and improve the safety and quality of life for the community through traffic law compliance. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on collision data, enforcement activity records, traffic volume, and traffic conditions. This division provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in collision situations but also in terms of traffic-related needs.

500.2 TRAFFIC OFFICER DEPLOYMENT

Several factors are considered in the development of deployment schedules for officers of the Gahanna Division of Police. Crash and statistical information obtained from Division databases, and information provided by the Ohio Department of Public Safety and other traffic safety partners and stakeholders is a valuable resource for traffic collision occurrences and therefore officer deployment. Some of the factors for analysis include:

- Location
- Time
- Day
- Violation factors

Other factors to be considered for deployment are citizen requests, construction zones, school zones or special events.

All officers assigned to patrol or traffic enforcement functions will emphasize enforcement of traffic laws and address collision-causing violations during those periods and at those locations where the incidence of collisions is increased. As a matter of routine, all officers will take directed enforcement action on request, and random enforcement action when appropriate, against violators.

All officers shall maintain high visibility while working general enforcement, to include stationary enforcement activities, especially at high-collision incidence locations. Absent a specific and particularized tactical need, such high-visibility status includes the activation and use of vehicle lights as prescribed by ORC § 4513.03.

500.3 ENFORCEMENT

Enforcement actions are commensurate with applicable laws and take into account the degree and severity of the violation committed. This division does not establish ticket quotas and the number

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

of arrests or citations issued by any officer shall not be used as the sole criterion for evaluating officer overall performance.

Sworn personnel should take appropriate traffic and parking enforcement action. Such enforcement action shall be taken consistent with applicable laws, Division Directives, objectives, and goals.

A. On-Duty Traffic Stops

1. Only uniformed sworn personnel driving marked units should make traffic stops unless part of a planned tactical operation. Personnel operating an unmarked Division vehicle who observe a traffic violation and deem a traffic stop is warranted should contact the Communications Center and request a marked vehicle make the stop.
2. The interaction between sworn personnel and traffic violators during traffic stops can affect the public perception of the Division and officers' ability to safely conduct stops. In order to project a professional image and help compliance from traffic violators during traffic stops, upon initial contact with the violator, absent a legitimate tactical or operational reason, sworn personnel should:
   (a) Introduce themselves by rank and last name,
   (b) Identify their agency affiliation with the Gahanna Division of Police,
   (c) Briefly explain the reason for the stop, and
   (d) Ask if there was a justifiable reason for the violation.
3. Sworn personnel should request the operator's license, proof of insurance, and other appropriate documentation as necessary (vehicle registration).
4. Enforcement action shall be accomplished in a firm, impartial, and courteous manner.

B. Off-Duty Enforcement

1. Off-duty sworn personnel in private vehicles should neither enforce traffic laws nor stop the operator of a vehicle who is involved in a misdemeanor offense.
2. Off-duty personnel who observe a traffic violation, or observe the operator of a vehicle involved in a misdemeanor offense, and deem that a traffic stop is warranted should contact the Communications Center, or other appropriate agency, and request a marked vehicle make the stop.

500.3.1 WARNINGS

Warnings or other non-punitive enforcement actions should be considered in each situation and may be substituted for arrests or citations when circumstances warrant.

500.3.2 TRAFFIC CITATIONS

Traffic citations may be issued when an officer believes it is appropriate. It is essential that officers fully explain the rights and requirements imposed on motorists upon issuance of a citation for a traffic violation (ORC § 2935.27). Officers should provide the following information at minimum:

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(a) Explanation of the violation or charge.

(b) Court appearance procedure, including the optional or mandatory appearance by the motorist.

(c) Notice of whether the motorist can enter a plea and pay the fine by mail or at the court.

(d) The court contact information.

(e) Notice that the person's driver license will be cancelled or suspended for failure to comply with the directions on the citation.

500.3.3 TRAFFIC CITATION COURT JURISDICTION

An officer who issues a traffic citation shall ensure that the citation is properly directed to the court having jurisdiction over the violation within the county in which the offense charged is alleged to have been committed (Ohio Traf. R. Rule 3(E)(1)).

500.3.4 REFUSAL TO SIGN TRAFFIC CITATION OR PROVIDE SATISFACTORY IDENTIFICATION

A person who refuses to sign a traffic citation or provide satisfactory identification, and thereby declines to make a written promise to appear in court, may immediately be taken before a magistrate (ORC § 2935.26(A)(2); ORC § 2935.26(A)(3)). When reasonable under the circumstances, a supervisor may be requested to assist with resolution of the incident prior to resorting to an arrest.

500.4 SUSPENDED OR REVOKED DRIVER LICENSE

If an officer contacts a traffic violator for driving on a suspended, revoked, or restricted license and the violation is not an unclassified misdemeanor, the officer may, without a warrant, arrest the violator (ORC § 2935.03; ORC § 4510.11; ORC § 4510.14).

In addition, if the violator is arrested for driving under an operating a vehicle under the influence (OVI) suspension, the officer shall seize the vehicle and its license plates if the vehicle is registered in the arrested person's name (ORC § 4510.41(B)(1)). At the time of the seizure, the arresting officer shall notify the arrestee, in writing, of the following:

(a) The vehicle and its license plates are being seized.

(b) The vehicle will either be kept by the Division or will be immobilized at least until the person's initial court appearance.

(c) The court may order that the vehicle and license plates be released to the arrested person until the disposition of the charge.

(d) If the arrestee is convicted, the court generally must order the immobilization of the vehicle and the impoundment of its license plates or the forfeiture of the vehicle.

(e) The arrestee may be charged expenses or charges.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

The arresting officer shall ensure that the Bureau of Motor Vehicles (BMV) Form 2255 is completed as required and that written notice of the seizure is forwarded to the court of initial jurisdiction (ORC § 4510.41(B)(2)).

500.5 HIGH-VISIBILITY VESTS

The Division has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of division members who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601).

Although intended primarily for use while performing traffic-related assignments, high-visibility vests should be worn at any time increased visibility would improve the safety or efficiency of the member.

500.5.1 REQUIRED USE

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn at any time it is anticipated that an employee will be exposed to the hazards of approaching traffic or construction and recovery equipment. Examples of when high-visibility vests should be worn include traffic control duties, collision investigations, lane closures and while at disaster scenes, or anytime high visibility is desirable. When emergency conditions preclude the immediate donning of the vest, officers should retrieve and wear the vest as soon as conditions reasonably permit. Use of the vests shall also be mandatory when directed by a supervisor.

Vests maintained in the investigation units may be used anytime a plainclothes officer might benefit from being readily identified as an officer.

500.5.2 CARE AND STORAGE OF HIGH-VISIBILITY VESTS

High-visibility vests shall be properly maintained by individual officers. Each vest should be stored in such a manner as to protect and maintain the vest in a serviceable condition. Before going into routine patrol service or engaging in other traffic-related enforcement or field activities, each officer shall ensure a serviceable high-visibility vest is properly stored and accessible.

Additional high-visibility vests will be maintained in the equipment room for replacement of damaged or unserviceable vests. The Administrative Bureau Commander or designee should be promptly notified whenever the supply of vests in the equipment room needs replenishing.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Traffic Collision Response and Reporting

501.1 PURPOSE AND SCOPE

The public safety responsibilities of law enforcement include responding to traffic collisions, providing aid and assistance, documentation of the incident and identification of criminal activity. The Gahanna Division of Police prepares traffic collision reports in compliance with ORC § 5502.11 and OAC § 4501-31-01(A). As a public service the Gahanna Division of Police shall make traffic collision reports available to the public (ORC § 5502.12).

501.2 CALL RESPONSE

Officers should respond without delay when dispatched to a traffic collision. A traffic collision with injuries reported may include an emergency response if the officer reasonably believes such a response is appropriate.

501.2.1 RESPONSE CONSIDERATIONS

An officer responding to and upon arrival at a collision, should consider the following:

(a) The most appropriate route to the incident.

(b) Proper placement of the emergency vehicle to provide protection for officers and the scene.

(c) Potential for involvement of hazardous materials.

(d) Additional support that may be necessary (e.g., traffic control, medical aid, HAZMAT, ambulance, tow vehicles and airship landing).

(e) Provide first aid to any injured parties if it can be done safely, and obtain medical assistance as necessary.

(f) Provision of traffic control and protection of the scene.

(g) Clearance of the roadway.

501.3 COLLISION INVESTIGATION

Investigation of traffic collisions should include, at minimum, the following:

(a) Identification and interview of all involved parties.

(b) Identification and interview of any witnesses.

(c) Determination if any crime has occurred and taking appropriate enforcement action.

(d) Identification and protection of items of apparent evidentiary value.

(e) Documentation of the incident as necessary (e.g., statements, measurements, photographs, collection of evidence and reporting) on appropriate report forms.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

501.4 TAKING ENFORCEMENT ACTION

Officers typically cannot make an arrest for a misdemeanor that did not occur in their presence. After a thorough investigation in which physical evidence or independent witness statements indicate that a violation of Ohio law led to the collision, officers should issue a traffic citation or a misdemeanor citation to the offending driver.

Incidents involving more serious violations, such as driving under the influence of drugs or alcohol, vehicular manslaughter or other felonies, shall be enforced immediately. If a driver subject to enforcement is admitted to a hospital, a supervisor shall be contacted to determine the best enforcement option.

501.5 TRAFFIC COLLISION REPORTING

501.5.1 OFFICER RESPONSIBILITIES

Division members shall utilize the Ohio traffic crash report prepared by the Ohio Department of Public Safety as required for the reporting of traffic collisions (OAC § 4501-31-01(A)). All traffic collision reports taken by members of this division shall be forwarded to the shift sergeant or officer in charge for approval and data submission into the records management system.

501.5.2 BUREAU COMMANDER RESPONSIBILITIES

The Operations Bureau Commander or designee will be responsible for:

(a) Monthly and quarterly reports on traffic collision statistics, to be forwarded as required.

(b) Forwarding all traffic accident reports involving a fatality, personal injury or property damage greater than $1,000 to the Department of Public Safety within five days of the investigation (ORC § 5502.11 and OAC § 4501-31-01).

(c) Upon the request of an owner whose real property received damage caused by the operation of a motor vehicle, providing the names of persons charged with any offense related to the damage as soon as possible after the persons are charged with the offense (ORC § 2935.28).

501.6 REPORTING SITUATIONS

501.6.1 TRAFFIC COLLISIONS INVOLVING CITY VEHICLES

Traffic collision investigation reports shall be taken when a City-owned vehicle is involved in a traffic collision on a roadway or highway wherein any damage or injury results. A general information report may be taken in lieu of a traffic collision report at the direction of a supervisor when the collision occurs on private property or does not involve another vehicle. Whenever there is damage to a Division vehicle, notification shall be made to the shift supervisor who will forward the information to the appropriate Bureau Commander or designee. A copy of the traffic collision report involving a Division vehicle shall be forwarded to the Administrative Bureau Commander as soon as practical.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Photographs of the collision scene and vehicle damage shall be taken at the discretion of the traffic investigator or any supervisor.

501.6.2 TRAFFIC COLLISIONS WITH POLICE DIVISION EMPLOYEES
When an employee of this division, either on- or off-duty, is involved in a traffic collision within the jurisdiction of the Gahanna Division of Police and it results in a serious injury or fatality, the Shift Sergeant or the officer in charge should request the Ohio State Highway Patrol or other outside agency complete an investigation and report.

The term serious injury is defined as any injury that may result in a fatality.

501.6.3 TRAFFIC COLLISIONS WITH OTHER CITY EMPLOYEES OR OFFICIALS
The Shift Sergeant or the officer in charge may request assistance from the Ohio State Highway Patrol or other outside agency for the investigation of any traffic collision involving any City official or employee where a serious injury or fatality has occurred.

501.6.4 TRAFFIC COLLISIONS INVOLVING DEER KILLED BY MOTOR VEHICLE
A traffic collision involving the death of a deer entitles the driver of the motor vehicle to take possession of the deer provided that (ORC § 1533.121):

(a) Within 24 hours of the collision, the driver reports the accident to law enforcement.

(b) Law enforcement inspects the carcass to determine the injuries are consistent with a motor vehicle accident.

(c) Upon confirmation that the death has been caused as alleged, a certificate for legal ownership of the deer shall be issued to the driver by the law enforcement agency receiving the report.

(d) If the deer is unclaimed, the certificate for legal ownership may be given to a private or public institution, charity or to another person.

501.6.5 TRAFFIC COLLISIONS INVOLVING INJURED ANIMALS
Division members shall refer to the Animal Control Procedures Policy when a traffic collision involves disposition of an injured animal.

501.7 NOTIFICATION OF SHIFT SERGEANT

In the event of a serious injury or death-related traffic collision, the Shift Sergeant or the officer in charge shall notify the Operations Bureau Sergeant to relate the circumstances of the traffic collision and seek assistance, in accordance with the Major Incident Notification policy.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Vehicle Towing and Release Policy

502.1 PURPOSE AND SCOPE

This policy provides the procedures for towing a vehicle by or at the direction of the Gahanna Division of Police and under the authority of ORC § 4510.41, ORC § 4511.67, ORC § 4513.60 and ORC § 4513.61 or other applicable municipal ordinance.

502.2 RESPONSIBILITIES

The responsibilities of those employees storing or impounding a vehicle are as follows.

502.2.1 COMPLETION OF VEHICLE IMPOUND AND INVENTORY REPORT

Division members requesting storage of a vehicle shall complete a Vehicle Impound/Storage Report including a description of property within the vehicle. A copy is to be given to the tow truck operator and the original is to be submitted to the Records Bureau as soon as practicable after the vehicle is stored. In addition, a copy of the Vehicle Impound/Storage form shall be provided to the Communications Center.

Records Bureau personnel shall search Ohio Bureau of Motor Vehicles records within five business days of the tow to identify the owner and any lien holder of a motor vehicle ordered into storage. Records Bureau personnel shall send a notice to the owner and any lien holder that the motor vehicle will be declared a nuisance and disposed of if not claimed within 10 days of the date of mailing of the notice (ORC § 4513.61).

Approved storage forms shall be promptly placed into the auto-file so that they are immediately available for release or for information should inquiries be made. The Office Manager shall ensure that records are maintained of motor vehicles towed and/or disposed of by this division, as required by Ohio law (ORC § 4513.60; ORC § 4513.61).

502.2.2 REMOVAL OF VEHICLE DISABLED IN A TRAFFIC COLLISION

When a vehicle has been involved in a traffic collision and must be removed from the scene, the officer may have the driver select a towing company, if reasonably possible, and shall relay the request for the specified towing company to the Communications Center. When there is no preferred company requested, a company will be selected from the rotational list of towing companies in the Communications Center.

If the owner is incapacitated or for any reason it is necessary for the Division to assume responsibility for a vehicle involved in a collision, the officer shall request the dispatcher to call a company selected from the rotational list of towing companies. The officer will then conduct an inventory and store the vehicle using a Vehicle Impound form.

502.2.3 DRIVING A NON-CITY VEHICLE

Vehicles that have been towed by or at the direction of the Division should not be driven by police personnel unless it is necessary to move a vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant, or to comply with posted signs.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

502.2.4 DISPATCHER'S RESPONSIBILITIES AND RELEASE OF IMPOUNDED VEHICLES
Upon receiving a request for towing, the dispatcher should promptly telephone the specified towing service. The officer should be advised when the request has been made and the towing service has been dispatched.

When there is no preferred company requested, the dispatcher should call the next firm in rotation from the list of approved towing companies and should make appropriate entries to ensure the next firm is called.

Communications Center personnel shall facilitate the release of impounded vehicles in accordance with established procedures, subject to applicable release restrictions and provisions.

502.3 TOWING SERVICES

The City of Gahanna periodically selects one or more firms to act as official tow services and awards contracts to those firms. Those firms will be used in the following situations:

(a) When it is necessary to safeguard a vehicle due to the inability of the owner or operator to take the required action.

(b) When a vehicle is seized pursuant to a violation of ORC § 4511.195 or ORC § 4511.203.

(c) When it is otherwise necessary to store a motor vehicle. This would include situations involving the recovery of stolen or abandoned vehicles and the removal of vehicles obstructing traffic in violation of state or local regulations.

If more than one firm has been awarded contracts, they shall be placed on a rotation list. Nothing in this policy shall require the Division to tow a vehicle.

502.4 TOWING AT ARREST SCENES

Whenever a person in charge or in control of a vehicle is arrested, it is the policy of this division to provide reasonable safekeeping by towing the arrestee's vehicle subject to the exceptions described below. However, a vehicle shall be towed whenever it is needed for the furtherance of an investigation or prosecution of the case, or when the community caretaker doctrine would reasonably suggest that the vehicle should be towed. For example, a vehicle shall be towed if it would present a traffic hazard or if it would be in jeopardy of theft or damage if left at the scene in a high-crime area.

The following are examples of situations where consideration should be given to leaving a vehicle at the scene in lieu of towing, provided the vehicle can be lawfully parked and left in a reasonably secured and safe condition:

- Traffic-related warrant arrest
- Situations where the vehicle was not used to further the offense for which the occupant was arrested or is not subject to forfeiture proceedings

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

- Whenever the vehicle otherwise does not need to be stored and the owner requests that it be left at the scene

In such cases, the handling employee shall document that the owner was informed that the Division will not be responsible for theft or damages.

502.5 VEHICLE INVENTORY

All property in a stored or impounded vehicle shall be inventoried and listed on the Vehicle Impound form. This includes the trunk and any compartments or containers, even if they are closed and/or locked. Members conducting inventory searches should be as thorough and accurate as practicable in preparing an itemized inventory. These inventory procedures are for the purpose of protecting an owner's property while the owner is in police custody, to provide for the safety of officers and the public, and to protect the Division against fraudulent claims of lost, stolen or damaged property.

If the apparent potential for damage to a locked container reasonably appears to outweigh the protection of the items inside other options to consider regarding locked containers include, but are not limited to, obtaining access to the locked container from the owner, placing the locked container into safe keeping or obtaining a written or verbal waiver of responsibility for the contents of the locked container which shall be noted on the Vehicle Impound form.

502.6 SECURITY OF VEHICLES AND PROPERTY

Unless it would cause an unreasonable delay in the completion of a vehicle impound/storage or create an issue of officer safety, an officer should make reasonable accommodations to permit a driver/owner to retrieve small items of value or personal need (e.g., cash, jewelry, cellular telephone, prescriptions) that are not considered evidence or contraband.

If an inventory or search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, personnel conducting the inventory or search shall take such steps as are reasonably necessary to secure and/or preserve the vehicle or property.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Impaired Driving

504.1 PURPOSE AND SCOPE

This policy provides guidance to those division members who play a role in the detection and investigation of operating a vehicle under the influence of alcohol or drugs (OVI).

504.2 POLICY

The Gahanna Division of Police is committed to fair and aggressive enforcement of OVI and related laws to reduce the danger to the public caused by drivers impaired by alcohol and/or drugs.

504.3 OVI ARREST AND PROCESSING

Sworn personnel, upon the arrest of an OVI violator shall:

(a) Advise the violator (arrestee) who has been taken into custody of his or her constitutional rights prior to asking any question that may elicit an incriminating statement. When such advice is not provided to the violator in the field, the arresting officer shall provide such advice by completing a Constitutional Rights form during subsequent arrest processing.

(b) Transport the violator to a testing site.

(c) Complete an arrest report. The arrest report shall provide: Articulation of the probable cause or reasonable suspicion for the traffic stop or detention; A summary of the violator's performance during the administration of any standardized field sobriety testing; A summary of the violator's prior OVI arrest history; Information regarding other occupants in the violator vehicle at the time of the offense; summary of any and all witness interviews (to include those conducted with occupants of the violator vehicle and/or witnesses to the violator's driving).

(d) Obtain a LEADS printout of the violator's driving record and the violator's Computerized Criminal History (if applicable) and submit it with the arrest report to Records.

(e) In instances when an OVI violator is transported to the Franklin County jail and is charged through Franklin County Municipal Court, the U-10-100 shall include a detailed probable cause statement and a summary of the violator's prior OVI arrest history.

504.4 FELONY OVI OFFENSES

An OVI arrest shall be processed as a felony whenever:

(a) The violator, within ten years of the offense, has previously been convicted or pleaded guilty to three or four OVIs or other equivalent offenses (see ORC § 4511.181 for listing of equivalent offenses).

(b) The violator, within twenty years of the offense, has previously been convicted or pleaded guilty to five or more OVIs or other equivalent offenses.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(c) The violator has previously been convicted or pleaded guilty to a felony OVI, regardless of when the violation and the conviction or guilty plea occurred.

When the arrest is processed as a felony, misdemeanor traffic charges stemming from, or directly related to the same incident (e.g. driving under suspension, other misdemeanor traffic violations, etc.) shall not be filed. Domestic violence and other criminal charges not related to the OVI may be filed. A Constitutional Rights form shall be completed for all felony OVI arrests and submitted with the arrest report.

504.5 IMPLIED CONSENT

Any person who operates a vehicle, streetcar, or trackless trolley upon a highway or any public or private property used by the public for vehicular travel or parking within this state or who is in physical control of a vehicle, streetcar, or trackless trolley shall be deemed to have given consent to a chemical test or tests of the person's whole blood, blood serum or plasma, breath, or urine to determine the alcohol, drug of abuse, controlled substance, metabolite of a controlled substance, or combination content of the person's whole blood, blood serum or plasma, breath, or urine if arrested for a violation of division (A) or (B) of section 4511.19 of the Revised Code, section 4511.194 of the Revised Code or a substantially equivalent municipal ordinance, or a municipal OVI ordinance.

Whenever ORC § 4511.191 R.C., Implied Consent, applies to the arrest, the following shall apply:

(a) The arresting officer, within two hours of the time of the violation, shall read and show the test and refusal consequences on the Ohio Bureau of Motor Vehicles Form 2255 (BMV 2255) to the violator in the presence of a witness. The witness should generally be another police officer, civilian police employee, medical personnel, or hospital security personnel.

(b) The arresting officer shall complete, sign, and have the witness sign, the BMV 2255 to certify the test and refusal consequences were read and shown to the violator. The violator shall be directed to sign the BMV 2255, to acknowledge the test and refusal consequences were read to them and they were shown a copy of the consequences (or the arresting officer shall note the violator’s refusal to sign the form when applicable).

(c) If the violator agrees to provide a requested sample, the arresting officer shall obtain the sample within three hours of the time of violation. Test samples obtained after three hours from the time of the violation cannot be used for an OVI per se charge or as the basis for an Administrative License Suspension (ALS).

If the violator tests at or above a prohibited concentration (i.e. a per se violation), or if the violator refuses to submit to a chemical test, the arresting officer shall:

(a) Advise the violator of the Administrative License Suspension (Notice of Suspension BMV 2255 – ORC § 4511.192).

(b) Complete the BMV 2255, indicating all violator, license, and vehicle sanctions, swear to it in the presence of a notary public or Deputy Clerk of Court, and issue the violator

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

the offender copy of the BMV 2255 (it is not necessary to notarize/clerk the offender's copy of the BMV 2255).

(c) Retain the violator's operator license pursuant to ORC § 4511.191 and ORC § 4511.192 and forward it with the arrest report to Records.

(d) If the violator does not have an operator license in his or her possession, order that the license be surrendered to the Clerk of Court (for the court of venue) within 24 hours.

(e) Document the order to surrender in the arrest report narrative.

(f) For breath test results, a violator shall be provided with a designated copy of the test results printout only upon request. Otherwise, all copies of the test results shall be submitted to Records.

(g) For breath tests, if the BAC test is below the prohibited concentration and the Standardized Field Sobriety Test(s) and other factors do not support such a low BAC, a urine sample should be obtained in accordance with applicable Division procedures.

(h) Upon a refusal or positive test, the arresting officer shall forward a copy of the completed BMV 2255 to the Communications Center for an ALS entry through LEADS.

If the violator tested below a prohibited concentration, or a test result is not known (urine and or blood sample analysis pending; no refusal):

(a) Violators who test below a prohibited concentration or those whose test results are unknown are not subject to an ALS.

(b) The arresting officer shall complete all applicable fields of the BMV 2255, but shall not complete the affidavit of officer, and issue the violator the offender copy of the BMV 2255.

Whenever Gahanna Mayor's Court is used as the court of venue for an OVI arrest, and the violator is slated at the Franklin County jail:

(a) The defendant's copy of the citation and the offender copy (Goldenrod) of the BMV 2255 shall be included in the defendant's property.

(b) The arrest report (with required attachments) and all other copies of the citation and BMV 2255 shall be submitted to Records.

(c) The violator shall be slated (via commitment/detainer) on all charges arising out of the same incident, if the arresting officer witnessed the misdemeanors or an exception permits arrest for those misdemeanors not committed in the presence of the arresting officer. Defendant's released on summons/bond shall be issued the next available Gahanna Mayor's Court date (within five court days from the date of violation when ALS applies).

Whenever Franklin County Municipal Court is used as the court of venue for an OVI arrest, and the violator is slated at the Franklin County Jail:

(a) The arresting officer shall write "slated' across the court date box of the uniform traffic citation (UTC).

(b) The defendant's copy of the 2255 shall be included in their property.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(c) The defendant's copy of the citation shall be placed in their property or provided to them only after a case number has been written on the ticket.

(d) The arresting officer shall slate the violator on all charges arising out of the same incident, if the arresting officer witnessed the misdemeanors or an exception permits arrest for those misdemeanors not committed in the presence of the arresting officer.

(e) When ALS applies (refusal or positive test), the arresting officer shall cause the Court copy (Pink) of the BMV 2255 to be submitted with the court copy of the citation (or complaint if a felony OVI) to the Franklin County Municipal Court Clerk of Court; court copies shall not be submitted to Records. If ALS does not apply (below the prohibited concentration and/or test results unknown), the arresting officer shall retain the Original (White), Law Enforcement (Canary), and Court (Pink) copies of the BMV 2255 and submit them to Records.

(f) Defendant's released on summons shall be issued a court date within five court days of the date of violation when ALS applies The same court date shall be designated for all charges arising out of the same incident.

(g) The arrest report (with required attachments) and all copies of the citation and BMV 2255, other than defendant copies, shall be submitted to Records.

504.5.1 TESTING SITE

Division headquarters shall be the primary testing site and shall be utilized whenever practical. The Franklin County jail, another law enforcement agency, or a medical facility can be utilized as an alternative testing site as necessary upon authorization of the on-duty supervisor. The preferred sample to be collected at Division headquarters is breath and/or urine. A urine sample should be requested whenever the violator is suspected of being under the influence of drugs.

If another law enforcement agency is used as a test and/or processing site, the arresting officer shall:

(a) Comply with the agency's policies and procedures.

(b) If the agency's policies conflict with this directive, immediately notify a supervisor or, if possible, proceed to another testing site.

Upon request, a violator shall be afforded a reasonable opportunity to make a telephone call to an attorney prior to submitting to a chemical test. The arresting officer shall make reasonable accommodations to facilitate a violator's request to contact an attorney, such as providing the violator with readily available personal papers, a phonebook or other directory, etc. However, if the violator is unable to contact an attorney after such reasonable effort, it is considered a refusal to submit to a chemical test if the violator fails to test when requested.

504.5.2 URINE SAMPLE COLLECTION

Urine samples shall be collected in accordance with applicable procedures.

504.5.3 BLOOD SAMPLE COLLECTION

Only persons authorized by law to withdraw blood shall collect blood samples (ORC § 4511.19(D)(1)(b)). The withdrawal of the blood sample should be witnessed by the officer assigned to

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

the collection thereof. No Division member, even if properly certified, should conduct the blood withdrawal.

When a blood sample is obtained two samples should be drawn and retained as evidence, so long as only one puncture is required and medical personnel do not object. If an arrestee cannot submit to a blood test because he/she is a hemophiliac or is using an anticoagulant, he/she shall not be required to take a blood test. Such inability to take a blood test should not be treated as a refusal. However, the person may be required to complete another available and viable test. Blood samples shall be collected in accordance with applicable procedures.

504.5.4 BREATH TESTING AND SAMPLE COLLECTION

The Operations Bureau Commander or designee should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested and that a record of such service and testing is properly maintained. Officers obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Shift Sergeant. Additionally:

(a) Breath testing/sample collection shall only be administered by qualified Division personnel in accordance with Ohio Department of Health guidelines.

(b) Breath samples shall be obtained in accordance with all state of Ohio standards and protocols related to the use of evidentiary breath testing devices.

504.5.5 DESIGNATION OF CHEMICAL TESTS

The type of chemical test to be administered to persons in violation of OVI laws shall be the type designated by the Division and administered at the direction of the arresting officer (ORC § 4511.191(A)(3)).

504.5.6 IMPLIED CONSENT AND UNCONSCIOUS OFFENDER

When Implied Consent applies, and a person is unconscious or otherwise in a condition rendering the person incapable of refusal, no warrantless blood sample shall be obtained unless exigent circumstances exist. A search warrant should be obtained for the collection of a blood sample from a subject who is unconscious or otherwise in a condition rendering the person incapable of refusal.

504.6 REFUSALS

When a person refuses to provide a chemical sample, officers should:

(a) Ensure the person was advised of the requirement to provide a sample (ORC § 4511.191).

(b) Audio-record the admonishment and the response when it is practicable.

(c) Document the refusal in the appropriate report.

For offenders with a prior OVI conviction within twenty years, refusal to provide a warrantless blood sample shall not serve as the basis for charging the offender with a violation of 4511.19(A)(2). The refusal of such an offender to provide a breath or urine sample may serve as the basis for

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

such charge. Similarly, such offenders who resist or prevent a blood sample from being obtained pursuant to a search warrant may be charged with a violation of 4511.19(A)(2).

504.6.1 STATUTORY NOTIFICATIONS UPON REFUSAL

Upon refusal to submit to a chemical test as required by law, officers shall personally serve the notice of license suspension upon the person and take possession of any state-issued license to operate a motor vehicle that is held by that person. If a person was arrested only for having physical control of a vehicle while under the influence pursuant to ORC § 4511.194, the officer shall not seize the person's driver license if the person submits to the chemical tests, regardless of the amount of alcohol or controlled substances indicated by the test (ORC § 4511.192(D).

504.6.2 TIME TO SUBMIT TO A TEST

If an officer requests that a person submit to a chemical test pursuant to Ohio law, within two hours of the alleged violation, thereafter the failure to submit to the test or tests within that two-hour time limit automatically constitutes a refusal (ORC § 4511.192(A)).

504.6.3 BLOOD TESTS

To obtain a blood sample from any person, secure a search warrant unless the officer can articulate that exigent circumstances exist. Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol and/or controlled or prohibited substances in the person’s bloodstream. The existence of an exigent circumstance is to be determined by viewing the totality of the circumstances.

When Implied Consent applies, an OVI violator does not have the right to refuse to submit to a test if any of the following apply:

(a) The violator has pled guilty or been convicted of two or more OVI’s, OVUAC’s, or equivalent offenses within the past ten years.

(b) The violator has pled guilty or been convicted of five or more OVI’s, OVUAC’s, or equivalent offenses within the past 20 years.

(c) The violator has pled guilty or been convicted of a prior felony of any of the above offenses.

If the violator does not have the right to refuse to submit to a chemical test and refuses to submit to a chemical test of his or her breath or urine, the arresting officer should:

(a) Obtain a search warrant for collection of a blood sample (unless exigent circumstances exist).

(b) Transport the violator to a designated medical facility or other authorized collection site, or summon a qualified technician to perform a blood draw.

(c) Follow established procedures for obtaining blood.

At least two Division officers should be present whenever a blood sample is collected without consent.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

504.6.4 FORCED BLOOD SAMPLE

If a person indicates by word or action that he/she will physically resist a blood draw, the officer should contact a supervisor, who should respond whenever practical.

The responding supervisor should:

(a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.

(b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes a viable form of testing in a timely manner.

(c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer) and attempt to persuade the person to submit to such a sample without physical resistance. This dialogue should be recorded on audio and/or video when practicable.

(d) Ensure that the withdrawal is taken in a medically approved manner.

(e) Supervise any use of force and ensure the forced withdrawal is recorded on audio and/or video when practicable.

    1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods. In misdemeanor cases, if the suspect becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood being withdrawn may be permitted.

(f) Monitor and ensure that the type and level of force applied is reasonable under the circumstances.

    1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.

    2. In misdemeanor cases, if the suspect becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.

    3. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood being withdrawn may be permitted.

(g) Ensure the use of force and methods used to accomplish the blood sample draw are documented in the related report.

If a supervisor is unavailable, officers are expected to use sound judgment and perform as a responding supervisor, as set forth above.

504.7 ADDITIONAL REPORTING REQUIREMENTS AND VEHICLE SANCTIONS

The shift Supervisor shall ensure that the Division complies with all State reporting requirements (pursuant to ORC § 109.57).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

504.7.1 OFFICER RESPONSIBILITIES

If a person refuses to submit to a chemical test, or submits to the test and the results indicate a prohibited concentration of alcohol, controlled substance or metabolite of a controlled substance, the officer shall (ORC § 4511.192(D)):

(a) Confirm the arrested person's residence and notify the Bureau of Motor Vehicles (BMV) of any change.

(b) Within 48 hours, forward a sworn report to the BMV and the court in which the arrested person will appear that contains the statements required by ORC § 4511.192(D)(1)(d).

(c) Provide a copy of the officer's sworn report to the arrested person, if available. A copy of an unsworn report may be provided to the arrested person provided that the report is complete when given to the person and that it is subsequently sworn to by the arresting officer (ORC § 4511.192(E)).

504.7.2 VEHICLE SEIZURE

An officer arresting a person for OVI shall seize the vehicle the person was operating at the time of the offense if the person is the registered owner of the vehicle and either of the following conditions apply (ORC § 4511.195(B)):

(a) The person is arrested for OVI or for a municipal OVI ordinance and has been previously convicted of or pleaded guilty to OVI, or an equivalent offense, within the last ten years.

(b) The person is arrested for OVI or for a municipal OVI ordinance and has been previously convicted of or pleaded guilty to a felony OVI offense, regardless of when the conviction or guilty plea occurred.

Additionally, if the person is the registered owner of the vehicle, the vehicle is subject to criminal forfeiture in accordance with ORC § 4503.234 if any of the following conditions apply (ORC § 4511.19):

(a) The offender, within ten years of the offense, has previously has been convicted of or pleaded to 2 or more violations of division (A) or (B) of ORC § 4511.19 or other equivalent offenses.

(b) The offender within twenty years of the offense previously has been convicted of or pleaded guilty to five or more violations of that nature.

(c) The offender has previously been convicted of or pleaded guilty to a violation ORC § 4511.19(A) that was a felony, regardless of when the violation and the conviction or guilty plea occurred.

.

504.8 RECORDS BUREAU RESPONSIBILITIES

The Office Manager will ensure that all case-related records are transmitted according to current records procedures and as required by the prosecuting attorney's office.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

504.9 TRAINING

The Training Sergeant should ensure that officers participating in the enforcement of OVI laws receive regular training. Training should include, at minimum, current laws on impaired driving, investigative techniques and rules of evidence pertaining to OVI investigations. The Training Sergeant should confer with the prosecuting attorney's office and update training topics as needed.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Traffic Citations

505.1 PURPOSE AND SCOPE

This policy outlines the responsibility for traffic citations, the collection of data, the procedure for dismissal, correction and voiding of traffic citations.

505.2 RESPONSIBILITIES

Employees of this division shall use the Ohio Uniform Traffic Ticket for all traffic offense citations (Ohio Traf. R. Rule 3(A)). The Chief of Police or designee shall determine whether to use the Ohio Uniform Traffic Ticket or adopt a local parking ticket for parking violations (ORC § 4521.03).

The Records Bureau shall be responsible for the issuance and accounting of all traffic citations provided to employees of this division (Ohio Traf. R. Rule 3(D)). Citations will be kept in a secure location and issued to officers by Records Bureau staff. The Records Bureau is responsible for maintaining records of traffic and parking tickets issued by members of this division (ORC § 4521.03(D)).

505.2.1 OFFICER RESPONSIBILITIES

The officer who issues a moving traffic ticket shall do all of the following (Ohio Traf. R. Rule 3(E)):

(a) Complete the ticket with all available information and sign the ticket.

(b) Serve a copy of the completed ticket on the defendant.

(c) File the court copy with the court without unnecessary delay.

(d) Explain the procedures for disposition of the citation whenever practical.

505.3 DISMISSAL OF TRAFFIC CITATIONS

Employees of this division do not have the authority to dismiss a citation once it has been issued. Only the court has the authority to dismiss a citation that has been issued. Any request from a recipient to dismiss a citation shall be referred to the court of jurisdiction.

Should an officer determine during a court proceeding that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate, the officer may request the prosecutor to dismiss the citation. Upon dismissal of the traffic citation by the court, the officer shall notify his/her immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required. The citation dismissal shall then be forwarded to the Operations Bureau Commander for review.

505.4 VOIDING TRAFFIC CITATIONS

Voiding a traffic citation may occur when a traffic citation has not been completed or where it is completed but not issued. All copies of the citation shall be presented to a supervisor to approve the voiding of the citation. The citation and copies shall then be forwarded to the Records Bureau.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

505.5 CORRECTION OF TRAFFIC CITATIONS

When a traffic citation is issued and in need of correction, the officer issuing the citation shall submit the citation and the appropriate court amendment form requesting a specific correction to his/her immediate supervisor. The citation and amendment form shall then be forwarded to the Records Bureau. Any requested corrections shall be provided to the court having jurisdiction.

If the correction is of a substantive nature (i.e. incorrect traffic offense), the officer should reissue a new citation to the recipient and cause dismissal of the previously issued citation in accordance with this policy.

505.6 DISPOSITION OF TRAFFIC CITATIONS

The court and file copies of all traffic citations issued by members of this division shall be forwarded to the employee's immediate supervisor for review. The citation copies shall then be filed with the Records Bureau.

Upon separation from employment with this division, all employees who were issued traffic citation books shall return any unused citations to the Records Bureau.

505.7 NOTICE OF PARKING VIOLATION APPEAL PROCEDURE

Disposition of notice of parking violation appeals is conducted pursuant to Ohio state law and local regulations (ORC § 4521.04) and will be conducted through the appropriate court of jurisdiction.

505.8 JUVENILE CITATIONS

Completion of traffic citation forms for juveniles may vary slightly from the procedure for adults. The juvenile's age, place of residency and the type of offense should be considered before issuing the juvenile a citation.

505.9 TRAFFIC WARNINGS

Traffic warnings may be issued when an officer believes it is appropriate. The Records Bureau should maintain information relating to traffic stops resulting in the issuance of only a warning. Such information is retained by this division in accordance with the organization's records retention schedule.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Disabled Vehicles

506.1 PURPOSE AND SCOPE

Law enforcement and other public agencies may develop and adopt a written policy to provide assistance to motorists in disabled vehicles that are within their primary jurisdiction.

506.2 OFFICER RESPONSIBILITIES

When an on-duty officer observes a disabled vehicle, the officer should make a reasonable effort to provide assistance. If that officer is assigned to a call of higher priority, the dispatcher should be advised of the location of the disabled vehicle and the need for assistance. The dispatcher should then assign another available officer or other division member to respond as soon as practicable.

506.3 EXTENT OF ASSISTANCE

In most cases, a disabled motorist will require assistance. After assistance is rendered or arrangements for assistance are made, continued involvement by Division personnel will be contingent on the time of day, the location, the availability of Division resources and the vulnerability of the disabled motorist.

506.3.1 MECHANICAL REPAIRS

Division personnel shall not make mechanical repairs to a disabled vehicle. Assisting with changing a tire or providing other nominal assistance is not considered a mechanical repair.

506.3.2 RELOCATION OF DISABLED VEHICLES

The relocation of disabled vehicles by members of this division by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

The push bumper on Division vehicles should not be used to relocate disabled vehicles without permission from the shift supervisor. When reasonable to do so, (non-emergency situations), permission from the owner, or other person in care, custody, or control, of a disabled vehicle to be moved using a Division push bumper should be obtained. The officer should notify the same that damage may occur as a result (and record such notification via a portable audio/video recorder/ MVR). In the absence of permission to do so, an officer should confer with the shift supervisor (to consider other options such as impound and removal, establishing a safety zone around the vehicle with emergency vehicles and/or flares, etc.)

In all cases when a Division vehicle is used to move a disabled vehicle, the officer should note the extent of damage caused by such action in the associated call folder (e.g. "...no visible damage caused").

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Abandoned and Overtime Parked Vehicles

507.1 PURPOSE AND SCOPE

This policy provides procedures for the removal, recording and storage of abandoned vehicles or overtime parked vehicles on public or private property under the authority of ORC § 4513.60 and ORC § 4513.61.

507.1.1 DEFINITIONS

Definitions related to this policy include:

Abandoned Junk Vehicle - A motor vehicle meeting all of the following requirements (ORC § 4513.63):

- The motor vehicle has remained on private property for more than 48 hours without the permission of the property owner, or on a public street or upon or within the right-of-way of any road or highway for 48 hours or longer.
- The motor vehicle is three years old or older.
- The motor vehicle is extensively damaged, including but not limited to, any of the following: missing wheels, tires, motor or transmission.
- The motor vehicle is apparently inoperable.
- The motor vehicle has a fair market value of $1,500 or less.

Private Residential Property - Private property on which is located (ORC § 4513.60(A)(4)):

- One or more structures that are used as a home, residence or sleeping place by one or more persons, if no more than three separate households are maintained in the structure or structures.
- Does not include any private property on which is located one or more structures that are used as a home, residence or sleeping place by two or more persons, if more than three separate households are maintained in the structure or structures.

507.2 MARKING VEHICLES

Vehicles on public roadways suspected of being abandoned in violation of Ohio abandoned vehicle laws shall be marked and documented in the associated incident record. Whenever practical, a reasonable effort should be made to contact the vehicle owner and notify him/her of potential vehicle sanctions.

Whenever practical, a visible chalk mark(s) should be placed on the pavement/roadway surface about the area of the vehicle tire(s) in such a manner that would indicate movement of the vehicle . Any deviation in markings shall be noted in the call narrative, except that no chalk or similar

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

markings shall be made directly on any part of the vehicle itself (not including a decal left for notification purposes).

When contact with the vehicle owner is not made, additional consideration should be given to placing a Division-approved decal on the vehicle with a notation of potential vehicle sanctions whenever practical. In all instances, the responding officer should direct the Communications Center to cause appropriate follow-up action on the vehicle (e.g. a future call). Such follow-up action should occur pursuant to established procedures based on the location of the vehicle, potential safety considerations, and other factors.

507.3 VEHICLE STORAGE

507.3.1 PRIVATE PROPERTY

A vehicle, other than an abandoned junk motor vehicle, left on private residential or private agricultural property, that has not been established as a private tow-away zone, without the permission of the property owner, may be removed if (ORC § 4513.60(A)(1)):

(a) A complaint is received from any person adversely affected and the motor vehicle has been left for at least four hours.

(b) A complaint is received from a representative of a repair garage or place of storage because the motor vehicle has been left at the garage or place of storage for a period longer than that agreed upon.

507.3.2 PUBLIC PROPERTY

Any motor vehicle, including an abandoned junk motor vehicle, left on a public street or other property open to the public for purposes of vehicular travel, or upon or within the right-of-way of any road or highway, may be removed if the motor vehicle has been left for 48 hours or longer. When such a motor vehicle constitutes an obstruction to traffic, it may be ordered into storage immediately (ORC § 4513.61).

507.3.3 VEHICLE STORAGE REPORTING

Any vehicle in violation shall be stored by the authorized towing service or municipal, impound facility and a vehicle impound/storage form shall be completed by the officer authorizing the storage of the vehicle.

The vehicle impound/storage form shall be submitted to the Records Bureau as soon as practicable following the storage of the vehicle. It shall be the responsibility of the Records Bureau to search Ohio Bureau of Motor Vehicles records within five business days of the tow to identify the owner and any lien holder of a motor vehicle ordered into storage. Records Bureau personnel shall send a notice to the owner and any lien holder that the motor vehicle will be declared a nuisance and disposed of if not claimed within 10 days of the date of mailing the notice (ORC § 4513.61).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Chapter 6 - Investigation Operations

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

600.2 POLICY

It is the policy of the Gahanna Division of Police to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INITIAL INVESTIGATION

600.3.1 OFFICER RESPONSIBILITIES

An officer responsible for an initial investigation shall complete no less than the following:

(a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:

1. An initial statement from any witnesses or complainants.
2. A cursory examination for evidence.

(b) If information indicates a crime has occurred, the officer shall:

1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
2. Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
3. If assistance is warranted, or if the incident is not routine, notify a shift supervisor.
4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
5. Cause collection of any evidence.
6. Take any appropriate law enforcement action.
7. Complete and submit the appropriate reports and documentation.

(c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.

600.3.2 NON-SWORN MEMBER RESPONSIBILITIES

A non-sworn member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

600.4 CUSTODIAL INTERVIEW REQUIREMENTS

Suspects who are in custody and subjected to an interview shall be given the *Miranda* warning, unless an exception applies. An interview of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

600.4.1 AUDIO/VIDEO RECORDINGS

Any custodial interview of an individual who is suspected of having committed any violent felony offense should be recorded (audio or video with audio as available) in its entirety. Regardless of where the interview occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interview, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

If a person is suspected of committing a violation of any offense enumerated in ORC § 2933.81, officers should both audio record or video and audio record, in its entirety, any custodial interview occurring at the station, a jail or other place of detention (ORC § 2933.81).

No recording of a custodial interview should be destroyed or altered without written authorization from the prosecuting attorney and the Detective Bureau supervisor. Copies of recorded interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

600.4.2 RECORD KEEPING AND RETENTION REQUIREMENTS

Electronic recordings of custodial interviews shall be clearly labeled and retained as required by ORC § 2933.81(D).

600.5 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

(a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.

(b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.

1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.
2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.

(d) The case has been submitted to the appropriate prosecutor, charges have been filed, and further investigation is not reasonable, warranted or requested, and there is no need to take the suspect into custody.

(e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.

(f) Investigation has proven that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

(g) Investigation has been transferred to another law enforcement agency.

The Domestic Violence, Child Abuse, Sexual Assault Investigations and Adult or Vulnerable Person Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.6 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

600.7 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this division. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using Division equipment.

Information obtained via the Internet should not be archived or stored in any manner other than Division-established record keeping systems (see the Records Maintenance and Release and Criminal Organizations policies).

600.7.1 ACCESS RESTRICTIONS

Information that can be accessed from any Division computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

600.7.2 INTERCEPTING ELECTRONIC COMMUNICATION

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

600.8 MODIFICATION OF CHARGES FILED

Members are not authorized to provide unsolicited recommendations to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without Command authorization. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor. This section does not apply to inquiries from the prosecutor or other authorized agent of the court.

600.9 SCRAP METAL THEFT

To assist in scrap metal theft investigations, the Detective Bureau supervisor shall provide scrap metal dealers in this jurisdiction with an electronically searchable list of the names, descriptions and conviction information of persons known to be thieves or receivers of stolen property. A list may be requested from the appropriate clerk of the court or prepared pursuant to rules adopted by the Ohio Department of Public Safety (DPS). The list shall also be provided to DPS in the format and manner described in OAC § 4501:5-3-01. Following the initial submission of the list, if there are any updates, a new list shall be submitted to dealers and DPS on the first business day of each month (ORC § 4737.04; OAC § 4501:5-3-01).

An individual included on the list prepared by this division may request that his/her name be removed by filing an application with the Detective Bureau. The Detective Bureau supervisor or the authorized designee shall remove the applicant's name from the list if the individual has not been convicted of, or pleaded guilty to, either of the following (ORC § 4737.04):

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(a) A misdemeanor theft offense, as defined in ORC § 2913.01, within three years immediately prior to the date of the application

(b) A felony theft offense within six years immediately prior to the date of the application

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Sexual Assault Investigations

601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notifications requirements are addressed in the Child Abuse and Adult or Vulnerable Person Abuse policies.

601.1.1 DEFINITIONS

Definitions related to this policy include:

Sexual assault - Any crime or attempted crime of a sexual nature, to include but not limited to offenses defined in Title 29, Chapter 2907 (Sex Offenses).

Sexual Assault Response Team (SART) - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including sexual assault forensic examiners (SAFEs) or sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel; and prosecutors. The team is designed to coordinate a broad response to sexual assault victims.

601.2 POLICY

It is the policy of the Gahanna Division of Police that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

601.3 QUALIFIED INVESTIGATORS

Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

(a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations (ORC § 2907.30).

(b) Conduct follow-up interviews and investigation.

(c) Present appropriate cases of alleged sexual assault to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.

(e) Provide referrals to therapy services, victim advocates and support for the victim.

(f) Participate in or coordinate with SART or other multidisciplinary investigative teams as applicable.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

601.4 REPORTING

In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

601.5 RELEASING INFORMATION TO THE PUBLIC

In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Investigative Services Subdivision supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.

601.6 TRAINING

Subject to available resources, periodic training will be provided to:

(a) Members who are first responders. This includes, but is not limited to:

1. Initial response to sexual assaults.
2. Legal issues.
3. Victim advocacy.
4. Victim's response to trauma.

(b) Qualified investigators who should receive advanced training on additional topics. This includes, but is not limited to:

(a) Interviewing sexual assault victims.

(b) SART or multidisciplinary response team.

(c) Medical and legal aspects of sexual assault investigations.

(d) Serial crimes investigations.

(e) Use of community and other federal and state investigative resources, such as the Violent Criminal Apprehension Program (ViCAP).

(f) Techniques for communicating with victims to minimize trauma (ORC § 2907.30).

601.7 VICTIM INTERVIEWS

The primary considerations in sexual assault investigations, which begin with the initial call to the Communications Center, should be the health and safety of the victim, the preservation of evidence, and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

Whenever possible, a member of the SART should be included in the initial victim interviews.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator (ORC § 2907.30).

No opinions of whether the case is unfounded shall be included in the report.

Victims shall not be asked or required to take a polygraph examination (34 USC § 10451; ORC § 2907.10).

Victims should be apprised of applicable victim's rights provisions, as outlined in the Victim and Witness Assistance Policy.

601.8 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE

Whenever possible, a SART member should be involved in the collection of forensic evidence from the victim.

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault. If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Subject to requirements set forth in this policy, biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be submitted for testing.

Victims who choose not to assist with an investigation, do not desire that the matter be investigated, or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should be collected and stored appropriately.

601.8.1 COLLECTION AND TESTING REQUIREMENTS

Members investigating sexual assaults or handling related evidence are required to do the following:

(a) Submit biological evidence to the appropriate crime laboratory within thirty days for a DNA analysis after it has been determined that any of the following offenses have occurred (ORC § 2933.82; OAC § 109:7-1-07):

  (a) A rape offense (ORC § 2907.02).

  (b) A sexual battery offense (ORC § 2907.03).

  (c) Gross sexual imposition with a victim less than 13 years of age (ORC § 2907.05).

  (d) Any sexual assault involving a homicide or an attempted homicide offense (ORC § 2907.02).

(b) Facilitate the testing of a suspect for disease as set forth in ORC § 2907.27 upon the request of a victim or the prosecutor.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(c) Log and update information relating to sexual assault evidence kits into the state tracking system as required by OAC § 109:7-1-07 (e.g., receiving a kit, forwarding a kit to a laboratory, a change in the status of the case).

Additional guidance regarding evidence retention and destruction is found in the Property Room Unit Policy.

601.8.2 DNA TEST RESULTS

Members investigating sexual assault cases should notify victims of any DNA test results as soon as reasonably practicable.

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.

Members investigating sexual assaults cases should ensure that DNA results are entered into databases when appropriate and as soon as practicable.

601.9 DISPOSITION OF CASES

If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Investigative Services Subdivision supervisor.

Classification of a sexual assault case as unfounded requires the Investigative Services Subdivision supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

601.10 CASE REVIEW

The Investigative Services Subdivision supervisor should ensure cases are reviewed on a periodic basis, at least annually, using an identified group that is independent of the investigation process. The reviews should include an analysis of:

(a) Case dispositions.

(b) Decisions to collect biological evidence.

(c) Submissions of biological evidence for lab testing.

The SART and/or victim advocates should be considered for involvement in this audit. Summary reports on these reviews should be forwarded through the chain of command to the Chief of Police.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Asset Forfeiture

602.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

602.1.1 DEFINITIONS

Definitions related to this policy include:

Fiscal agent - The person designated by the Chief of Police to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Gahanna Division of Police seizes property for forfeiture or when the Gahanna Division of Police is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture reviewer - The division member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and acting as the liaison between the Division and the assigned attorney.

Property subject to forfeiture - Includes the following (ORC § 2981.02; ORC § 2981.04; ORC § 2981.05):

(a) Contraband involved in an offense.

(b) Proceeds derived from or acquired through the commission of an offense.

(c) An instrumentality that is used in, or intended to be used in, the commission or facilitation of any of the following offenses:

1. A felony.
2. A misdemeanor, when forfeiture is specifically authorized by a section of the Ohio Revised Code, or by a municipal ordinance that creates the offense or sets forth its penalties.
3. An attempt to commit, complicity in committing or a conspiracy to commit either of the above.

Seizure - The act of law enforcement officials taking property, cash or assets that have been used in connection with or acquired by specified illegal activities.

602.2 POLICY

The Gahanna Division of Police recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential for revenue should never compromise the effective investigation of criminal offenses, officer safety or any person's due process rights.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

It is the policy of the Gahanna Division of Police that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeiture.

602.3 ASSET SEIZURE

Property may be seized for forfeiture as provided in this policy.

602.3.1 PROPERTY SUBJECT TO SEIZURE

The following may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer:

(a) Property subject to forfeiture identified in a search warrant or court order.

(b) Property subject to forfeiture that is not the subject of a court order but for which an officer has probable cause to believe qualifies as property subject to forfeiture (ORC § 2981.03).

Whenever practicable, obtaining a search warrant or court order for seizure prior to making a seizure is the preferred method. Real property shall only be seized by court order unless an immediate need to protect the public exists (ORC § 2981.03).

A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

602.3.2 PROPERTY NOT SUBJECT TO SEIZURE

The following property should not be seized for forfeiture:

(a) Cash and property that does not meet the forfeiture counsel's current minimum forfeiture thresholds should not be seized.

(b) Property that reasonably appears to the officer to have a value disproportionate to the severity of the crime considering the impact of the offense on the community, the extent to which the owners participated in the offense and whether the offense was completed or attempted (ORC § 2981.09).

When deciding to seize property as an alleged instrumentality of a crime under ORC Chapter 2981.02, officers should consider:

- Whether the offense could not have been committed or attempted but for the presence of the property.
- Whether the primary purpose in using the property was to commit or attempt to commit the offense, and
- The extent to which the property furthered the offense.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

602.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS

When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following:

(a) Complete the applicable seizure forms and present the appropriate copy to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized. When property is seized and no one claims an interest in the property, the officer must leave the copy in the place where the property was found, if it is reasonable to do so.

(b) Complete and submit a report and original seizure forms within 24 hours of the seizure, if practicable.

(c) Forward the original seizure forms and related reports to the forfeiture reviewer within two days of seizure.

The officer will impound seized property as evidence with the notation in the comment section of the property form, “Seized Subject to Forfeiture.”

Photographs should be taken of items seized, particularly cash, jewelry and other valuable items.

Officers who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere, the whereabouts of the property is unknown, it is real estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

Note - See Attachment : Seizure Flow Chart.pdf

602.5 MAINTAINING SEIZED PROPERTY

The Property Room Unit supervisor is responsible for ensuring compliance with the following:

(a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition.

(b) All property received for forfeiture is checked to determine if the property has been stolen.

(c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.

(d) Property received for forfeiture is not used by the Division unless the forfeiture action has been completed.

602.6 FORFEITURE REVIEWER

The Chief of Police will appoint a forfeiture reviewer. Prior to assuming duties or as soon as practicable thereafter, the forfeiture reviewer should attend a course approved by the Division on asset forfeiture.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

The responsibilities of the forfeiture reviewer include:

(a) Remaining familiar with forfeiture laws, particularly ORC § 2981.01 et seq., ORC § 2923.32 and ORC § 2925.42, and the forfeiture policies of the forfeiture counsel.

(b) Serving as the liaison between the Division and the forfeiture counsel and ensuring prompt legal review of all seizures.

(c) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing and tracking forfeitures.

(d) Reviewing each seizure-related case and deciding whether the seizure is more appropriately made under state or federal seizure laws. The forfeiture reviewer should contact federal authorities when appropriate.

1. Restrictions on transfers or referrals exist unless property exceeds $100,000 or relates to a federal criminal forfeiture proceedings (ORC § 2981.14).

(e) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.

(f) Ensuring that seizure forms are available and appropriate for division use. These should include notice forms, a receipt form and a checklist that provides relevant guidance to officers. The forms should be available in languages appropriate for the region and should contain spaces for:

1. Names and contact information for all relevant persons and law enforcement officers involved.

2. Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).

3. A space for the signature of the person from whom cash or property is being seized.

4. A tear-off portion or copy, which should be given to the person from whom cash or property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure and a detailed description of the items seized.

(g) Ensuring that officers who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs) or General Orders. The training should cover this policy and address any relevant statutory changes and court decisions.

(h) Reviewing each asset forfeiture case to ensure that:

1. Written documentation of the seizure and the items seized is in the case file.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

2. Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.
3. Notice of seizure has been given in a timely manner to those who hold an interest in the seized property (ORC § 2981.03; ORC § 2981.11).
4. Property is promptly released to those entitled to its return.
5. All changes to forfeiture status are forwarded to any supervisor who initiates a forfeiture case.
6. Any cash received is deposited with the fiscal agent.
7. Assistance with the resolution of ownership claims and the release of property to those entitled is provided.
8. Current minimum forfeiture thresholds are communicated appropriately to officers.
9. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.

(i) Ensuring that a written plan is available that enables the Chief of Police to address any extended absence of the forfeiture reviewer, thereby ensuring that contact information for other law enforcement officers and attorneys who may assist in these matters is available.

(j) Ensuring that the Division disposes of property as provided by law following any forfeiture.

(k) Ensuring that the process of selling or adding forfeited property to the division's regular inventory is in accordance with all applicable laws and consistent with the division's use and disposition of similar property.

(l) Upon completion of any forfeiture process, ensuring that no property is retained by the Gahanna Division of Police unless the Chief of Police authorizes in writing the retention of the property for official use.

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures.

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and City financial directives (ORC § 2981.11).

602.7 DISPOSITION OF FORFEITED PROPERTY

Assets forfeited shall be disposed of as set forth in ORC § 2981.12 and ORC § 2981.13.

No member of this division may use property that has been seized for forfeiture until the forfeiture action has been completed and the Chief of Police has given written authorization to retain the

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

property for official use. No Division member involved in the decision to seize property should be involved in any decision regarding the disposition of the property.

602.8 RECORDS REQUIREMENTS

Detailed records related to the amount of forfeited property acquired by the Division under ORC Chapter 2981 and the date the property was acquired shall be kept and open to public inspection (ORC § 2981.11).

Detailed records of the disposition of acquired property shall be kept and open to public inspection. These shall include, but not be limited to (ORC § 2981.11):

(a) The manner in which property was disposed, the date of disposition, detailed financial records concerning any property sold and the name of any person who received the property. The record shall not identify or enable identification of the individual officer who seized any item of property.

(b) The general types of expenditures made with amounts that are gained from the sale of the property and that are retained by the division, including the specific amount expended on each general type of expenditure, except for the identification of any specific expenditure that is made in an ongoing investigation.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Informants

603.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

603.1.1 DEFINITIONS

Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with the Gahanna Division of Police for law enforcement purposes. This also includes a person agreeing to supply information to the Gahanna Division of Police for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

603.2 POLICY

The Gahanna Division of Police recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this division that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

603.3 USE OF INFORMANTS

603.3.1 INITIAL APPROVAL

Before using an individual as an informant, an officer must receive approval from his/her supervisor. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this division should not guarantee absolute safety or confidentiality to an informant.

603.3.2 JUVENILE INFORMANTS

The use of informants under the age of 13 is prohibited.

In all cases, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

(a) The juvenile’s parents or legal guardians

(b) The juvenile’s attorney, if any

(c) The court in which the juvenile’s case is being handled, if applicable

(d) The Chief of Police or the authorized designee

603.3.3 INFORMANT AGREEMENTS

All informants are required to sign and abide by the provisions of the designated Division informant agreement. The officer using the informant shall discuss each of the provisions of the agreement with the informant.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

603.4 INFORMANT INTEGRITY

To maintain the integrity of the informant process, the following must be adhered to:

(a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Bureau Commander, Narcotics Unit supervisor or their authorized designees.

1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.

(b) Criminal activity by informants shall not be condoned.

(c) Informants shall be told they are not acting as police officers, employees or agents of the Gahanna Division of Police, and that they shall not represent themselves as such.

(d) The relationship between Division members and informants shall always be ethical and professional.

1. Members shall not become intimately involved with an informant.
2. Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Narcotics Unit supervisor.
3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.

(e) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of the Narcotics Unit supervisor.

1. Officers may meet informants alone in an occupied public place, such as a restaurant.

(f) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.

(g) In all instances when Division funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.

(h) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

603.4.1 UNSUITABLE INFORMANTS

The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member. The supervisor shall determine whether the informant should be used by the Division and, if so, what conditions will be placed on his/her participation or any information the informant provides. The supervisor shall document the decision and conditions in file notes and mark the file “unsuitable” when appropriate.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

(a) The informant has provided untruthful or unreliable information in the past.

(b) The informant behaves in a way that may endanger the safety of an officer.

(c) The informant reveals to suspects the identity of an officer or the existence of an investigation.

(d) The informant appears to be using his/her affiliation with this division to further criminal objectives.

(e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.

(f) The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.

(g) The informant commits criminal acts subsequent to entering into an informant agreement.

603.5 INFORMANT FILES

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of Division members or the reliability of the informant.

Informant files shall be maintained in a secure area within the Narcotics Unit. The Narcotics Unit supervisor or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police, Bureau Commanders, Narcotics Unit supervisor or their authorized designees.

The Detective Bureau Bureau Commander should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. If the Narcotics Unit supervisor is replaced, the files will be audited before the new supervisor takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by a supervisor who does not have normal access to the informant files.

603.5.1 FILE SYSTEM PROCEDURE

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

(a) Name and aliases

(b) Date of birth

(c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features

(d) Photograph

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(e) Current home address and telephone numbers

(f) Current employers, positions, addresses and telephone numbers

(g) Vehicles owned and registration information

(h) Places frequented

(i) Briefs of information provided by the informant and his/her subsequent reliability

1. If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.

(j) Name of the officer initiating use of the informant

(k) Signed informant agreement

(l) Update on active or inactive status of informant

603.6 INFORMANT PAYMENTS

No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant's personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant’s previous criminal activity
- The level of risk taken by the informant

The Narcotics Unit supervisor will discuss the above factors with the Detective Bureau Commander and recommend the type and level of payment.

603.6.1 PAYMENT PROCESS

Approved payments to an informant should be in cash using the following process:

(a) Payments of $500 and under may be paid in cash from a Narcotics Unit buy/expense fund.

1. The Narcotics Unit supervisor shall annotate the payment log for cash payouts from the buy/expense fund.

(b) Payments exceeding $500 shall be made by issuance of a check, payable to the officer who will be delivering the payment.

1. The check shall list the case numbers related to and supporting the payment.
2. A written statement of the informant's involvement in the case shall be placed in the informant's file.
3. The statement shall be signed by the informant verifying the statement as a true summary of his/her actions in the case.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

4. Authorization signatures from the Chief of Police and the Director of Public Safety are required for disbursement of the funds.

(c) To complete the payment process for any amount, the officer delivering the payment shall complete a cash transfer form.

1. The cash transfer form shall include the following:

(a) Date

(b) Payment amount

(c) Gahanna Division of Police case number

(d) A statement that the informant is receiving funds in payment for information voluntarily rendered.

2. The cash transfer form shall be signed by the informant.

3. The cash transfer form will be kept in the informant's file.

603.6.2 REPORTING OF PAYMENTS

Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed $600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of officers or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as “other income” and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant’s file.

603.6.3 AUDIT OF PAYMENTS

The Narcotics Unit supervisor or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once every six months, the Chief of Police or the authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Eyewitness Identification

604.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this division employ eyewitness identification techniques (ORC § 2933.83).

604.1.1 DEFINITIONS

Definitions related to the policy include:

Eyewitness identification process - Any field identification, live lineup or photographic identification.

Field identification - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

Live lineup - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

604.2 POLICY

The Gahanna Division of Police will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

604.3 INTERPRETIVE SERVICES

Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

604.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM

The Detective Bureau supervisor shall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications.

The process should include appropriate forms or reports that provide (ORC § 2933.83):

(a) The date, time and location of the eyewitness identification procedure.

(b) The name and identifying information of the witness.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(c) The name of the person administering the identification procedure.

(d) If applicable, the names of all of the individuals present during the identification procedure.

(e) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.

(f) An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification.

1. If applicable, the member shall advise the witness that the member does not know who the suspect is.

(g) If the identification process is a photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as he/she did on the date of the incident.

(h) An instruction to the witness that the investigation will continue regardless of whether an identification is made by the witness.

(i) A signature line where the witness acknowledges that he/she understands the identification procedures, instructions and any results.

(j) A statement from the witness in the witness's own words describing how certain he/she is of the identification or non-identification. This statement should be taken at the time of the identification procedure.

(k) Any witness identification of one or more fillers in the lineup.

(l) Other process direction adopted by the Ohio Attorney General under ORC § 2933.831.

The process and related forms should be reviewed at least annually and modified when necessary.

604.5 EYEWITNESS IDENTIFICATION

Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case. Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified or failed to identify the individual as the suspect.

In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

Whenever feasible, the eyewitness identification procedure should be audio and/or video recorded and the recording should be retained according to current evidence procedures (ORC § 2933.83).

604.6 DOCUMENTATION

A thorough description of the eyewitness process and the results of any eyewitness identification should be documented in the case report.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report.

604.7 PHOTOGRAPHIC AND LIVE LINEUP CONSIDERATIONS

When practicable, the member presenting the lineup should not be involved in the investigation of the case or know the identity of the suspect. In no case should the member presenting a lineup to a witness know which photograph or person in the lineup is being viewed by the witness. Techniques to achieve this include randomly numbering photographs, shuffling folders or using a computer program to order the persons in the lineup (ORC § 2933.83)

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup.

The member presenting the lineup should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

604.8 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identifications. A field elimination or show-up identification should not be used when independent probable cause exists to arrest a suspect. In such cases a live or photo lineup is the preferred course of action if eyewitness identification is contemplated.

When initiating a field identification, the officershould observe the following guidelines:

(a) Obtain a complete description of the suspect from the witness.

(b) Assess whether a witness should be included in a field identification process by considering:

1. The length of time the witness observed the suspect.
2. The distance between the witness and the suspect.
3. Whether the witness could view the suspect’s face.
4. The quality of the lighting when the suspect was observed by the witness.
5. Whether there were distracting noises or activity during the observation.
6. Any other circumstances affecting the witness’s opportunity to observe the suspect.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

7. The length of time that has elapsed since the witness observed the suspect.

(c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.

(d) When feasible, officer should bring the witness to the location of the subject of the show up, rather than bring the subject of the show up to the witness.

(e) A subject of the show up should not be shown to the same witness more than once.

(f) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show up one at a time.

(g) The person who is the subject of the show up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect.

(h) If a witness positively identifies a subject of a show up as the perpetrator, officer should not conduct any further field identifications with other witnesses for that suspect. In such instances members should document the contact information for any additional witnesses for follow up, if necessary.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Brady Material Disclosure

605.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called "*Brady* information") to a prosecuting attorney.

605.1.1 DEFINITIONS

Definitions related to this policy include:

***Brady* information** - Information known or possessed by the Gahanna Division of Police that is both favorable and material to the current prosecution or defense of a criminal defendant.

605.2 POLICY

The Gahanna Division of Police will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Gahanna Division of Police will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Division will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

605.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor's office.

If information is believed to be privileged or confidential (e.g., informant or attorney-client information, attorney work product), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure whether evidence or facts are material, the officer should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the Division case file.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

605.4 DISCLOSURE OF PERSONNEL INFORMATION

If a member of this division is a material witness in a criminal case, a person or persons designated by the Chief of Police shall examine the personnel file and/or internal affairs file of the officer to determine whether they contain *Brady* information. If *Brady* information is located, the following procedure shall apply:

(a) In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and Division member shall be notified of the potential presence of *Brady* material in the member's personnel file.

(b) The prosecuting attorney or Division counsel should be requested to file a motion in order to initiate an in-camera review by the court.

1. If no motion is filed, the supervisor should work with counsel to determine whether the records should be disclosed to the prosecutor.

(c) The Custodian of Records shall accompany all relevant personnel files during any in-camera inspection and address any issues or questions raised by the court.

(d) If the court determines that there is relevant *Brady* information contained in the files, only that information ordered released will be copied and released to the parties filing the motion.

1. Prior to the release of any information pursuant to this process, the Custodian of Records should request a protective order from the court limiting the use of such materials to the involved case and requiring the return of all copies upon completion of the case.

(e) If a court has determined that relevant *Brady* information is contained in a member's file in any case, the prosecutor should be notified of that fact in all future cases involving that member.

The person or persons designated by the Chief of Police should periodically examine the personnel files and/or internal affairs files of all officers who may be material witnesses in criminal cases to determine whether they contain *Brady* information. The obligation to provide *Brady* information is ongoing. If any new *Brady* information is identified, the prosecuting attorney should be notified.

605.5 INVESTIGATING BRADY ISSUES

If the Division receives information from any source that a member may have issues of credibility, dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

605.6 TRAINING

Division personnel should receive periodic training on the requirements of this policy.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Warrant Service

607.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this division. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol officers.

607.2 POLICY

It is the policy of the Gahanna Division of Police to balance the safety needs of the public, the safety of division members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

607.3 MISSION SUPERVISOR

The mission supervisor (see the Operations Planning and Deconfliction Policy) shall review all risk assessment forms with the involved supervisor to determine the risk level of the warrant service.

The mission supervisor will also have the responsibility to coordinate service of those warrants that are categorized as high risk. Deconfliction, risk assessment, operational planning, briefing and debriefing should follow guidelines in the Operations Planning and Deconfliction Policy.

607.4 SEARCH WARRANTS

Officers should receive authorization from a supervisor before preparing a search warrant application. Once authorization is received, the officer will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney as needed. He/she will also complete the risk assessment form and submit it, along with the warrant affidavit, to the appropriate supervisor and the mission supervisor for review and classification of risk (see the Operations Planning and Deconfliction Policy).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Operations Planning and Deconfliction

608.1 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction and execution of high-risk operations.

Additional guidance on planning and serving high-risk warrants is provided in the Warrant Service Policy.

608.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk operations - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by officers on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

608.2 POLICY

It is the policy of the Gahanna Division of Police to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

608.3 MISSION SUPERVISOR

The Chief of Police or designee will assign a member or members of this division to be the misson supervisor(s) for a specific mission or a series of missions.

The mission supervisor will develop and maintain a risk assessment form to assess, plan and coordinate operations. This form should provide a process to identify high-risk operations.

The mission supervisor will review risk assessment forms with involved supervisors to determine whether a particular incident qualifies as a high-risk operation. The mission supervisor will also have the responsibility for coordinating operations that are categorized as high risk.

608.4 RISK ASSESSMENT

608.4.1 RISK ASSESSMENT FORM PREPARATION

Officers assigned as operational leads for any operation that may qualify as a high-risk operation shall complete a risk assessment form.

When preparing the form, the officer should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the officer should also submit information to these resources.

The officer should gather available information that includes, but is not limited to:

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(a) Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.

(b) Maps of the location.

(c) Diagrams of any property and the interior of any buildings that are involved.

(d) Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).

(e) Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).

(f) Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).

(g) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).

(h) Other available options that may minimize the risk to officers and others (e.g., making an off-site arrest or detention of the subject of investigation).

608.4.2 RISK ASSESSMENT REVIEW

Officers will present the risk assessment form and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisor and the mission supervisor.

The supervisor and mission supervisor shall confer and determine the level of risk. Supervisors should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

608.4.3 HIGH-RISK OPERATIONS

If the mission supervisor, after consultation with the involved supervisor, determines that the operation is high risk, the mission supervisor should:

(a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:

1. Special Weapons and Tactics Team (SWAT)
2. Additional personnel
3. Outside agency assistance
4. Special equipment
5. Medical personnel
6. Persons trained in negotiation
7. Additional surveillance

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

8. Canines
9. Property Room Unit or analytical personnel to assist with cataloguing seizures
10. Forensic specialists
11. Specialized mapping for larger or complex locations

(b) Contact the appropriate division members or other agencies as warranted to begin preparation.

(c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.

(d) Coordinate the actual operation.

608.5 DECONFLICTION

Deconfliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The officer who is the operations lead shall ensure the subject of investigation and operations information have been entered in an applicable deconfliction system to determine if there is reported conflicting activity. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation. The officer should also enter relevant updated information when it is received.

If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

608.6 OPERATIONS PLAN

The mission supervisor should ensure that a written operations plan is developed for all high-risk operations. Plans should also be considered for other operations that would benefit from having a formal plan.

The plan should address such issues as:

(a) Operation goals, objectives and strategies.

(b) Operation location and people:

1. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)
2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces,

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids

3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)

4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children

(c) Information from the risk assessment form by attaching a completed copy in the operational plan.

1. The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment form to ensure clarity and highlighting of critical information.

(d) Participants and their roles.

1. An adequate number of uniformed officers should be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.

2. How all participants will be identified as law enforcement.

(e) Whether deconfliction submissions are current and all involved individuals, groups and locations have been deconflicted to the extent reasonably practicable.

(f) Identification of all communications channels and call-signs.

(g) Use of force issues.

(h) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).

(i) Plans for detaining people who are not under arrest.

(j) Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult or Vulnerable Person Abuse, Child and Dependent Adult Safety and Animal Control Procedures policies.

(k) Communications plan.

(l) Responsibilities for writing, collecting, reviewing and approving reports.

608.6.1 OPERATIONS PLAN RETENTION

Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately and retained in accordance with the established records retention schedule.

608.7 OPERATIONS BRIEFING

A briefing should be held prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(a) The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan.

(b) All participants should be provided a copy of the operations plan and search warrant, if applicable. Participating personnel should be directed to read the search warrant and initial a copy that is retained with the operation plan. Any items to be seized should be identified at the briefing.

(c) The mission supervisor shall ensure that all participants are visually identifiable as law enforcement officers.

1. Exceptions may be made by the mission supervisor for officers who are conducting surveillance or working under cover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.

(d) The briefing should include details of the communications plan.

1. It is the responsibility of the mission supervisor to ensure that the Communications Center is notified of the time and location of the operation, and to provide a copy of the operation plan prior to officers arriving at the location.

2. If the radio channel needs to be monitored by the Communications Center, the dispatcher assigned to monitor the operation should attend the briefing, if practicable, but at a minimum should receive a copy of the operation plan.

3. The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

608.8 SWAT PARTICIPATION

If the mission supervisor determines that SWAT participation is appropriate, the mission supervisor and the SWAT supervisor shall work together to develop a written plan. The SWAT supervisor shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the SWAT supervisor shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the officers present.

608.9 MEDIA ACCESS

No advance information regarding planned operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

608.10 OPERATIONS DEBRIEFING

High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any SWAT debriefing.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

608.11 TRAINING

The Training Sergeant should ensure officers and SWAT team members who participate in operations subject to this policy should receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Chapter 7 - Equipment

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Personal Communication Devices

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Division or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets and similar wireless two-way communications and/or portable internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, e-mailing, using video or camera features, playing games and accessing sites or services on the internet.

701.2 POLICY

The Gahanna Division of Police allows members to utilize Division-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Division, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the member and the member’s PCD and/or its contents/records to civil or criminal discovery or disclosure under applicable public records laws or to discovery or disclosure through other legal or administrative action.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received or reviewed on any PCD issued or funded by the Division and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities (see the Information Technology Use Policy for additional guidance).

701.4 DIVISION-ISSUED PCD

Depending on a member’s assignment and the needs of the position, the Division may, at its discretion, issue or fund a PCD for the member's use to facilitate on-duty performance. Division-issued or -funded PCDs may not be used for personal business either on- or off-duty unless authorized by the Chief of Police or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the Division and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Unless a member is expressly authorized by the Chief of Police or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of the tour of duty or turned off when leaving the workplace.

701.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

(a) Permission to carry a personally owned PCD may be revoked if it is used contrary to a provision of this policy.

(b) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.

(c) While on-duty, the device should not be used as a primary method of communication, except in exigent circumstances (unavailability of radio communications).

    (a) Members may use personally owned PCDs on-duty for routine administrative work as authorized by the Chief of Police.

(d) A personally owned PCD should not be utilized to record or disclose any business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment with the Division, except that which is facilitated via a member's authorized use of Division email or that which is otherwise authorized by the Chief of Police or authorized designee.

(e) All work-related documents, photographs, recordings or other public records created or received on a member's personally owned PCD should be transferred to the Gahanna Division of Police and deleted from the member's PCD as soon as reasonably practicable, preferably by the end of the member's shift. This section does not apply to data contained within authorized Division email; however, such data should not otherwise be stored or retained on a personally owned PCD without the express authorization of the Chief of Police or authorized designee.

(f) Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor or respond to electronic communications for the purposes of conducting general Division business or work using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the member has prior express authorization from his/her supervisor, the member may engage in business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty division-related business activities in any manner shall promptly provide the Division with a copy of such records to ensure accurate record keeping.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

When a PCD number has been provided by a member as the contact number to facilitate a court standby, other standby status, or as the sole contact number on the official Division roster, members are subject to the provisions of other policies and procedures related thereto,

701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct Division business:

(a) A PCD shouldl not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.

(b) Whenever practical, all PCDs in the workplace should be set to silent or vibrate mode. When such a device is in ring mode while in the workplace, the ring tone shall be set to a standard or similar tone that is appropriate for a business environment.

(c) A PCD may not be used to conduct personal business while on-duty, except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.

(d) Members may use a PCD to communicate with other personnel in situations where the use of the radio is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid or in lieu of regular radio communications.

(e) Members are prohibited from taking pictures, making audio or video recordings or making copies of any such picture or recording media unless it is directly related to official Division business. Disclosure of any such information to any third party through any means, without the express authorization of the Chief of Police or the authorized designee, may result in discipline.

(f) Members will not access social networking sites for any purpose that is not official Division business, except as otherwise authorized by Division policy - see 1030, Employee Speech, Expression, and Social Networking.

(g) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

(h) Tethering a PCD in order to send data over a City network is prohibited (i.e. use of a PCD as a wireless hotspot/hub for the purpose of connecting to a City network is prohibited).

701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisor include, but are not limited to:

(a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.

(b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(a) An investigation into improper conduct should be promptly initiated when circumstances warrant.

(b) Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Chief of Police or the authorized designee.

701.8 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Officers or other members operating Division vehicles, or other vehicles for Division-related purposes, should restrict the use of these devices to matters of an urgent nature (e.g. for certain Division operational purposes), only use the device while the vehicle is in motion if such use does not impede the safe operation thereof, and should, where practicable, stop the vehicle at an appropriate location to use the PCD. In all cases, such use shall be in accordance with applicable law (ORC § 4511.204).

701.9 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other division communications network.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Vehicle Maintenance

702.1 PURPOSE AND SCOPE

Employees are responsible for assisting in maintaining Division vehicles so that they are properly equipped, maintained, refueled, and present a clean appearance.

702.2 DEFECTIVE VEHICLES

When a Division vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. Proper documentation shall be promptly completed by the employee who becomes aware of the defective condition and such documentation shall be promptly forwarded to the Support Services Subdivision Commander and/or designee pursuant to prescribed procedures to facilitate repair.

702.2.1 SUSPECTED DAMAGE OR POOR PERFORMANCE

Vehicles that may have suffered damage, perform poorly or whose control or safety features has been diminished shall be immediately removed from service for inspection and repair.

702.2.2 SEVERE USE INSPECTION

Vehicles operated under severe use conditions, including rough roadway or off-road operation, hard or extended braking, pursuits or prolonged high-speed operation, should be removed from service and subjected to a safety inspection as soon as reasonably possible.

702.2.3 REMOVAL OF WEAPONS

All firearms, weapons and kinetic impact weapons shall be removed from a vehicle and properly secured prior to the vehicle being released for maintenance, service, or repair.

702.3 VEHICLE EQUIPMENT

Certain items shall be maintained in all Division vehicles for emergency purposes and to perform routine duties.

702.3.1 PATROL VEHICLES

Officers shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is present in the vehicle:

- Patrol shotgun and/or patrol rifle
- Emergency flares (secured in a container or storage bin)
- Scene/barricade tape
- Vehicle lockout kit
- Evidence collection and packaging materials
- Disposable gloves
- Controlled deflation devices (*Stop Sticks*)

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

- A CPR barrier mask
- At least one set of flex-cuffs and a leg restraint (for prisoner transport)
- A charged fire extinguisher (properly secured to prevent accidental discharge)

702.3.2 UNMARKED VEHICLES
An employee driving an unmarked Division vehicle shall ensure that, at minimum, the equipment listed below is present in the vehicle:

- 1 roll crime scene barricade tape
- Evidence collection bags

702.4 VEHICLE REFUELING
See Procedure 400.5, Fueling & Out-of-Service, Parking, and Routine Vehicle Maintenance.

702.5 WASHING OF VEHICLES
All Division vehicles should be kept clean, to the extent practical considering weather conditions and other duty-related factors, at all times. When weather and other duty-related factors permit, Division vehicles should be washed as necessary to enhance their appearance.

Officers on patrol shall notify the dispatcher before responding to the car wash. Only one marked unit should be at the car wash at a time unless otherwise approved by a supervisor.

Employees using a vehicle shall remove any trash or debris at the end of the shift. Unneeded confidential documents should be placed in a designated receptacle provided for the shredding of this material.

Division vehicles are subject to routine inspection to ensure they are being properly maintained.

702.6 NON-SWORN EMPLOYEE USE
Non-sworn employees using marked or unmarked vehicles shall ensure all weapons are removed from the vehicle before going into service. Non-sworn employees shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Vehicle Use

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure division vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of division vehicles and shall not be construed to create or imply any contractual obligation by the City of Gahanna to provide assigned take-home vehicles.

703.2 POLICY

The Gahanna Division of Police provides vehicles for division-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Division, requirements for tactical deployments and other considerations.

703.3 USE OF VEHICLES

703.3.1 SHIFT ASSIGNED VEHICLES

The Shift Sergeant or the officer in charge shall ensure a copy of the shift assignment roster indicating member assignments and vehicle numbers is completed for each shift and retained in accordance with the established records retention schedule. If a member exchanges vehicles during his/her shift, the new vehicle number shall be provided to the Communications Center.

703.3.2 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first notify the Shift Sergeant or the officer in charge. The Communications Center shall be notified of the member's unit number and vehicle number.

This subsection does not apply to those who are assigned to vehicle transportation duties to and from the maintenance yard or carwash.

703.3.3 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this division should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

All division vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.4 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Officers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

703.3.5 MDC

Members assigned to vehicles equipped with a Mobile Data Computer (MDC) shall log onto the MDC with the required information when going on-duty. If the vehicle is not equipped with a working MDC, the member shall notify the Communications Center. Use of the MDC is governed by the Mobile Data Computer Use Policy.

703.3.6 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor. If the member finds that system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.

Historical system data may be accessed by supervisors at any time.

All data captured by the system shall be retained in accordance with the established records retention schedule.

703.3.7 KEYS

Members approved to operate marked patrol vehicles should be issued a copy of the key as part of their initial equipment distribution. Members who are assigned a specific vehicle should be issued keys for that vehicle.

Members shall not duplicate keys. The loss of a key shall be promptly reported in writing through the member's chain of command.

703.3.8 AUTHORIZED PASSENGERS

Members operating division vehicles shall not permit persons other than City personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Along Policy.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

703.3.9 ALCOHOL
Members who have consumed alcohol are prohibited from operating any division vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

703.3.10 PARKING
Except when responding to an emergency or when urgent division-related business requires otherwise, members driving division vehicles should obey all parking regulations at all times.

Division vehicles should be parked in assigned spots. Members shall not park privately owned vehicles in spots assigned to division vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor.

703.3.11 ACCESSORIES AND/OR MODIFICATIONS
There shall be no modifications, additions or removal of any equipment or accessories without permission from the Administrative Bureau Commander or designee.

703.3.12 NON-SWORN MEMBER USE
Non-sworn members using marked emergency vehicles shall ensure that all weapons have been removed before operating the vehicle. Non-sworn members shall not operate the emergency lights or siren of any vehicle.

703.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES
Division vehicles may be assigned to individual members at the discretion of the Chief of Police or designee. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle shall be obtained from a Bureau Commander and may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.

703.4.1 ON-DUTY USE
Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other division members at the discretion of the Chief of Police or the authorized designee.

703.4.2 UNSCHEDULED TAKE-HOME USE
Circumstances may arise where division vehicles must be used by members to commute to and from a work assignment. Members may take home division vehicles only with prior approval of a Bureau Commander and should meet the following criteria:

(a) The circumstances are unplanned and were created by the needs of the division.

(b) Other reasonable transportation options are not available.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(c) The member lives within a reasonable distance (generally not to exceed a 60-minute drive time) of the Gahanna City limits.

(d) Off-street parking will be available at the member's residence.

(e) Vehicles will be locked when not attended.

(f) All firearms, weapons and control devices will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

703.4.3 ASSIGNED VEHICLES

Assignment of take-home vehicles shall be based on the location of the member's residence, the nature of the member's duties, job description and essential functions, and employment or appointment status. Residence in the City of Gahanna is a prime consideration for assignment of a take-home vehicle. Members who reside outside the City of Gahanna may be required to secure the vehicle at a designated location or the Division at the discretion of the Chief of Police.

Division members shall sign a take-home vehicle agreement that outlines certain standards, including, but not limited to, how the vehicle shall be used, where it shall be parked when the member is not on-duty, vehicle maintenance responsibilities and member enforcement actions.

Members are cautioned that under federal and local tax rules, personal use of a City vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member's tax adviser.

Criteria for use of take-home vehicles include the following:

(a) Vehicles shall only be used for work-related purposes and shall not be used for personal errands or transports, unless special circumstances exist and the Chief of Police or a Bureau Commander gives authorization.

(b) Vehicles may be used to transport the member to and from the member's residence for work-related purposes.

(c) Vehicles will not be used when off-duty except:

1. In circumstances when a member has been placed on call by the Chief of Police or a Bureau Commander and there is a high probability that the member will be called back to duty.

2. When the member is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or travelling to or from a work-related activity or function.

3. When the member has received permission from the Chief of Police or Bureau Commanders.

4. When the vehicle is being used by the Chief of Police, Bureau Commanders or members who are in on-call administrative positions.

5. When the vehicle is being used by on-call investigators.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(d) While operating the vehicle, authorized members will carry and have accessible their duty firearms and be prepared to perform any function they would be expected to perform while on-duty.

(e) The two-way communications radio, MDC and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.

(f) Unattended vehicles are to be locked and secured at all times.

1. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging).
2. All weapons shall be secured while the vehicle is unattended.
3. All division identification, portable radios and equipment should be secured.

(g) Vehicles are to be parked off-street at the member's residence unless prior arrangements have been made with the Chief of Police or the authorized designee. If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).

(h) Vehicles are to be secured at the member's residence or the appropriate division facility, at the discretion of the Division when a member will be away (e.g., on vacation) for periods exceeding one week.

1. If the vehicle remains at the residence of the member, the Division shall have access to the vehicle.
2. If the member is unable to provide access to the vehicle, it shall be parked at the Division.

(i) The member is responsible for the care and maintenance of the vehicle.

703.4.4 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the Gahanna Division of Police or while off-duty, an officer shall not initiate enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Officers may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

Officers driving take-home vehicles shall be armed, appropriately attired and carry their division-issued identification. Officers should also ensure that division radio communication capabilities are maintained to the extent feasible.

703.4.5 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Division. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(a) Members shall make daily inspections of their assigned vehicles for service/ maintenance requirements and damage.

(b) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the division supervisor in charge of vehicle maintenance.

(c) The Division shall be notified of problems with the vehicle to facilitate repairs.

(d) When leaving the vehicle at the maintenance facility, the member will notify the Administrative Bureau Commander or designee.

(e) All weapons shall be removed from any vehicle left for maintenance.

(f) Supervisors shall make, at a minimum, quarterly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

703.5 UNMARKED VEHICLES

Vehicles are assigned to various bureaus and their use is restricted to the respective bureau and the assigned member, unless otherwise approved by a bureau supervisor. Any member operating an unmarked vehicle may be required to record vehicle usage on the sign-out log maintained in the bureau for that purpose. Any use of unmarked vehicles by those who are not assigned to the bureau to which the vehicle is assigned shall also record the use with the bureau supervisor and shall notify the Communications Center with the member's unit number and vehicle number.

703.6 DAMAGE, ABUSE AND MISUSE

When any division vehicle is involved in a traffic collision or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic collision report shall be filed with the agency having jurisdiction (see the Traffic Collision Response and Reporting Policy).

Damage to any division vehicle that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered, details of the damage and events causing the damage documented and forwarded to the Shift Sergeant or the officer in charge and to the Administrative Bureau Commander or designee. An administrative investigation may be initiated to determine if there has been any vehicle abuse or misuse.

703.7 ATTIRE AND APPEARANCE

When operating any division vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Division.

703.7 TOLL ROAD ACCESS

Law enforcement vehicles are exempt from incurring toll road charges while being used in the performance of official duties (ORC § 5537.16; OAC § 5537-4-05).

The administrative person assigned to fleet operations shall maintain a record of all exempt and nonexempt license plates and shall notify the Ohio Turnpike and Infrastructure Commission or

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

other appropriate toll road authority regarding division vehicles that traverse the toll roads while in the performance of their official duties in order to prevent toll charges from occurring (ORC § 5537.16).

To avoid unnecessary toll road charges, all members operating division vehicles on a toll road shall adhere to the following:

(a) Members operating division vehicles for any reason other than while in the performance of their official duties shall pay the appropriate toll charge or utilize the appropriate personal toll way transponder.

(b) Members passing through a toll plaza or booth while in the performance of their official duties shall notify, in writing, the appropriate Bureau Commander within five working days explaining the circumstances.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Cash Handling, Security and Management

704.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure Division members handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Property and Evidence and Informants policies.

704.2 POLICY

It is the policy of the Gahanna Division of Police to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of Division operations and ensure the public trust.

704.3 PETTY CASH FUNDS

The Chief of Police shall designate a person as the fund manager responsible for maintaining and managing the petty cash fund.

Each petty cash fund requires the creation and maintenance of an accurate and current transaction ledger and the filing of invoices, receipts, cash transfer forms and expense reports by the fund manager.

704.4 PETTY CASH TRANSACTIONS

The fund manager shall document all transactions on the ledger and other appropriate forms. Each person participating in the transaction shall sign or otherwise validate the ledger, attesting to the accuracy of the entry. Transactions should include the filing of an appropriate receipt, invoice or cash transfer form.

704.5 PETTY CASH AUDITS

The fund manager shall perform an audit no less than once every six months. This audit requires that the manager and at least one other command staff member, selected by the Chief of Police, review the ledger and verify the accuracy of the accounting. The fund manager and the participating member shall sign or otherwise validate the ledger attesting to the accuracy of all documentation and fund accounting. A discrepancy in the audit requires documentation by those performing the audit and immediate reporting of the discrepancy to the Chief of Police.

Transference of fund management to another member shall require a separate petty cash audit and involve a command staff member.

A separate audit of each petty cash fund should be completed on a random date, approximately once each year by the Chief of Police or the City.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

704.6 ROUTINE CASH HANDLING

Those who handle cash as part of their Property Room or Narcotics Unit supervisor duties shall discharge those duties in accordance with the Property and Evidence and Informants policies.

Members who routinely accept payment for division services shall discharge those duties in accordance with the procedures established for those tasks.

704.7 OTHER CASH HANDLING

Members of the Division who, within the course of their duties, are in the possession of cash that is not their property or is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting and process the cash for safekeeping or as evidence or found property, in accordance with the Property and Evidence and Informants policies.

Cash in excess of $1000 requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in the process shall complete an appropriate report or record entry.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Personal Protective Equipment

705.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Division as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

705.1.1 DEFINITIONS

Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

Respiratory PPE - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

705.2 POLICY

The Gahanna Division of Police endeavors to protect members by supplying certain PPE to members as provided in this policy.

705.3 OFFICER RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

705.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training.

Hearing protection shall meet or exceed the requirements provided in OAC § 4167-3-03 and 29 CFR 1910.95.

705.5 EYE PROTECTION

Approved eye protection, including side protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses shall incorporate the

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

The Rangemaster shall ensure eye protection meets or exceeds the requirements provided in OAC § 4167-3-03 and 29 CFR 1910.133.

705.6 HEAD AND BODY PROTECTION

Members who make arrests or control crowds should be provided ballistic head protection with an attachable face shield. Members deployed to the scene of a riot or similar civil disturbance should be provided with padded body protection consisting of chest, arm, leg and groin protection.

705.7 RESPIRATORY PROTECTION

The Administrative Bureau is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan shall include procedures for (OAC § 4167-3-03; 29 CFR 1910.134):

(a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.

(b) Fit testing, including identification of members or contractors qualified to conduct fit testing.

(c) Medical evaluations.

(d) PPE inventory control.

(e) PPE issuance and replacement.

(f) Cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respiratory PPE, including schedules for these activities.

(g) Regularly reviewing the PPE plan.

(h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA), and state PPE standards and guidelines.

705.7.1 RESPIRATORY PROTECTION USE

Designated members may be issued respiratory PPE based on the member's assignment (e.g., a narcotics investigator who is involved in clandestine lab investigations).

Respiratory PPE may be worn when authorized by a scene commander who will determine the type and level of protection appropriate at a scene based upon an evaluation of the hazards present.

Scene commanders are responsible for monitoring members using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the scene commander shall reevaluate the continued effectiveness of the respirator and direct the member to leave the

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

respirator use area when the scene commander reasonably believes (OAC § 4167-3-03; 29 CFR 1910.134):

(a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.

(b) The member detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the facepiece.

(c) The member needs to replace the respirator, filter, cartridge, or canister.

705.7.2 MEMBER RESPONSIBILITIES FOR RESPIRATORY PROTECTION

Members shall not use self-contained breathing apparatus (SCBA), full-face respirators, or cartridge respirators unless they have completed training requirements for the equipment.

Members exposed to environments that are reasonably known to be harmful due to gases, smoke, or vapors shall use respiratory PPE.

Members using respiratory PPE shall (OAC § 4167-3-03; 29 CFR 1910.134):

(a) Ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.

(b) Not wear corrective glasses, goggles, or other PPE that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

(c) Perform a user seal check per Division-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.

(d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of their facepiece and ensure that the respirator is replaced or repaired before returning to the affected area.

705.7.3 GAS MASK

Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes, or mists are present. Members must identify and use the correct cartridge based on the circumstances (OAC § 4167-3-03; 29 CFR 1910.134).

A scene commander may order the use of gas masks in situations where the use of a SCBA is not necessary. These incidents may include areas where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

(a) They smell, taste, or are irritated by a contaminant.

(b) They experience difficulty breathing due to filter loading.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(c) The cartridges or filters become wet.

(d) The expiration date on the cartridges or canisters has been reached.

705.7.4 SELF-CONTAINED BREATHING APPARATUS

Scene commanders may direct members to use SCBA when entering an atmosphere that may pose an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere. These situations may include but are not limited to:

(a) Entering the hot zone of a hazardous materials incident.

(b) Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.

(c) Entering a smoke- or chemical-filled area.

The use of SCBA should not cease until approved by a scene commander.

705.7.5 RESPIRATOR FIT TESTING

No member shall be issued respiratory PPE until a proper fit testing has been completed by a designated member or contractor (OAC § 4167-3-03; 29 CFR 1910.134):

After initial testing, fit testing for respiratory PPE shall be repeated (OAC § 4167-3-03; 29 CFR 1910.134):

(a) At least once every 12 months.

(b) Whenever there are changes in the type of SCBA or facepiece used.

(c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

All respirator fit testing shall be conducted in negative-pressure mode.

705.7.6 RESPIRATORY MEDICAL EVALUATION QUESTIONNAIRE

No member shall be issued respiratory protection that forms a complete seal around the face until (OAC § 4167-3-03; 29 CFR 1910.134):

(a) The member has completed a medical evaluation that includes a medical evaluation questionnaire.

(b) A physician or other licensed health care professional has reviewed the questionnaire.

(c) The member has completed any physical examination recommended by the reviewing physician or health care professional.

705.8 RECORDS

The Training Sergeant is responsible for maintaining records of all:

(a) PPE training.

(b) Initial fit testing for respiratory protection equipment.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(c) Annual fit testing.

(d) Respirator medical evaluation questionnaires and any subsequent physical examination results.

1. These records shall be maintained in a separate confidential medical file.

The records shall be maintained in accordance with the established records retention schedule, OAC § 4167-3-03 and 29 CFR 1910.134.

705.9 TRAINING

Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove, and adjust PPE; how to care for the PPE; and the limitations (OAC § 4167-3-03; 29 CFR 1910.132).

Members issued respiratory PPE shall attend annual training on the proper use of respiratory protection devices (OAC § 4167-3-03; 29 CFR 1910.134).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Chapter 8 - Support Services

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Crime Analysis

800.1 PURPOSE AND SCOPE

Crime analysis should provide current, useful information to aid operational personnel in meeting its tactical crime control and prevention objectives. Crime Analysis is intended to help identify and analyze the methods of operation of individual criminals, providing crime pattern recognition and analysis of data from field interrogations and arrests. Crime analysis can be useful to the Division's long-range planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities.

800.2 DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to:

- Crime reports
- Field Interview cards
- Parole and probation records
- Computer Aided Dispatch data
- Department of Public Safety - Crime Records Service

800.3 CRIME ANALYSIS FACTORS

The following minimum criteria should be used in collecting data for crime analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information

800.4 CRIME ANALYSIS DISSEMINATION

For a crime analysis system to function effectively, information should be disseminated to the appropriate units or persons on a timely basis. Information that is relevant to the operational and tactical plans of specific line units should be sent directly to those units. Information relevant to the development of the Division's strategic plans should be provided to the appropriate staff units. When information pertains to tactical and strategic plans, it should be provided to all affected units.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

the Communications Center

801.1 PURPOSE AND SCOPE

This policy establishes guidelines for the basic functions of the Communications Center. It addresses the immediate information needs of the Division in the course of its normal daily activities and during emergencies.

801.1.1 CERTIFICATION STANDARDS

This policy contains content that pertains to Ohio Collaborative Law Enforcement Agency Certification (OCLEAC) Standards.

See attachment: OCLEAC Standards Compliance Checklist 5-19-2020.pdf

801.2 POLICY

It is the policy of the Gahanna Division of Police to provide 24-hour telephone service to the public for information and for routine or emergency assistance.

The Division provides two-way radio capability for continuous communication between the Communications Center and division members in the field.

801.3 THE COMMUNICATIONS CENTER SECURITY

The communications function is vital and central to all emergency service operations. The safety and security of the Communications Center, its members and its equipment must be a high priority. Special security procedures shall be established in accordance with LEADS / NCIC guidelines pertaining to the housing and security of Criminal Justice Information Systems (CJIS) equipment and data.

Access to the Communications Center shall be limited to the Communications Center members, the shift supervisor, command staff and division members with a specific business-related purpose.

801.4 RESPONSIBILITIES

801.4.1 COMMUNICATIONS SUPERVISOR (TERMINAL AGENCY COORDINATOR)

The Chief of Police shall appoint and delegate certain responsibilities to a Communications Supervisor. The Communications Supervisor is directly responsible to the Support Services Subdivision Commander or the authorized designee.

The responsibilities of the Communications Supervisor include, but are not limited to:

(a) Overseeing the efficient and effective operation of the Communications Center in coordination with other supervisors.

(b) Scheduling and maintaining dispatcher time records.

(c) Supervising, training and evaluating dispatchers.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(d) Ensuring the radio and telephone recording system is operational.

1. Recordings shall be maintained in accordance with the established records retention schedule and as required by law.

(e) Processing requests for copies of Communications Center information for release.

(f) Ensuring compliance in the use of the Communications Center database systems.

(g) Maintaining and updating the Communications Center procedures manual.

1. Procedures for specific types of crime reports may be necessary. For example, specific questions and instructions may be necessary when talking with a victim of a sexual assault to ensure that his/her health and safety needs are met, as well as steps that he/she may take to preserve evidence.

2. Ensuring dispatcher compliance with established policies and procedures.

(h) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the Personnel Complaints Policy.

(i) Ensuring a current contact list of City personnel to be notified in the event of a utility service emergency is available and accessible.

801.4.2 ADDITIONAL PROCEDURES

The Communications Supervisor should establish procedures for:

(a) Recording all telephone and radio communications and playback issues.

(b) Storage and retention of recordings.

(c) Security of audio recordings (e.g., passwords, limited access, authorized reviewers, preservation of recordings past normal retention standards).

(d) Availability of current information for dispatchers (e.g., Shift Sergeant contact, rosters, member tracking methods, member contact, maps, emergency providers, tactical dispatch plans).

(e) Assignment of field members and safety check intervals.

(f) Emergency Medical Dispatch (EMD) instructions and Emergency Fire Dispatch (EFD) instructions.

(g) Procurement of external services (e.g., fire suppression, ambulances, aircraft, tow trucks, taxis).

(h) Protection of essential equipment (e.g., surge protectors, gaseous fire suppression systems, uninterruptible power systems, generators).

(i) Protection of radio transmission lines, antennas and power sources for the Communications Center (e.g., security cameras, fences).

(j) Handling misdirected, silent and hang-up calls.

(k) Handling private security alarms, if applicable.

(l) Radio interoperability issues.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

801.4.3 DISPATCHERS

Dispatchers report to the Communications Supervisor. The responsibilities of the dispatcher include, but are not limited to:

(a) Receiving and handling all incoming and transmitted communications, including:

1. Emergency 9-1-1 lines.
2. Business telephone lines.
3. Telecommunications Device for the Deaf (TDD)/Text Telephone (TTY) equipment.
4. Radio communications with division members in the field and support resources (e.g., fire department, emergency medical services (EMS), allied agency law enforcement units).
5. Other electronic sources of information (e.g., text messages, digital photographs, video).

(b) Documenting the field activities of division members and support resources (e.g., fire department, EMS, allied agency law enforcement units).

(c) Inquiry and entry of information through the Communications Center, division and other law enforcement database systems (e.g., Bureau of Motor Vehicles (BMV) records, Ohio Law Enforcement Automated Data System (LEADS) and NCIC).

(d) Monitoring division video surveillance systems.

(e) Maintaining the current status of members in the field, their locations and the nature of calls for service.

(f) Notifying the Shift Sergeant or field supervisor of emergency activity, including, but not limited to:

1. Vehicle pursuits.
2. Foot pursuits.
3. Assignment of emergency response.

801.5 CALL HANDLING

This division provides members of the public with access to the 9-1-1 system for a single emergency telephone number.

When a call for services is received, the division will reasonably and quickly attempt to determine whether the call is an emergency or non-emergency, and shall quickly ascertain the call type, location and priority by asking four key questions:

- Where?
- What?
- When?
- Who?

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

If the dispatcher determines that the caller has a hearing and/or speech impairment or disability, he/she shall immediately initiate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

If the dispatcher determines that the caller is a limited English proficiency (LEP) individual, the dispatcher should quickly determine whether sufficient information can be obtained to initiate an appropriate response. If language assistance is still needed, the language is known and a language-appropriate authorized interpreter is available in the Communications Center, the dispatcher should immediately connect the LEP caller to the authorized interpreter.

If no authorized interpreter is available or the dispatcher is unable to identify the caller's language, the dispatcher will contact the contracted telephonic interpretation service and establish a three-party call connecting the dispatcher, the LEP individual and the interpreter.

Dispatchers should be courteous, patient and respectful when dealing with the public.

801.5.1 EMERGENCY CALLS

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the dispatcher has obtained all necessary information to ensure the safety of the responding division members and affected individuals.

Emergency calls should be dispatched immediately. The shift supervisor shall be notified of pending emergency calls for service when division members are unavailable for dispatch.

801.5.2 NON-EMERGENCY CALLS

A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the dispatcher to handle a higher priority or emergency call.

The reporting person should be advised if there will be a delay in the dispatcher returning to the telephone line or when there will be a delay in the response for service.

801.5.3 STATE-MANDATED NOTIFICATION

Dispatchers who receive a call about an apparent drug overdose should make reasonable efforts, upon the caller's inquiry, to inform the caller about the immunity from prosecution for minor drug possession (ORC § 128.04).

801.6 RADIO COMMUNICATIONS

The police radio system is for official use only, to be used by dispatchers to communicate with division members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

(a) Members acknowledging the dispatcher with their unit number.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(b) Dispatchers acknowledging and responding promptly to all radio transmissions.

(c) Members keeping the dispatcher advised of their status and location.

(d) Member and dispatcher acknowledgements shall be concise and without further comment unless additional information is needed.

The Communications Supervisor shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant's supervisor and processed through the chain of command.

801.6.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE
Gahanna Division of Police radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

801.6.2 RADIO IDENTIFICATION
Members should use their call signs when initiating communication with the dispatcher. The use of the unit number allows for a brief pause so that the dispatcher can acknowledge the appropriate division member. Members initiating communication with other law enforcement or support agencies shall use their unit number and division affiliation. When circumstances exist, members may identify themselves with vehicle identification numbers (e.g. working with aviation units).

801.7 DOCUMENTATION
It shall be the responsibility of the Communications Center to document all relevant information on calls for service or self-initiated activity. Dispatchers shall attempt to elicit, document and relay as much information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum:

- Incident control number.
- Date and time of request.
- Name and address of the reporting person, if possible.
- Type of incident reported.
- Involvement of weapons, drugs and/or alcohol.
- Location of incident reported.
- Identification of members assigned as primary and backup.
- Time of dispatch.
- Time of the responding member's arrival.
- Time of member's return to service.
- Disposition or status of reported incident.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

801.8 CONFIDENTIALITY

Information that becomes available through the Communications Center may be confidential or sensitive in nature. All members of the Communications Center shall treat information that becomes known to them as confidential and release that information in accordance with the Protected Information Policy.

Automated data, such as BMV records, warrants, criminal history information, records of internal police files or medical information, shall only be made available to authorized law enforcement personnel. Prior to transmitting confidential information via the radio, an admonishment shall be made that confidential information is about to be broadcast.

801.9 TRAINING AND CERTIFICATION

The Communications Supervisor shall ensure that all dispatchers receive initial and ongoing training (ORC § 4742.01 et seq.; OAC § 5507-1-07).

Training shall include providing notice to individuals who call about an apparent drug overdose of the immunity from prosecution available under ORC § 2925.11 (ORC § 128.04).

801.9.1 TRAINING STANDARDS

Dispatchers should acknowledge in writing that they received annual training and testing to become proficient in:

- Obtaining complete and accurate information from callers requesting law enforcement assistance.
- Accurately classifying and prioritizing requests for assistance.
- Obtaining and accurately relaying information that may affect responder and/or citizen safety.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Property Room Unit

802.1 PURPOSE AND SCOPE

This policy provides for the proper collection, storage, security and disposition of evidence and other property. This policy also provides for the protection of the chain of custody and those persons authorized to remove and/or destroy property (ORC § 2981.11).

802.1.1 PROPERTY ROOM UNIT SECURITY

The Property Room Unit shall maintain secure storage and control of all property necessitating custody by the Division. The property officer reports to the Administrative Bureau Sergeant and is responsible for the security of the Property Room Unit. Property Room Unit keys are maintained only by the property officer and the Administrative Bureau Sergeant and Lieutenat. An additional key is in a sealed and initialed envelope maintained in the safe in the Chief of Police's office. The property officer and the Administrative Bureau Sergeant and Lieutenant shall not loan Property Room Unit keys to anyone and shall maintain keys in a secure manner.

Any individual without appropriate access rights entering the Property Room Unit, other than the property officer, must be accompanied by the property officer or the Administrative Bureau Sergeant or Lieutenant, and must sign in and out of the logbook, giving the date and time of entry, and the purpose, including a specific case or property number. The entry shall be initialed by the accompanying individual.

802.2 DEFINITIONS

Definitions related to this policy include:

Contraband - Includes property or evidence that is illegal to possess and cannot be returned to the owner.

Evidence - Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a criminal case. This includes photographs, documents temporary and latent fingerprints.

Found Property - Includes property found by an employee or citizen where the owner cannot be readily identified or contacted and has no apparent evidentiary value related to a criminal investigation.

Property - Includes all items of evidence, items taken for safekeeping, found property and contraband.

Safekeeping - Includes the following types of property:

- Property obtained by the Division for safekeeping, such as a firearm
- Personal property of an arrestee not taken as evidence
- Property taken for safekeeping under authority of a law

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

802.3 PROPERTY HANDLING

Any employee who first comes into possession of any property, shall retain such property in his/her possession until it is properly packaged / labeled and placed in the designated property locker or storage room. Care shall be taken to maintain the chain of custody for all evidence.

Any property seized by an officer with or without a warrant, shall be safely kept for as long as necessary for the purpose of being produced as evidence or for any other lawful purpose (ORC § 2981.11(A)(1)).

Any property held as evidence shall be returned to its rightful owner unless subject to lawful detention or ordered destroyed or otherwise disposed of by the court (ORC § 2981.12 and ORC § 2981.13).

Where ownership can be established as to found property that has no apparent evidentiary value, excluding contraband, such property may be released to the owner without the need for impounding such property. The property documentation must be completed to document the release of property not booked. The owner shall sign the documentation acknowledging receipt of the item.

802.3.1 PROPERTY IMPOUND PROCEDURE

All property must be impounded prior to the employee going off-duty. Employees impounding property shall observe the following guidelines:

(a) Complete a property entry in the records management system (RMS) with a unique identifier for each item including all applicable entry and tracking fields.

(b) The officer shall complete the chain of custody form for each item of evidence.The chain of custody form may be incorporated into the packaging envelope or material.

(c) Items should be individually packaged and sealed pursuant to established procedures.

(d) Generate an evidence / property tag and attach it to each package or envelope in which each property is stored.

(e) If an item is too large to be packaged, a property label should be placed on a tag affixed to the item.Property labels should not be affixed directly onto the impounded item.

(f) Property should generally be stored in a temporary property locker.

(g) When a property is too large to be placed in a temporary property locker, the item may be temporarily stored in any Division supply room or other location that can be secured from unauthorized entry. The location shall be secured to prevent entry. The temporary storage location shall be noted in the item's RMS property entry.

802.3.2 NARCOTICS AND DANGEROUS DRUGS

All narcotics and dangerous drugs shall be impounded separately using a separate property record. Drug and narcotics paraphernalia shall also be impounded separately.

The officer seizing the narcotics and dangerous drugs shall place them in the designated temporary property locker.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

802.3.3 EXPLOSIVES

Officers who encounter a suspected explosive device shall promptly notify an immediate supervisor or the Shift Sergeant. The fire department will be called to handle explosive-related incidents and will be responsible for the handling, storage, sampling and disposal of all suspected explosives.

Seized explosives will not be retained in the police facility. Only fireworks that are considered stable and safe and road flares or similar signaling devices may be impounded into property. All such items shall be stored in proper containers and in an area designated for the storage of flammable materials. The property officer is responsible for disposing of any fireworks or signaling devices that are not retained as evidence according to current procedures for disposing of such materials.

802.3.4 EXCEPTIONAL HANDLING

Certain property items require a separate process. The following items shall be processed in the described manner:

(a) Bodily fluids such as blood or semen stains shall be air-dried prior to impound.

(b) License plates found not to be stolen or connected with a known crime should be placed in the designated container or submitted for return to the Ohio Bureau of Motor Vehicles. No formal property impound process is required.

(c) All bicycles and bicycle frames require a property record. Property tags will be securely attached to each bicycle or bicycle frame. The property should be placed in the bicycle storage area.

(d) All cash shall be counted in the presence of another officer and the envelope initialed by both officers. A supervisor shall be contacted for cash in excess of $1,000. The supervisor shall also witness the count, and will initial and date the property documentation and specify any additional security procedures to be used.

(e) All evidence collected by personnel processing a crime scene requiring specific storage requirements pursuant to laboratory procedures should clearly indicate storage requirements on the RMS property entry narrative.

(f) Items that are potential biohazards shall be appropriately packaged and marked to reduce the risk of exposure or contamination.

City property, unless connected to a known criminal case, should be released directly to the appropriate City department. No formal impound is required. In cases where no responsible person can be located, the property should be impounded for safekeeping in the normal manner.

802.3.5 TESTING OF BIOLOGICAL EVIDENCE

The Detective Bureau supervisor shall ensure that division records are reviewed and that all biological evidence that relates to specific homicide and sex offenses is sent to the BCI or another crime laboratory for DNA analysis (ORC § 2933.82).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

802.4 PACKAGING OF PROPERTY

Packaging will conform to certain procedures. Certain items require special consideration and shall be impounded separately as follows:

(a) Controlled substances.

(b) Firearms (ensure they are unloaded, rendered safe, and impounded separately from ammunition).

(c) Property with more than one known owner.

(d) Drug paraphernalia.

(e) Fireworks.

(f) Contraband.

(g) Biohazards.

802.4.1 PACKAGING CONTAINER

Employees shall package all property in a suitable container that is appropriate for its size. Knife boxes should be used to package knives, handgun boxes should be used for handguns and syringe tubes should be used to package syringes and needles.

All property shall be labeled.

802.4.2 PACKAGING CONTROLLED SUBSTANCES

The officer seizing narcotics and dangerous drugs shall retain such property in his/her possession until it is properly weighed, packaged, tagged and placed in the designated drug locker. Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected controlled substances, to exclude suspected marijuana. When conducted, the result of this test shall be included in the officer's report. Results of the presumptive test shall be photographed and the test itself shall not be impounded.

Narcotics and dangerous drugs shall be packaged appropriately. The impounding officer shall initial the sealed envelope. Controlled substances shall not be packaged with other property.

The impounding officer shall weigh the suspected narcotics or dangerous drugs in the container in which it was seized. A full description of the item, along with packaging and total weight of the item as seized, will be placed in the case report and on the property label.

A completed property label shall be affixed to the exterior of the container. The chain of custody shall be maintained.

802.4.3 RIGHT OF REFUSAL

The property officer has the right to refuse any piece of property that is hazardous or that has not properly documented or packaged. Should the property officer refuse an item of property, he/she

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

shall maintain secure custody of the item in a temporary property locker or other safe location and inform the submitting officer's supervisor.

802.5 RECORDING OF PROPERTY

The property officer receiving custody of evidence or property shall indicate receipt of the item for each piece of property received. The property record will be the permanent record of the property in the Property Room Unit. The property officer will record his/her identification, the date and time the property was received and where the property will be stored on the property record, maintaining chain of custody (ORC § 2981.11(B)(1)(a)).

A property record shall be maintained and a unique property number created for each piece of property received. The record shall record by property number, the date received, case number, item description, item location and date disposed. A unique property number shall be obtained for each item or group of items from the record.

Any changes in the location of property held by the Gahanna Division of Police shall be noted in the property record.

802.6 PROPERTY CONTROL

Each time the property officer receives property or releases property to another person, he/she shall enter this information on the property record and maintain the chain of custody. Officers desiring property for court should contact the property officer at least one day prior to the court day.

802.6.1 RESPONSIBILITIES OF OTHER PERSONNEL

Every time property is released or received, an appropriate entry on the chain of custody form and the property record shall be completed. No property or evidence is to be released without verification of release disposition.

Request for analysis of items other than controlled substances shall be completed on the appropriate forms and submitted to the property officer. This request may be filled out any time after impoundment of the property or evidence.

802.6.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The transporting employee will check the evidence out of property, indicating the date and time on the property record, chain of custody, and the request for laboratory analysis.

The lab forms will be transported with the property to the examining laboratory. Upon delivering the item involved, the officer will record the delivery time on the chain of custody and the request for laboratory analysis. Any applicable documents (e.g. property receipts or chain of custody form) shall be retained by this division.

802.6.3 STATUS OF PROPERTY

Each person receiving property will make the appropriate entry to document the chain of custody. Temporary release of property to officers for investigative purposes, or for court, shall be noted on the property record, stating the date, time and to whom it was released.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

The property officer shall enter the name / identification of the person to whom property was released and the reason for release. Any employee receiving property shall be responsible for such property until it is returned to the Property Room Unit or released to another authorized person or entity.

The return of the property should be recorded on the property record, indicating date, time and the person who returned it.

802.6.4 AUTHORITY TO RELEASE PROPERTY

The property officer shall not release any property without verification of release disposition/status.

For property in custody of the Division for investigatory or prosecutorial purposes and owned by a victim or witness, a property officer shall, upon the request of the owner:

(a) Provide a list describing the property, unless such release would seriously impede an investigation.

(b) Return the property expeditiously, unless the property is contraband or required as evidence.

Upon the direction of a prosecuting attorney or assigned investigator, property held as evidence of a crime may be photographed and released to the owner.

802.6.5 RELEASE OF PROPERTY

All reasonable attempts shall be made to identify and locate the rightful owner of found property or evidence not needed for an investigation, either by telephone and/or mail, when sufficient identifying information is available.

Release of property shall be made upon authorization. Release of all property shall be properly documented in the property record.

A property officer shall release the property to the owner or finder upon valid identification and proper documentation presented by the owner or finder for which an authorized release has been verified. The owner or finder may be required to pay any costs incurred by the agency, including costs for advertising or storage. A signature of the person receiving the property shall be recorded on the property receipt.

Release of unclaimed or forfeited property to an authorized finder shall be released in compliance with existing laws and as deemed appropriate by a court (ORC § 2981.12(B)).

Upon release or other form of disposal, the proper entry shall be recorded in all property documentation and logs (ORC § 2981.11(B)(1)(b)).

802.6.6 STOLEN OR EMBEZZLED PROPERTY

Stolen or embezzled property or property believed to be stolen or embezzled that is in the custody of this division shall be restored to the legal owner. Such property may be released from law enforcement custody when the following are satisfied:

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(a) Photographs of the property are retained within the Division's records management system.

(b) Satisfactory proof of ownership is shown by the owner.

(c) A declaration of legal ownership is signed under penalty of perjury.

(d) A receipt for the property is obtained from the owner upon delivery.

802.6.7 DISPUTED CLAIMS TO PROPERTY

Occasionally more than one party may claim an interest in property being held by the division, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a court order or other proof of the undisputed right to the involved property.

All parties should be advised that their claims are civil. In extreme situations, legal counsel for the Division may be asked to file an interpleader in court to resolve the disputed claim.

802.6.8 RELEASE AND DISPOSAL OF FIREARMS

A firearm may not be released until it has been verified that the person receiving the weapon is not prohibited from receiving or possessing the weapon by 18 USC § 922 (d) or ORC § 2923.13.

The Division shall make best efforts to identify the owner and shall retain the firearm for at least 90 days. If the owner cannot be found at the expiration of such period, the firearm or dangerous ordnance suitable for law enforcement work may be retained for that purpose. Firearms suitable for sporting use or as museum pieces or collectors' items may be sold at public auction pursuant to ORC § 2981.12(B). The Division shall properly destroy all other firearms and dangerous ordnance or send them to the Bureau of Criminal Identification and Investigation (BCI) (ORC § 2981.12(A)(2)).

802.6.9 FIREARMS RECEIVED FROM CORONER'S OFFICE

When a firearm is delivered to this division by the coroner, a receipt for the firearm that states the date of delivery and an accurate description of the firearm shall be issued to the coroner. The firearm shall be used for evidentiary purposes only. Once the firearm is no longer needed as evidence, the Chief of Police or the authorized designee shall give the firearm to the deceased person's next of kin or other relative, upon request, and if the person is lawfully allowed to possess the firearm. The Chief of Police or the authorized designee shall keep a record of the person to whom the firearm is given, the date of delivery and a description of the firearm. If a next of kin or other relative does not request the firearm, or is prohibited from possessing the firearm, it may be used at the discretion of the Chief of Police (ORC § 313.14).

802.7 DISPOSITION OF PROPERTY

The Division shall make a reasonable effort to locate persons entitled to possession of the property, to notify them of when and where it may be claimed, and to return the property to them at the earliest possible time. In the absence of evidence identifying persons entitled to the property,

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

it shall be described in a local newspaper, inviting persons to view and establish their right before final disposition (ORC § 2981.11(C)).

The property officer shall request a disposition or status on all property which has been held in excess of 120 days and for which no disposition has been received from a supervisor or detective.

All property not held for evidence in a pending criminal investigation or proceeding, and where the owner has not been located or fails to claim the property, may be disposed of in compliance with existing laws (ORC § 2981.12 and ORC § 2981.13).

Upon any release or disposal of any property, the proper notation shall be made on the property control card and in the property logbook to include the final disposition, date of disposition, financial recordings and expenditures related to the property if it was sold, and the name of any person who received the property. However, the record shall not identify or enable identification of the individual employee who seized any item of property or the specific expenditure related to the property in an ongoing investigation (ORC § 2981.11(B)(1)(b)).

802.7.1 EXCEPTIONAL DISPOSITIONS

The following types of property shall be destroyed or disposed of in the manner and at the time prescribed by law or by a court of competent jurisdiction (ORC § 2981.12):

- Firearms and dangerous ordnance
- Obscene materials
- Beer, intoxicating liquor or alcohol
- Vehicles, watercraft, aircraft or parts thereof
- Animals, birds and equipment related to their care and containment that have been ordered forfeited by the court
- Counterfeiting equipment
- Gaming devices
- Computers, computer networks, systems, or software

802.7.2 UNCLAIMED MONEY

If found or seized money is no longer required as evidence and remains unclaimed after any applicable statutory period, the money is presumed unclaimed property and may be retained as allowed by law (ORC § 2981.12).

802.7.3 RETENTION OF BIOLOGICAL EVIDENCE

The Property Room Unit Supervisor shall ensure that no biological evidence held by the Division is destroyed without adequate notification to the following persons, when applicable (ORC § 2933.82):

(a) The defendant

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(b) The defendant's attorney

(c) The state public defender

(d) The appropriate prosecutor

(e) The Attorney General

(f) Any sexual assault victim

(g) The Detective Bureau Supervisor

Biological evidence shall be retained for a minimum period established by ORC § 2933.82, the Property Room Unit Supervisor or the expiration of any sentence imposed related to the evidence, whichever time period is greater. Following the retention period, notifications should be made by certified mail, return receipt requested, and should inform the recipient that the evidence will be destroyed after a date specified in the notice unless a motion for retesting or a written request for retention is filed and served on the Division within one year of the date of the notification.

A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence shall be retained in the appropriate file and a copy forwarded to the Detective Bureau Supervisor.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Chief of Police and the head of the applicable prosecutor's office.

802.7.4 MARIJUANA

At the first sign of mold growth, stored marijuana shall be photographed showing the mold growth. As soon as practicable, the property officer shall make efforts to lawfully destroy the contaminated marijuana, in compliance with this policy. The property officer should consult with the member assigned to the case investigation for authorization to destroy the remaining marijuana, after taking representative samples, and should request assistance from the appropriate prosecutor in obtaining a court order for immediate destruction.

802.7.5 MEDICAL MARIJUANA

The investigating member should advise the property officer and the prosecutor if the party from whom the marijuana was seized holds a valid medical permit to possess marijuana or claims that the possession of the marijuana is for medical purposes.

The property officer shall store marijuana, drug paraphernalia, or other related property that is seized from a person engaged in or assisting with the use of medical marijuana in a manner that is consistent with the provisions of the Medical Marijuana Policy.

Marijuana that is infected with mold shall not be returned. This includes marijuana seized from a person who holds a valid medical permit to possess marijuana or who claims that possession of the marijuana is for medical purposes.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

802.8 REPORTS

If the Division has any seized or forfeited property in its custody, including amounts distributed under ORC § 2981.13, a report covering the calendar year shall be sent to the Attorney General not later than the first day of March in the following calendar year (ORC § 2981.11(B)(2)).

802.8.1 PUBLIC ACCESS

This policy and records kept under this policy shall be open to public inspection during regular business hours as allowed or required by law (ORC § 2981.11(B)(3)).

802.9 INSPECTIONS OF THE PROPERTY ROOM UNIT

On a monthly basis, the Property Room supervisor shall inspect the evidence storage facilities and practices to ensure adherence to appropriate policies and procedures.

(a) Unannounced inspections of evidence storage areas shall be conducted annually, as directed by the Chief of Police.

(b) An annual audit of a representative sampling of evidence held by the Division shall be conducted by a Bureau Commander as assigned by the Chief of Police.

(c) Whenever a change is made in personnel who have access to the Property Room Unit, an inventory of designated evidence/property shall be made.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Records Bureau Procedures

803.1 PURPOSE AND SCOPE

The Administrative Operations Manager shall keep the Division Records Bureau procedures continuously updated to reflect the procedures being followed within the Records Bureau. Policies and procedures that apply to all employees of this division are contained in this chapter.

803.1.1 NUMERICAL FILING SYSTEM

Case reports are filed numerically by Records Bureau personnel.

Reports are numbered commencing with the last two digits of the current year followed by a sequential number beginning with 00001 starting at midnight on the first day of January of each year. As an example, case number 16GAH-00001 would be the first new case beginning January 1, 2016.

803.2 FILE ACCESS

All reports including, but not limited to, initial, supplemental, follow-up, evidence and all reports related to a case shall be maintained in a secure area within the Records Bureau or the Detective Bureau, accessible only to authorized personnel.

803.2.1 REQUESTING ORIGINAL REPORTS

Generally, original documents shall not be removed from the Records Bureau. Should an original report be needed for any reason, the requesting employee shall first obtain authorization from authorized Records Bureau personnel. A member may make a copy of an original document for Division purposes without prior authorization.

803.3 RECORDS MANAGER TRAINING

The Administrative Operations Manager shall receive training in records management, including proper maintenance, retention and disposal of records and the proper release of records under state and federal law.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Records Maintenance and Release

805.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of Division records. Protected information is separately covered in the Protected Information Policy.

805.2 POLICY

The Gahanna Division of Police is committed to providing public access to records in a manner that is consistent with the Ohio Public Records Act (ORC § 149.43).

805.3 CUSTODIAN OF RECORDS

The Chief of Police shall designate a Custodian of Records. The responsibilities of the Custodian of Records include, but are not limited to (ORC § 149.43):

(a) Managing the records management system for the Division, including the retention, archiving, release and destruction of Division public records.

(b) Maintaining and updating the City of Gahanna's records retention schedule, including:

  (a) Identifying the minimum length of time the Division must keep records.

  (b) Identifying the bureau responsible for the original record.

  (c) Making a copy of the current retention schedule readily available to the public.

(c) Establishing rules regarding the inspection and copying of Division public records as reasonably necessary for the protection of such records.

  1. The Custodian of Records may limit the number of records requested by a person that the Division will physically deliver via mail or by another delivery service to 10 records per month unless the requester certifies in writing that he/she does not intend to use or forward the requested records, or information contained in the records, for commercial purposes.

  2. Records in digital format that are publicly available on the internet may be limited as set forth in ORC § 149.43.

(d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.

(e) Establishing rules regarding the processing of subpoenas for the production of records.

(f) Ensuring the availability of a current schedule of fees for public records as allowed by law.

(g) Preparing a notice that incorporates this policy and ensuring that it is displayed in conspicuous places in all locations where Division records are available to the public.

(h) Maintaining current information on the City of Gahanna website that relates to public records release.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(i) Ensuring that records are organized and maintained in such a manner as to make them available for inspection or copying.

(j) Selecting appropriate public records, if any, to publish on the City's website.

805.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any Division member who receives a request for any record shall route the request to the Custodian of Records or the authorized designee.

805.4.1 REQUESTS FOR RECORDS

The processing of requests for any record is subject to the following (ORC § 149.43):

(a) The Division is not required to create records that do not exist.

(b) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.

1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/video release should be maintained in the Division-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.

2. The requester shall be notified of any redaction in the public record if the redaction is not plainly visible.

(c) If a request is ambiguous or overly broad, or if the Custodian of Records cannot reasonably identify what public records are being requested, the request may be denied.

1. The requester shall be provided with an opportunity to revise the request and shall be informed by the Custodian of Records of the manner in which records are maintained by the Division and how the records are accessed in the ordinary course of business.

(d) A person requesting records may be asked to make a request for records in writing to expedite processing of the request and may be asked for his/her identity. Prior to such a request, the person shall be told that:

1. There is no requirement to provide a written request.

2. There is no requirement to provide his/her identity.

3. There is no requirement to disclose the intended use of the records.

4. The purpose of the written request or disclosure of the person’s identity or intended use would benefit the person making the request by enhancing the ability of the Custodian of Records to identify, locate or deliver the records requested.

(e) Fees for copies or the cost of delivery of the records to the requester via mail should be paid in advance.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(f) If a request is denied, either in whole or in part, the Custodian of Records shall provide the requester with an explanation setting forth the reason(s) for the denial, including the legal authority relied upon in making the determination. If the initial request was in writing, the explanation shall also be provided in writing.

805.5 RELEASE RESTRICTIONS

Examples of release restrictions include:

(a) Personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver license record, motor vehicle record, or any division record, including traffic collision reports, are restricted except as authorized by the Division, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722; ORC § 4501.27; ORC § 149.45).

(b) Victim information that may be protected by statutes, including photographs or images of victims as prohibited by ORC § 149.43 (ORC § 2907.11).

(c) Juvenile-related information that may be protected by statutes (ORC § 149.435).

(d) Confidential investigatory records of the Division that pertain to a law enforcement matter of criminal, quasi-criminal, civil, or administrative nature if release would create a high probability of disclosure of any of the following (ORC § 149.43):

  (a) Identity of a suspect not yet charged with an offense to which the record pertains.

  (b) Identity of an information source or witness to whom confidentiality has been reasonably assured. This also includes information provided by an information source or witness if the release would tend to disclose his/her identity.

  (c) Confidential investigatory techniques, procedures, or specific investigatory work product.

  (d) Information that would endanger the life or physical safety of a member, crime victim, witness, or confidential information source.

(e) Certain types of reports involving but not limited to child abuse and molestation (ORC § 2151.421) and adult abuse (ORC § 5101.61).

(f) Records pertaining to the residential or family information of peace officers (ORC § 149.43).

(g) Personally identifiable information of a program participant of the Ohio Secretary of State's address confidentiality program (ORC § 149.43).

(h) Restricted portions of recordings made by a dashcam or a member's body-worn camera as provided in ORC § 149.43(A)(1). Certain recordings may be disclosed with the consent of the subject of the recording or his/her representative pursuant to the requirements of ORC 149.43(H)(1).

(i) Telephone numbers for a person involved in a motor vehicle accident or a witness of a crime as provided in ORC § 149.43.

(j) Any other information that may be appropriately denied by ORC § 149.43(A)(1).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

805.5.1 ENHANCED RECORDS ACCESS BY JOURNALISTS

(a) Journalists, as defined in ORC § 149.43, are entitled to enhanced access to certain records not available to the general public provided:

1. The request is in writing.
2. The journalist identifies himself/herself by name, title and employer's name and address.
3. The journalist establishes and signs a request that the information sought is in the public interest.

(b) Records available to journalists but not the general public include:

1. Personal residential addresses of an officer of this division (ORC § 149.43).
2. The business name and address of a spouse, former spouse or child of an officer of this division, only if employed by a public office (ORC § 149.43).
3. Coroner records pursuant to ORC § 313.10.
4. The name, county of residence and date of birth of a person for whom the sheriff issued, suspended or revoked a permit for a concealed weapon (ORC § 2923.129).
5. Addresses and telephone numbers of workers' compensation claimants (ORC § 4123.88).
6. Limited information about minors in a school bus vehicle accident (ORC § 149.43).

805.6 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the City Prosecutor, City Attorney or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Division so that a timely response can be prepared.

805.7 RELEASED RECORDS TO BE MARKED

Each page of any written record released pursuant to this policy should be stamped in a colored ink or otherwise marked to indicate the division name and to whom the record was released.

Each audio/video recording released should include the division name and to whom the record was released.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

805.8 SEALED RECORDS OR EXPUNGEMENT

Expungement orders or an order to seal records received by the Division shall be reviewed for appropriate action by the Custodian of Records. The Custodian of Records shall expunge or seal such records as ordered by the court. Records may include, but are not limited to, a record of arrest, investigation, detention or conviction. Once expunged or sealed, members shall respond to any inquiry as though the record did not exist.

805.9 TRAINING

The Custodian of Records and any member who may be responsible for access or release of public records shall attend training approved by the Ohio Attorney General, such as that provided by the Ohio Association of Chiefs of Police (OACP).

The Custodian of Records and all Divison members shall acknowledge and sign that they have read and received a copy of this policy (ORC § 149.43).

805.10 SECURITY BREACHES

Members who become aware that any Gahanna Division of Police system containing personal information may have been breached should notify the Office Manager as soon as practicable. The Office Manager shall ensure the required notice is given to any resident of this state whose unsecured personal information is reasonably believed to have been acquired by an unauthorized person (ORC § 1347.12).

Notice shall be given in the most expedient time possible but not later than 45 days following its discovery or notice of the breach consistent with any measures necessary to determine the scope of the breach, including which residents' personal information was accessed and acquired and to restore the reasonable integrity of the data system. Notice may be delayed if notification will impede a criminal investigation or jeopardize homeland or national security but notice shall be made once it is determined that disclosure or notification will not compromise the investigation or jeopardize homeland or national security (ORC § 1347.12).

For the purposes of the notice requirement, personal information includes an individual's first name or first initial and last name in combination with any one or more of the following (ORC § 1347.12):

(a) Social Security number

(b) Driver's license number or Ohio identification card number

(c) Full account number, credit or debit card number, in combination with and linked to any required security code, access code, or password that would permit access to an individual's financial account

If the breach reasonably appears to have been made to protected information covered in the Protected Information Policy, the Administrative Operations Manager should promptly notify the appropriate member designated to oversee the security of protected information (see the Protected Information Policy).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Protected Information

806.1 PURPOSE AND SCOPE

The Gahanna Division of Police has access to federal the Criminal Justice Information System (CJIS) through the National Crime Information Center (NCIC) via teletype and access to state and local justice information, including Bureau of Motor Vehicle records, through Ohio's Law Enforcement Automated Data System (LEADS) by teletype and telephone.

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Gahanna Division of Police. This policy addresses the protected information that is used in the day-to-day operation of the Division and not the public records information covered in the Records Maintenance and Release Policy.

806.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Gahanna Division of Police and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

806.2 POLICY

Division members will adhere to all applicable laws, orders, regulations, user agreements, and training provisions related to the access, use, dissemination and release of protected information.

Members shall access LEADS, NCIC, NLETS, and other criminal justice information systems only for an authorized purpose pursuant to LEADS Administrative Rules and only for authorized agency-related purposes. The use of any of these systems and/or information for personal use is strictly prohibited.

This policy, LEADS Administrative Rules 5401:2-10-01 through 4501:2-10-14, the LEADS operating manual, LEADS training material, LEADS Security Policy, LEADS messages, and periodic LEADS newsletters furnish necessary written guidance to terminal operators and supervisors for standard operation.

806.3 RESPONSIBILITIES

The Chief of Police shall designate a member of the Division to serve as the Terminal Agency Coordinator (TAC), to coordinate the use of protected information.

The responsibilities of this position include, but are not limited to:

(a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Bureau of Motor Vehicles (BMV) records and Ohio Law Enforcement Automated Data System (LEADS) (OAC § 4501:2-10-03; OAC § 4501:2-10-06).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1. The LEADS Operating Manual and the National Crime Information Center (NCIC) Manual shall be located in close proximity to LEADS equipment in the Communications Center and readily available for reference and use.

(b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy.

(c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.

(d) Developing procedures to ensure training and certification requirements are met.

(e) Resolving specific questions that arise regarding authorized recipients of protected information.

(f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

806.3.1 LEADS AUDITS

The TAC is responsible for maintaining documents and logs as required by LEADS administrative rules OAC § 4501:2-10-06(A).

806.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, or Division policy. Only those members who have completed required training and met applicable standards, such as the completion of a background check, may access protected information, and only when the member has a legitimate work-related reason for such access (OAC § 4501:2-10-03).

A Division member who violates LEADS, NCIC, or any other CJIS policy may be disciplined up to or including termination. Unauthorized use or access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action and/or criminal prosecution. Any administrative violation and/or criminal activity related to any protected information system prescribed in this policy shall be reported to the Terminal Agency Coordinator and to the appropriate LEADS administrative authority without undue delay. Failure to do so may result in disciplinary action against the person(s) who become aware of such activity and failed to report it.

Disciplinary sanctions may take into consideration the extent of loss or injury to the system, agency, or other person(s) upon the improper use, release, or disclosure of information. Discipline will be in accordance with Division policy, the provisions in the applicable work agreement, and under authority of the Chief of Police.

The Division shall conduct fingerprint-based records checks and required background checks/ investigations on any individual granted access to a sensitive area within any Division facility

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

where Criminal Justice Information (OHLEG, LEADS, etc.) may be accessed, obtained, or stored. This provision includes, but is not limited to, Division personnel, other City employees, Council members, vendors, and/or visitors. Individuals who have not been subject to this provision will be escorted at all times while in such sensitive areas within any Division facility.

806.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know (OAC § 4501:2-10-06(C)).

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Office of the Chief of Police management analyst for information regarding a formal request.

Unless otherwise restricted, or when an investigation would be jeopardized, protected information maintained by the Division may be shared with authorized persons from other law enforcement agencies who are assisting with or conducting a related investigation or pursuant to a mutual aid request. Any such information shall be released only through authorized means and for a legitimate law enforcement purpose. Such requests may be referred to the Records Bureau to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other division members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

806.6 SECURITY OF PROTECTED INFORMATION

The Chief of Police will select a member of the Division to oversee the security of protected information.

The responsibilities of this position include, but are not limited to (OAC § 4501:2-10-03):

(a) Developing and maintaining security practices, procedures and training.

(b) Ensuring federal and State compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.

(c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.

(d) Tracking, documenting and reporting all breach of security incidents to the Chief of Police and appropriate authorities.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

806.6.1 MEMBER RESPONSIBILITIES
Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal).

806.7 DEPUTY SUZANNE HOPPER ACT

The Communications Centershall enter into NCIC information provided by a court regarding (ORC § 2929.44):

(a) The conditional release of a person found incompetent to stand trial or not guilty by reason of insanity.

(b) An order that a person convicted of an offense of violence receive a mental health evaluation or treatment for a mental illness.

Division members who have contact with a person who has such information entered into NCIC shall report the contact to the Department of Mental Health and Addiction Services, and, if the terms of the release require the defendant or person to receive mental health treatment, to the treatment provider.

806.8 TRAINING

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination (OAC § 4501:2-10-03).

All new employees with access to LEADS shall receive CJIS security awareness training and/or LEADS Operator Training within their first 60 days of employment or appointment, or for sworn personnel within 60 days following completion of basic academy training. The Communications Center supervisor or designee will facilitate such training.

806.9 DATA SECURITY THREAT RESPONSE

The Division utilizes multiple network security and scanning platforms, including both cloud and locally hosted systems. The City has real-time IDS (Intrusion Detection Systems) and IPS (Intrusion Prevention Systems) applications in place to monitor the network systems for malicious activity.

When intrusion/malicious events occur they are logged and the Data Security Threat Response Team is notified immediately.

- The Data Threat Response Team is comprised of the Mayor, Chief of Police, Deputy Chief of Police, Human Resources Director, Information Technology (IT) Manager, System Administrator, and Network Administrator.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

- Affected Systems are taken offline and imaged for analysis.
- The City of Gahanna then leverages third party security companies to work with the team to analyze the situation and correct the vulnerabilities.
- If a security weakness is exploited, the Data Security Threat Response Team will notify the agency's Terminal Agency Coordinator (TAC) with proper documentation, including pertinent links to the National Vulnerability Database, if available.
    - In the event of the TAC's absence, a member of the Data Security Threat Response Team will notify the Chief of Police or designee.
    - Per Ohio State Highway Patrol LEADS Security Policy 5.3.1.1.3, malicious computer attacks and other security-related incidents will be reported to LEADS Control Center at 1-800-859-2077. Examples of such incidents include, but are not limited to, denial of service attacks, network intrusions, session hijacking, theft of mobile data terminals, viruses, worms, etc.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Text to 9-1-1/ Short Message Service (SMS)

809.1 PURPOSE AND SCOPE

It is the purpose of this policy to provide guidelines for the receipt and processing of calls to the Division's Communications Center that are sent via Short Message Service (SMS) messaging, otherwise referred to as text messaging.

809.2 POLICY

It is the policy of the Gahanna Division of Police to comply with provisions of 9-1-1 system partner agencies regarding the processing of calls-for-service received by the Division's Communications Center via SMS messaging.

809.3 SMS MESSAGING PROTOCOLS

Requests for service received via SMS messaging will come into the Communications Center on a designated queue labeled as "TXT-2-911." If appropriate, when processing a SMS messaging call, a Dispatcher may place himself/herself as 'Not Ready/Busy' on the phone system until the SMS messaging call has been handled.

To initiate a two-way conversation the Dispatcher will answer the call coming in on that queue like any other 9-1-1 call. A window will appear allowing two-way conversation between the Dispatcher and the caller. If pre-set messages are available, the Dispatcher may choose to use those messages as appropriate.

If it is determined that a field unit response is indicated, the Dispatcher will generate a call in the CAD system, or fill out the appropriate information manually in the event of a CAD malfunction or system down event. Initial information will be gathered in the following order:

1. The caller will be greeted with the same script that voice callers receive, e.g. “Gahanna 9-1-1, what is the address of your emergency?"
2. The Dispatcher should ask the caller if they can call in by voice (If it is safe to do so).
3. The nature of the call will be asked for and the appropriate call-types entered into the call. Once a call is classified it will be routed for dispatch to the appropriate unit(s).
    (a) The Dispatcher will provide the same level of service in regard to Emergency Medical Dispatch (EMD) for text calls as they do for voice calls. Dispatchers will follow the same protocol they do for voice calls, by gathering the same information, dispatching the appropriate units and providing the same post-dispatch instructions.
4. Dispatchers will attempt to collect all scene-safety information from the caller to provide any information that may impact or aid in responder and bystander safety.
5. All scene-safety and any other pertinent information will be recorded and relayed to the responders as appropriate.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Before ending of the call, the Dispatcher will inform the caller that the requested assistance is being sent to the address that the caller initially requested. This will help confirm that the address of the incident is correct. **Example** – “EMS will be dispatched to 123 XYZ Street.” Ending a call is accomplished by using the 'End Session' feature. Once a call is released, a message should be sent to the caller indicating that the session has ended. A SMS Messaging session cannot be restored/initiated by the Communications Center again unless the caller messages 9-1-1 again in a new session.

809.3.1 MESSAGING STANDARDS AND CALLBACKS

The content of all SMS messages to/from the Communications Center are public record subject to public/media release. All communications from the Communications Center shall be of a professional nature and work-related. Dispatchers should generally avoid the use of 'texting lingo', shortcuts, or acronyms. All correspondence from the Dispatcher/Communications Center should be in full-length form, with the exception of common acronyms such as roadway-type abbreviations, EMS for Emergency Medical Services, PD for police, and others broadly used by the public.

The caller should be encouraged not to use 'texting lingo', shortcuts, or acronyms so as to help eliminate any confusion on the part of both parties; however, callers are not required to oblige. In the event it becomes difficult to understand a caller's need due to the use of these shortcuts, the Dispatcher should ask the caller if they can call in by voice. When appropriate, non-English SMS messaging should be handled in the same manner as voice calls and pursuant to applicable policies.

In the event the Dispatcher is unable to explain to an SMS messaging caller that they need to call 9-1-1, the Dispatcher should initiate a voice call to the originating number and attempt contact. No caller should be called back in cases where their safety, or that of another, is in question; however, if a responding unit requests a callback on a call for service initially received via SMS messaging, the Dispatcher shall notify the requesting unit of the safety concern. If the responding unit still requests a callback following such notification, the request will be honored.

809.3.2 NON-RESPONSE/AMBIGUOUS MESSAGE FROM SMS MESSAGE SENDER

In the event an ambiguous SMS message is received such that the emergency nature, or lack thereof, of the service request cannot be determined, the Dispatcher should text message back, “If you have an emergency, text or call 9-1-1”, or similar message prompt. If there is still no response, procedures related to 9-1-1 hang-up or silent 9-1-1 calls should be followed.

If the language within the text is garbled and might indicate a “mis-dialed or accidental text” then text message back “If you have an emergency, text or call 9-1-1”, or similar message prompt. If there is still no response, procedures related to 9-1-1 hang-up or silent 9-1-1 calls should be followed.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

809.3.3 HANDLING/PRIORITIZATION OF MULTIPLE SMS MESSAGES
In the event multiple SMS messages are received in the Communications Center, they shall be prioritized in the same manner as 9-1-1 calls, based on the nature of the emergency (to the extent known). A response to each message should be made as soon as practical based on such prioritization. If multiple SMS messages concerning the same incident are received, a response(s) should be sent in an effort to verify they are concerning the same incident.

809.3.4 MISDIRECTED SMS MESSAGES
In the event an SMS message relates to a call-for-service or other matter that is outside the jurisdiction or purview of the Division, it should be transferred to the appropriate agency if it is technically possible to do so. Contact should be maintained with the caller/complainant and the call should be handled pursuant to the type of service request/call type. Communication with such a caller/complainant may be discontinued pursuant to applicable procedures (for call type) or when there is a unit(s) on-scene. The Dispatcher should provide the caller/complainant contact information for the appropriate agency when such information can be reasonably obtained and relayed.

809.3.5 PRIORITIZATION OF VOICE VS. SMS MESSAGE CALLS
All calls-for-service received by the Communications Center shall be prioritized based on the nature of the call, regardless of the manner by which the call/request for service was received (e.g. whether by voice call or SMS message).

809.3.6 TRACKING TEXT-TO-9-1-1 CALLERS
For tracking text-to-9-11 callers, the rebid feature/function shall be used to obtain a current location for the caller. In the event the caller leaves the Division's jurisdiction and there is no other reason to maintain the call, the call should be transferred to the appropriate agency pursuant to this policy. If the appropriate agency is not capable of receiving text messages, the Communications Center shall maintain the SMS session and relay the information to the appropriate agency via landline or other methods of direct communication (e.g. radio).

809.3.7 COMMUNICATIONS CENTER SHIFT CHANGE OR CHANGE OF PERSONNEL
During shift change within the Communications Center or other change of personnel, the transfer or passage of SMS sessions occurring at such time shall include information related to open SMS sessions provided to oncoming personnel. All queues shall be checked at shift change or other change in personnel. Communications staff should coordinate the log-out and log-in of users to maintain continuity of operations when active calls are not in progress.

809.4 RETENTION OF SMS MESSAGES
The content of all SMS messages received and sent by the Division's Communications Center shall be retained pursuant to the applicable records retention schedule established by the City.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Chapter 9 - Custody

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Temporary Custody of Adults

900.1 PURPOSE AND SCOPE

This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the Gahanna Division of Police for processing prior to being released or transferred to a housing or other type of facility.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

900.1.1 DEFINITIONS

Definitions related to this policy include:

Holding cell/cell - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Division.

Safety checks - Direct, visual observation by a member of this division performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

Temporary custody - The time period an adult is in custody at the Gahanna Division of Police prior to being released or transported to a housing or other type of facility.

900.2 POLICY

The Gahanna Division of Police is committed to releasing adults from temporary custody as soon as reasonably practicable, and to keeping adults safe while in temporary custody at the Division. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

900.3 GENERAL CRITERIA AND SUPERVISION

The Division operates and maintains a temporary holding facility. No adult should be in temporary custody for longer than six hours (OAC § 5120:1-7-02(A)(5)).

900.3.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY

Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the Gahanna Division of Police, but should be transported to a county facility, a medical facility or other type of facility as appropriate. These include:

(a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.

(b) Any individual who has a serious medical condition who may require medical attention, supervision or medication while in temporary custody. Special consideration should be given to certain conditions such as pregnancy.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(c) Any individual who is seriously injured.

(d) Individuals who are a suspected suicide risk (see the Civil Commitments Policy).

1. This factor alone does not preclude maintaing temporay custody of an individual (as may be necessary for processing, slating, or other operational considerations). However, if the officer taking custody of an individual believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed. Such evaluation, release or transfer should be completed as soon as possible.

2. Whenever an individual who is a suspected suicide risk is transferred to another facility, the transferring officer should notify appropriate facility personnel about the individual's suicide risk factors.

(e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.

(f) Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.

(g) Any individual who has exhibited extremely violent or continuously violent behavior.

(h) Any individual who has claimed, is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk.

(i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to his/her health or safety.

Officers taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation. These individuals should not be in temporary custody at the Division unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

900.3.2 SUPERVISION IN TEMPORARY CUSTODY

An authorized Division member capable of supervising shall be present at all times when an individual is held in temporary custody. Except where direct supervision is required by this policy, video monitoring of the Holding Facilty constitutes compliance with this requirement. The member responsible for supervising should not have other duties that could unreasonably conflict with his/her supervision. Any individual in custody must be able to summon the supervising member if needed; this may include the ability to summons via intercom or other electronic link. If the person in custody is deaf or hard of hearing or cannot speak, accommodations shall be made to provide this ability.

At least one female Division member should be present when a female adult is in temporary custody. In the event that none is readily available, the female in custody should be transported to another facility as soon as practical or released pursuant to another lawful process.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Absent exigent circumstances, such as a medical emergency or a violent subject, members should not enter the cell of a person of the opposite sex unless a member of the same sex as the person in custody is present.

No individual in custody shall be permitted to supervise, control or exert any authority over other individuals in custody.

900.3.3 ENTRY RESTRICTIONS
Entry into any location where a person is held in custody should be restricted to:

(a) Authorized members entering for official business purposes.

(b) Emergency medical personnel when necessary.

(c) Any other person authorized by the Shift Sergeant.

When practicable, more than one authorized member should be present for entry into a location where a person is held in custody for security purposes and to witness interactions.

900.4 INITIATING TEMPORARY CUSTODY

The officer responsible for an individual in temporary custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The officer should specifically ask if the individual is contemplating suicide and evaluate him/her for obvious signs or indications of suicidal intent.

The receiving officer should ask the arresting officer if there is any statement, indication or evidence surrounding the individual's arrest and transportation that would reasonably indicate the individual is at risk for suicide or critical medical care.

The officer should promptly notify the Shift Sergeant of any conditions that may warrant immediate medical attention or other appropriate action. The Shift Sergeant shall determine whether the individual will be placed in a cell, immediately released or transported to jail or other facility.

900.4.1 SCREENING AND PLACEMENT
The officer responsible for an individual in custody shall:

(a) Advise the Shift Sergeant of any significant risks presented by the individual (e.g., suicide risk, health risk, violence).

(b) Evaluate the following issues against the stated risks in (a) to determine the need for placing the individual in a single cell:

    (a) Consider whether the individual may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141), or whether the person is facing any other identified risk.

    (b) Provide any individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include (28 CFR 115.113; 28 CFR 115.141):

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(a) Continuous, direct sight and sound supervision.

(b) Single-cell placement in a cell that is actively monitored on video by a member who is available to immediately intervene.

(c) Ensure individuals are separated according to severity of the crime (e.g., felony or misdemeanor).

(d) Ensure males and females are physically separated when inside the holding facility.

(e) Ensure restrained individuals are not placed in cells with unrestrained individuals.

(c) Ensure that those confined under civil process or for civil causes are kept separate from those who are in temporary custody pending criminal charges.

(d) Ensure separation, as appropriate, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.

900.4.2 CONSULAR NOTIFICATION

Consular notification may be mandatory when certain foreign nationals are arrested. The Field Services Subdivision Commander will ensure that the U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to division members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation. Prominently displayed signs informing foreign nationals of their rights related to consular notification should also be posted in areas used for the temporary custody of adults.

Division members assigned to process a foreign national shall:

(a) Inform the individual, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them.

(a) This notification should be documented.

(b) Determine whether the foreign national's country is on the U.S. Department of State's List of Countries and Jurisdictions with Mandatory Notifications .

(a) If the country is on the mandatory notification list, then:

(a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.

(b) Tell the individual that this notification has been made and inform him/her without delay that he/she may communicate with consular officers.

(c) Forward any communication from the individual to his/her consular officers without delay.

(d) Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual's file.

(e) Resource link: Consular Notification Video.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(b) If the country is not on the mandatory notification list and the individual requests that his/her consular officers be notified, then:

(a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.

(b) Forward any communication from the individual to his/her consular officers without delay.

900.5 SAFETY, HEALTH AND OTHER PROVISIONS

900.5.1 TEMPORARY CUSTODY LOGS

Any time an individual is in temporary custody at the Gahanna Division of Police, the custody shall be promptly and properly documented in a custody log, including:

(a) Identifying information about the individual, including his/her name.

(b) Date and time of arrival at the Division.

(c) Any charges for which the individual is in temporary custody.

(d) Time of all safety checks.

(e) Any medical and other screening requested and completed.

(f) Any emergency situations or unusual incidents.

(g) Any other information that may be required by other authorities, such as compliance inspectors.

(h) Date and time of release from the Gahanna Division of Police.

The Shift Sergeant should initial the log to approve the temporary custody and should also initial the log when the individual is released from custody or transferred to another facility. The Shift Sergeant should make periodic checks to ensure all log entries and safety and security checks are made on time.

900.5.2 TEMPORARY CUSTODY REQUIREMENTS

Members monitoring or processing anyone in temporary custody shall ensure:

(a) Safety checks and significant incidents/activities are noted on the log.

(b) Individuals in custody are informed that they will be monitored at all times, except when using the toilet.

(a) There shall be no viewing devices, such as peep holes or mirrors, of which the individual is not aware.

(b) This does not apply to surreptitious and legally obtained recorded interrogations.

(c) There is reasonable access to toilets and wash basins.

(d) There is reasonable access to a drinking fountain or water.

(e) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(f) There is privacy during attorney visits.

(g) Those in temporary custody are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.

(h) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.

    (a) The Procurement Coordinator should ensure that there is an adequate supply of clean blankets.

(i) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.

(j) Adequate furnishings are available, including suitable chairs or benches.

900.5.3 MEDICAL CARE

First-aid equipment and basic medical supplies should be available to Division members. At least one member who has current certification in basic first aid and CPR should be on-duty at all times.

Should a person in custody be injured or become ill, appropriate medical assistance should be sought. A supervisor should meet with those providing medical aid at the facility to allow access to the person. Members shall comply with the opinion of medical personnel as to whether an individual in temporary custody should be transported to the hospital. If the person is transported while still in custody, he/she will be accompanied by an officer.

Those who require medication while in temporary custody should not be at the Gahanna Division of Police. They should be released or transferred to another facility as appropriate.

900.5.4 ORTHOPEDIC OR PROSTHETIC APPLIANCE

Subject to safety and security concerns, individuals shall be permitted to retain an orthopedic or prosthetic appliance. However, if the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance may be removed from the individual unless its removal would be injurious to his/her health or safety.

Whenever a prosthetic or orthopedic appliance is removed, the Shift Sergeant shall be promptly apprised of the reason. It shall be promptly returned when it reasonably appears that any risk no longer exists.

900.5.5 TELEPHONE CALLS

Every individual in temporary custody should be allowed to make a reasonable number of completed telephone calls as soon as possible after arrival.

(a) Telephone calls may be limited to local calls, except that long-distance calls may be made by the individual at his/her own expense.

    (a) The Division should pay the cost of any long-distance calls related to arranging for the care of a child or dependent adult (see the Child and Dependent Adult Safety Policy).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(b) The individual should be given sufficient time to contact whomever he/she desires and to make any necessary arrangements, including child or dependent adult care, or transportation upon release.

1. Telephone calls are not intended to be lengthy conversations. The member assigned to monitor or process the individual may use his/her judgment in determining the duration of the calls.

(c) Calls between an individual in temporary custody and his/her attorney shall be deemed confidential and shall not be monitored or eavesdropped upon.

900.5.6 RELIGIOUS ACCOMMODATION

Subject to available resources, safety and security, the religious beliefs and needs of all individuals in custody should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The responsible supervisor should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves or simple head coverings for religious reasons should generally be accommodated absent unusual circumstances. Head coverings shall be searched before being worn.

Individuals wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex if they so desire. Religious garments that substantially cover the individual's head and face may be temporarily removed during the taking of any photographs.

900.5.7 FIREARMS AND OTHER SECURITY MEASURES

Firearms and other lethal force weapons and control devices shall not be permitted in secure areas where individuals are in custody or are processed. They should be properly secured outside of the secure area. An exception may occur only during emergencies, upon approval of a supervisor.

All perimeter doors to secure areas shall be kept locked at all times, except during routine cleaning, when no individuals in custody are present or in the event of an emergency, such as an evacuation.

900.6 USE OF RESTRAINT DEVICES

Individuals in custody may be handcuffed in accordance with the Handcuffing and Restraints Policy. Unless an individual presents a heightened risk, handcuffs should generally be removed when the person is in a cell.

The use of restraints, other than handcuffs or leg irons, generally should not be used for individuals in temporary custody at the Gahanna Division of Police unless the person presents a heightened risk, and only in compliance with the Handcuffing and Restraints Policy.

Individuals in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

900.6.1 PREGNANT ADULTS

Women who are known to be pregnant or in any period of postpartum recovery (which can be up to six weeks after delivery) may only be restrained in accordance with the Handcuffing and Restraints Policy (ORC § 2901.10).

900.7 PERSONAL PROPERTY

The personal property of an individual in temporary custody should be removed, inventoried and processed as provided in the Custodial Searches Policy, unless the individual requests a different disposition. For example, an individual may request property (i.e., cash, car or house keys, medications) be released to another person. A request for the release of property to another person must be made in writing. Release of the property requires the recipient's signature on the appropriate form.

Upon release of an individual from temporary custody, his/her items of personal property shall be compared with the inventory, and he/she shall sign a receipt for the property's return. If the individual is transferred to another facility or court, the member transporting the individual is required to obtain the receiving person's signature as notice of receipt. The Division shall maintain a copy of the property receipt.

The Shift Sergeant shall be notified whenever an individual alleges that there is a shortage or discrepancy regarding his/her property. The Shift Sergeant shall attempt to prove or disprove the claim.

900.8 HOLDING CELLS

A thorough inspection of a cell shall be conducted before placing an individual into the cell to ensure there are no weapons or contraband and that the cell is clean and sanitary. An inspection also should be conducted when he/she is released. Any damage noted to the cell should be photographed and documented.

The following requirements shall apply:

(a) The individual shall be searched (see the Custodial Searches Policy), and anything that could create a security or suicide risk, such as contraband, hazardous items, belts, shoes or shoelaces and jackets, shall be removed.

(b) The individual shall constantly be monitored by an audio/video system during the entire custody.

(c) The individual shall have constant auditory access to division members.

(d) The individual's initial placement into and removal from a locked enclosure shall be logged.

(e) Generally, safety checks by division members shall occur no less than every 60 minutes.

1. Safety checks should be at varying times.
2. All safety checks shall be logged.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

3. The safety check should involve questioning the individual as to his/her well-being.
4. Individuals who are sleeping or apparently sleeping should be awakened.
5. Requests or concerns of the individual should be logged.

(f) Saftey checks by Divsion members should occur no less than every 15 minutes for individuals in the following classifications due to the higher secuirty risks they present:

1. Emontionally unstable detainees
2. Violent detainees
3. Sick or injured detainees (pending the arrival of medical assistance)
4. Escape risks
5. Substance abusers exhibiting abnormal behavior/withdrawal symptions
6. Multipe occupany cells

900.9 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY

The Field Services Subdivision Commander will ensure procedures are in place to address any suicide attempt, death or serious injury of any individual in temporary custody at the Gahanna Division of Police. The procedures should include the following:

(a) Immediate request for emergency medical assistance if appropriate.

(b) Immediate notification of the Shift Sergeant, Chief of Police and Investigative Services Subdivision Commander.

(c) Notification of the spouse, next of kin or other appropriate person.

(d) Notification of the appropriate prosecutor.

(e) Notification of the City Attorney.

(f) Notification of the Coroner.

(g) Evidence preservation.

A suicide or suicide attempt by a detainee while housed in the temporary holding facility shall be documented on the appropriate report and forwarded to the facility manager. If the incident involves a completed suicide, the facility manager shall ensure that a copy of the report is forwarded to the Division of Parole and Community Services within 30 days (OAC § 5120:1-12-09).

900.10 RELEASE AND/OR TRANSFER

When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

(a) All proper reports, forms and logs have been completed prior to release.

(b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(c) It has been confirmed that the correct individual is being released or transported.

(d) All property, except evidence, contraband or dangerous weapons, has been returned to, or sent with, the individual.

(e) All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of his/her property, warrant copies).

(f) The individual is not permitted in any nonpublic areas of the Gahanna Division of Police unless escorted by a member of the Division.

(g) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented.

    (a) The division member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility.

(h) Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating individuals is not practicable, officers should be alert to inappropriate physical or verbal contact and take appropriate action as necessary.

(i) Transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with his/her personal needs as reasonable.

900.11 ASSIGNED ADMINISTRATOR

The Support Services Subdivision Commander will ensure any reasonably necessary supplemental procedures are in place to address the following issues:

(a) General security

(b) Key control

(c) Sanitation and maintenance

(d) Emergency medical treatment

(e) Escapes

(f) Evacuation plans

(g) Fire- and life-safety

(h) Disaster plans

(i) Building and safety code compliance

900.12 PROCEDURES

For detailed Holding Facility procedures, see Procedure 900, Holding Facility.

900.13 TRAINING

Division members should be trained and familiar with this policy and any supplemental procedures.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Custodial Searches

901.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary for officer safety purposes and to eliminate the introduction of contraband, intoxicants or weapons into the Gahanna Division of Police facility. Such items can pose a serious risk to the safety and security of Division members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

901.1.1 DEFINITIONS

Definitions related to this policy include:

Custody search - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

Strip search - search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

901.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

901.3 FIELD AND TRANSPORTATION SEARCHES

An officer should conduct a custody search of an individual immediately after his/her arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any Division vehicle.

Whenever practicable, a custody search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, a witnessing officer should be present during the search. When a witnessing officer is not readily available, the search should be recorded whenever practical (e.g. via dash camera)

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

901.4 SEARCHES AT POLICE FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the Gahanna Division of Police facilities. Except in exigent circumstances, the search should be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

901.4.1 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this division, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property and Evidence Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. The inventory should include the case number, date, time, and the name of the Division member that conducted the search/inventory. If the individual's signature cannot be obtained to indicate the receipt/release of property (e.g. upon their release from custody, prior to transport to another facility, upon transfer to another agency, etc.), the inventory shall be witnessed by another Division member and the witnessing officer shall initial the completed inventory form to indicate the release of all indicated property.

901.4.2 VERIFICATION OF MONEY

Whenever practical, all money shall be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the contents on the front. The Division member sealing it should place his/her initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

901.5 STRIP AND BODY CAVITY SEARCHES

(a) A strip search or body cavity search shall be conducted only upon probable cause that the person being searched is concealing on their person evidence of a crime, contraband, or a deadly weapon, that could not otherwise be
discovered without the search. A strip search or body cavity search may also be completed for any legitimate medical or hygienic reason.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Factors to be considered in determining probable cause include, but are not limited to:

1. The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.
2. Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.
3. Custody history (e.g., past possession of contraband while in custody, assaults on division members, escape attempts).
4. The individual's actions or demeanor.
5. Criminal history (i.e., level of experience in a custody setting).

(b) No transgender or intersex detainee shall be searched or examined for the sole purpose of determining the detainee's genital status. If the detainee's genital status is unknown, it may be determined during conversations with the detainee, by reviewing medical records, or, if necessary, as part of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

901.5.1 STRIP AND BODY CAVITY SEARCH PROVISIONS

The following apply to strip or body cavity searches(28 CFR 115.115):

(a) When conducting a strip or body cavity search, sworn personnel should make all attempts to do so in a manner that maintains the dignity of the individual being searched.

(b) Sworn personnel may allow individuals to voluntarily remove items from their person to avoid being subjected to a strip search. Items retrieved in this manner shall be documented in the appropriate report.

(c) Sworn personnel may allow jail personnel to conduct a strip or body cavity search and remove items from a prisoner who will be slated.

(d) Safety and the preservation of evidence shall take priority during each search.

(e) Sworn personnel may immediately remove any item reasonably believed to be a firearm or deadly weapon from a person detained or in custody.

(f) Absent exigent circumstances, sworn personnel may conduct a strip search, or have a body cavity search conducted, only after authorization has been obtained from a sworn supervisor.

1. Written authorization shall be required for searches stemming from a misdemeanor crime or traffic offense, unless there is a legitimate medical reason or medical emergency that makes obtaining written authorization impractical (ORC § 2933.32(5)).
2. A supervisor's authorization shall not be required for strip searches stemming from felony arrests when exigent circumstances exist. (e.g. a search conducted during a tactical raid, retrieving a deadly weapon, to prevent the destruction of evidence during a transport).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

3. Sworn personnel may have a body cavity search conducted only after a search warrant has been issued, unless there is an immediate legitimate medical reason or medical emergency. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).

(g) A strip search or body cavity search shall only be completed by person(s) of the same gender as the person being searched, and in a place in which only the persons conducting the search and the person being searched can observe the search, unless exigent circumstances exist.

(h) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that it cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording. Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.

(i) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.

(j) A body cavity search shall only be conducted under sanitary conditions by a physician, a registered nurse, or a licensed practical nurse, registered and licensed to practice in Ohio, unless exigent circumstances exist. Only the necessary division members needed to maintain the safety and security of the medical personnel shall be present (ORC § 2933.32(B)(6)).

(k) Sworn personnel shall report all strip searches or body cavity searches to a sworn supervisor as soon as practical, and document the search in a written report. The report shall include (ORC § 2933.32):

1. The facts that led to the decision to perform a strip search.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The authorization for the search, obtained from the Shift Sergeant.
4. If a strip search stemming from a misdemeanor crime of trafffic offense was conducted before or without the granting of written authorization by the Shift Sergeant, the legitimate medical reason or medical emergency that made obtaining written authorization impracticable.
5. The name of the individual who was searched.
6. The name and sex of the members who conducted the search.
7. The name, sex and role of any person present during the search.
8. The time and date of the search.
9. The place at which the search was conducted.
10. A list of the items, if any, that were recovered.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

11. The facts upon which the member based his/her belief that the individual was concealing a weapon or contraband.

(l) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is showering, performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect his/her privacy and dignity.

(m) A copy of the written report shall be retained and a copy shall be provided to the individual searched (ORC § 2933.32(C)(2)).

901.5.2 SPECIAL-CIRCUMSTANCE FIELD STRIP SEARCHES

Whenever practical, strip searches should be conducted in a secure Division or other law enforcement facility. However, situations may arise that reasonably require such a search to be conducted in the field,such as when:

(a) There is probable cause to believe that the individual is concealing a deadly weapon or other dangerous item that cannot be recovered by a more limited search.

(b) There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy.

901.6 WRITTEN AUTHORIZATION FOR STRIP/BODY CAVITY SEARCH

Written authorization to conduct a strip or body cavity search as required by this policy shall be requested and facilitated using the Division-designated Strip-Cavity Search Authorization Form . The completed form should be submitted with the associated report and scanned and attached electronically thereto.

901.7 TRAINING

The Training Sergeant shall ensure members have training that includes (28 CFR 115.115):

(a) Conducting searches of cross-gender individuals.

(b) Conducting searches of transgender and intersex individuals.

(c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Chapter 10 - Personnel

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Gahanna Division of Police and that are promulgated and maintained by the Department of Human Resources.

1000.1.1 CERTIFICATION STANDARDS

This policy contains content that pertains to the following Ohio Collaborative Law Enforcement Agency Certification (OCLEAC) Standards: 8.2015.2

See attachment: OCLEAC Standards Compliance Checklist Updated 2017.pdf

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Gahanna Division of Police provides equal opportunities for applicants and employees, regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, or any other protected class or status. The Division does not show partiality or grant any special status to any applicant, employee or group of employees unless otherwise required by law.

The Division will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Support Services Commander should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

(a) Identification of racially and culturally diverse target markets.

(b) Use of marketing strategies to target diverse applicant pools.

(c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive division website and the use of division-managed social networking sites, if resources permit.

(d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.

(e) Employee referral and recruitment incentive programs.

(f) Consideration of shared or collaborative regional testing processes.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

The Support Services Bureau Commander shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

The Division should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

1000.4 SELECTION PROCESS

The Division shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Division should employ a comprehensive screening, background investigation and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

(a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)

(b) Driving record

(c) Reference checks

(d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.

(e) Information obtained from public internet sites

(f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)

(g) Local, state and federal criminal history record checks

(h) Polygraph or voice stress analyzer (VSA) examination (when legally permissible)

(i) Medical and psychological examination (may only be given after a conditional offer of employment)

(j) Review board or selection committee assessment

1000.4.1 VETERAN PREFERENCE

Veterans or reservists of the United States Armed Forces who separated from the armed forces under honorable conditions and are candidates for job openings shall receive preference in accordance with rules published by the City of Gahanna Civil Service Commission.The rules shall address veteran's preference points awarded to those qualifying candidates and the process for deciding ties among applicants in eligibility list rankings.

In the event that ratings are equal, candidates who are eligible for veteran’s preference shall receive priority in rank on eligibility lists and in original appointments over non-veterans on the list. Ties among veterans or reservists shall be decided by priority of filing the application. A tie between a veteran and a reservist shall be decided in favor of the veteran (ORC § 124.26).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1000.4.2 APPLICATION PROCESS

The City's Department of Human Resources shall maintain documentation defining a fair and impartial application process.

(a) All elements of the process, including physical ability testing, shall be job-related and nondiscriminatory.

(b) All elements of the process shall be administered, scored and interpreted in a uniform manner.

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Gahanna Division of Police.

1000.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

1000.5.2 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private or protected information, the Recruitment Unit should not require candidates to provide passwords, account information or access to password-protected social media accounts.

The Recruitment Unit should consider utilizing the services of an appropriately trained and experienced investigator to conduct open source, Internet-based searches and/or review information from social media sites to ensure that:

(a) The legal rights of candidates are protected.

(b) Material and information to be considered are verified, accurate and validated.

(c) The Division fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Recruitment Unit should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.3 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites such as race, gender, national origin, color, religion, age, disability or genetic information, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1000.5.4 RECORDS RETENTION
The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law and the Gahanna Civil Service Commission. Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Division and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Department of Human Resources should maintain validated standards for all positions.

1000.7.1 STANDARDS FOR OFFICERS
Candidates shall meet the minimum standards for training and certification established by the Ohio Peace Officer Training Commission (OPOTC) prior to permanent employment as a peace officer (ORC § 109.73).

1000.8 ANNUAL REVIEW AND ANALYSIS

The Director of Human Services should review the personnel recruitment and hiring process annually. This analysis will be documented.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1000.9 TRAINING

Annual recruitment and hiring training should be provided for those members involved in recruitment and hiring activities. Training should include, but is not limited to, the recruitment and hiring plan, the division's equal employment opportunity plan, recruitment and hiring qualifications, the division's application and selection processes, and the division's annual review/analysis of the recruitment and hiring process.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Special Assignments and Promotions

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Gahanna Division of Police.

1002.2 PROMOTIONAL REQUIREMENTS

Requirements and information regarding any promotional process are available in the applicable work agreement and at the Gahanna Department of Human Resources.

1002.3 POLICY

The Gahanna Division of Police determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police.

1002.4 SPECIAL ASSIGNMENT POSITIONS

The following positions are considered special assignments and not promotions:

(a) Detective

(b) Community Oriented Policing Unit (COP)

(c) School Resource Officer (SRO)

(d) Specialized positions within the rank of Officer

(e) Specialized positions within the rank of Sergeant or other supervisory rank

1002.4.1 GENERAL REQUIREMENTS

The following requirements should be considered when selecting a candidate for a special assignment:

(a) Off probation

(b) Has show or expressed interest in the position applied for

(c) Possession of or ability to obtain any certification required by the Ohio Peace Officer Training Commission (OPOTC) or law

(d) Education, training, and demonstrated abilities in related areas, such as enforcement activities, investigative techniques. report writing, and public relations

(e) Meeting qualifications as set forth in the applicable work agreement

1002.4.2 SELECTION PROCESS

The selection process for special assignments will include an administrative evaluation as determined by the Chief of Police to include:

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(a) Supervisor recommendations - Each supervisor who has supervised or otherwise been involved with the candidate will submit a recommendation.

1. The supervisor recommendations will be submitted to the Subdivision Commander for whom the candidate will work.

(b) Subdivision Commander interview - The Subdivision Commander will schedule interviews with each candidate.

1. Based on supervisor recommendations and those of the Subdivision Commander after the interview, the Subdivision Commander will submit his/her recommendations to the Chief of Police.

(c) Assignment by the Chief of Police.

The selection process for all special assignment positions may be waived for temporary assignments, emergency situations, training, and at the discretion of the Chief of Police.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Anti-Retaliation

1004.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or collective bargaining agreement.

1004.2 POLICY

The Gahanna Division of Police has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1004.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1004.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, command staff member, Chief of Police, Director of Public Safety or the Human Resources Department

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false, with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1004.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.

(b) Receiving all complaints in a fair and impartial manner.

(c) Documenting the complaint and any steps taken to resolve the problem.

(d) Acknowledging receipt of the complaint, notifying the Chief of Police via the chain of command and explaining to the member how the complaint will be handled.

(e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.

(f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.

(g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.

(h) Not interfering with or denying the right of a member to make any complaint.

1004.6 COMMAND STAFF RESPONSIBILITIES

The Chief of Police or designee should communicate to all supervisors the prohibition against retaliation.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

(a) Communicating to all members the prohibition against retaliation.

(b) The timely review of complaint investigations.

(c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.

(d) The timely communication of the outcome to the complainant.

1004.7 WHISTLE-BLOWING

Ohio law protects employees who report violations of a state or federal statute, an ordinance or regulation of the City, or Division policy when there is a reasonable belief that the violation is one of the following (ORC § 4113.52):

(a) A criminal offense that is likely to create an imminent risk of physical harm to persons or a hazard to public health or safety

(b) A felony

(c) An improper solicitation for contribution

(d) Fraud or misuse of public resources (ORC § 124.341)

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Internal Affairs Unit for investigation pursuant to the Personnel Complaints Policy.

1004.8 RECORDS RETENTION AND RELEASE

The Office Manager shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1004.9 TRAINING

The policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Paid Sick Leave

1007.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of paid sick leave. The accrual and terms of use of paid sick leave for eligible employees are detailed in the City personnel ordinance or applicable collective bargaining agreement.

The requirements in this policy apply to use of paid sick leave and do not necessarily apply to leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA), unless the FMLA time off is also being taken as paid sick leave (29 USCEligible employees may also have sick leave entitlement under state law (ORC § 124.38 *et seq*.) or as provided in the applicable work agreement or collective bargaining agreement.

For purposes of this policy, approved injury leave is considered synonymous with sick leave.

1007.2 POLICY

It is the policy of the Gahanna Division of Police to provide eligible employees with a sick leave benefit.

1007.3 USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences. Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick leave benefits, or both.

Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity, or other activity that may impede recovery from the injury or illness (see the Outside Employment Policy).Qualified appointments should be scheduled during a member's non-working hours when it is reasonable to do so.

When a member uses sick leave, his/her residence as recorded on the official Division Roster is generally considered their temporary duty location during all times coinciding with the applicable sick leave usage, except a member may be away from their residence as necessary for:

- Admission to, or an appointment with, a healthcare facility/provider, health services facility/provider, or counseling facility/provider for purposes of care, treatment, or health services directly related to the sick leave usage or to facilitate the care, treatment, or health services of a qualified family member, for whom qualified sick leave is being used, by any of the same
- For activities directly related to the treatment of the condition that resulted in the sick leave usage, e.g. to obtain medication or items from a pharmacy or other provider for treatment of the condition that resulted in the sick leave usage, for follow-up treatment or services directly associated with the treatment of the condition associated with the sick leave usage, for purposes directly related to the care of a qualified family member for whom qualified sick leave is being used, other activities directly associated with the treatment of the condition or care of a qualified family member, etc.
- Travels to and from any of the above

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

An exception to this provision may be granted through the chain of command in certain instances, provided the member has obtained prior authorization to be away from their residence during the period of sick leave usage for purposes other than those specified above. For example, a member with a condition or an injury documented by an appropriate health care provider that precludes them from performing their normally assigned duties may be granted a waiver provided he/she does not otherwise violate any provision of this policy (e.g. engage in activities that would impede recovery).

Whenever practical, a member on sick leave should be available for telephone contact by a Division supervisor during their normally scheduled duty hours coinciding with sick leave usage via a contact number recorded on the official Division Roster.

1007.3.1 NOTIFICATION

All members should notify the Shift Sergeant or appropriate supervisor as soon as they are aware that they will not be able to report to work and no less than one hour before the start of their scheduled shifts, except for non-sworn Communications Center personnel who should provide such notice no less than two hours before the start of their scheduled shifts. Such notification should be made via the submission of an electronic Time-Off Request (TOR), pursuant to established procedures. **In the event a member submits a TOR for any date(s), or portion thereof, for which they were previously denied casual leave (whether verbally by any supervisor or following the submission of a casual leave TOR), the sick leave TOR should include notification thereof.**

Absent advanced supervisory notification of foreseeable leave (see below), in conjunction with the electronic TOR submission (at or about the time of the TOR submission), the member should either (in accordance with bureau assignment):

- Contact the Communications Center by phone and request to speak to the on-duty supervisor for purposes of sick leave usage notification; or
- Contact the on-call supervisor for purposes of sick leave usage notification

In all cases, if the sick leave usage involves admission to a healthcare facility/provider, health services facility/provider, or counseling facility/provider, the member should notify the on-duty or on-call supervisor of such admission upon telephone contact or other direct contact therewith (such notification should not be made in the associated electronic TOR submission).

When practical to do so, the on-duty or on-call supervisor should speak to the member requesting sick leave and confirm the general reason why sick leave is necessary (i.e. self vs. family-related leave, necessary due to illness, injury, care of a qualified family member, etc.). In the event the on-duty or on-call supervisor is unable to speak with the requesting member, he/she should notify the next on-duty or on-call supervisor of the member's request; thereafter and whenever practical, the next on-duty or on-call supervisor should attempt to contact the requesting member to obtain such information.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

If, due to an emergency, a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the on-duty or on-call supervisor.

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide the Division with no less than 30 days' notice of the impending absence to include notification to their immediate supervisor of any foreseeable admission to a healthcare facility/provider, health services facility/provider, or counseling facility/provider (such notification should not be made in the associated electronic TOR submission)

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

1007.4 EXTENDED ABSENCE

Members absent from duty for more than five consecutive days shall be required to furnish a statement from a health care provider supporting the need to be absent and/or the ability to return to work. Members on an extended absence should, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

Nothing in this section precludes a supervisor from otherwise requiring a health care provider's statement for an absence pursuant to provisions in the applicable work agreement or collective bargaining agreement.

1007.5 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

(a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.

(b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with legal counsel or the Department of Human Resources as appropriate.

(c) Addressing absences and sick leave use in the member's performance evaluation when excessive or unusual use has:

  1. Negatively affected the member's performance or ability to complete assigned duties.

  2. Negatively affected Division operations.

(d) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.

(e) Referring eligible members to an available employee assistance program when appropriate.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Communicable Diseases

1008.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of division members contracting and/or spreading communicable diseases.

1008.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include but are not limited to hepatitis B virus (HBV), HIV, and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (i.e., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Gahanna Division of Police. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred).

1008.2 POLICY

The Gahanna Division of Police is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1008.3 EXPOSURE CONTROL

The Chief of Police or designee shall develop an exposure control plan that includes:

(a) Exposure-prevention and decontamination procedures.

(b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.

(c) The provision that Division members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) that is appropriate for each member's position and risk of exposure.

(d) Evaluation of persons in custody for any exposure risk and measures to separate them.

(e) Compliance with all relevant laws or regulations related to communicable diseases, including:

1. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff 136).

2. Employment risk standards (OAC § 4167-3-03 et seq.).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

3. Emergency temporary employment risk standards (OAC § 4167-3-02).
4. Bloodborne pathogen precautions (OAC § 4167-3-05).

The Division may engage with the Ohio Public Employment Risk Reduction Program (PERRP) and may request voluntary compliance inspections. The exposure control planshould be periodically reviewed and updated.

1008.4 EXPOSURE PREVENTION AND MITIGATION

1008.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to:

(a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area of division vehicles, as applicable.

(b) Wearing division-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.

(c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.

(d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.

(e) Using an appropriate barrier device when providing CPR.

(f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.

(g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.

1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/ decontaminated appropriately.

(h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.

(i) Avoiding eating, drinking or smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.

(j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

1008.4.2 IMMUNIZATIONS

Members who could be exposed to Hepatitis B-Virus (HBV) due to their positions may receive the HBV vaccine and any routine booster at no cost.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1008.5 POST EXPOSURE

1008.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

(a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).

(b) Obtain medical attention as appropriate.

(c) Notify a supervisor as soon as practical.

(d) Complete designated exposure report.

1008.5.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented:

(a) Name of the member exposed

(b) Date and time of incident

(c) Location of incident

(d) The potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)

(e) Work being done during exposure

(f) How the incident occurred or was caused

(g) PPE in use at the time of the incident

(h) Actions taken post-event (e.g., cleanup and notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Illness and Injury Reporting and the Illness and Injury Prevention policies).

1008.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Division members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The affected member should request a written opinion/evaluation from the treating medical professional that contains only the following information:

(a) Whether the member has been informed of the results of the evaluation.

(b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1008.5.4 COUNSELING
The Division shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure.

1008.5.5 SOURCE TESTING
Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate.

Source testing may be achieved by:

(a) Obtaining consent from the individual.

(b) Submitting a complaint to compel testing under ORC § 3701.247.

(c) Requesting notification from a medical facility under ORC § 3701.248.

1008.6 CONFIDENTIALITY OF REPORTS
Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1008.7 TRAINING
All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training:

(a) Should be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.

(b) Should be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.

(c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Smoking and Tobacco Use

1009.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in City facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1009.2 POLICY

The Gahanna Division of Police recognizes that tobacco use is a health risk, can be offensive to others or perceived as inappropriate by the public.

Smoking and tobacco use also presents an unprofessional image for the Division and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all City facilities, buildings and vehicles, and as is further outlined in this policy (ORC § 3794.02).

1009.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited anytime members are in public view representing the Gahanna Division of Police.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside City facilities and vehicles.

1009.4 ADDITIONAL PROHIBITIONS

Members shall not be allowed to smoke in areas of ingress or egress to any division facility (ORC § 3794.02). Members shall not smoke in areas immediately adjacent to the ingress and egress of any enclosed area to ensure tobacco smoke does not enter the enclosed area through entrances, windows, ventilation systems, or other means. (GCO § 519.02)

1009.4.1 NOTICE

The Chief of Police or the authorized designee shall ensure that proper signage is in place to provide notice of restricted tobacco use areas (ORC § 3794.06).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Seat Belts

1011.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in Division vehicles.

1011.1.1 DEFINITIONS

Definitions related to this policy include:

Child Restraint System - An infant or child passenger restraint system that meets federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213.

1011.2 POLICY

It is the policy of the Gahanna Division of Police that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle collision.

1011.3 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by the Division while on- or off-duty or in any privately owned vehicle while on-duty, except as specified below. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Division, are properly restrained (ORC § 4513.263). For the saftey of all personnel and their family members, all Division members are strongly encouraged to adhere to all occupant restraint laws when operating, or riding in, motor vehicles while off-duty.

On-duty officers may disengage a seat belt or other restraint device when the officer needs the ability to exit or deploy from a vehicle quickly in order to engage in police action and the vehicle that the officer is an occupant of is traveling less than 15 miles per hour. Other exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the Division member or the public. Members must be prepared to justify any deviation from this requirement.

1011.4 TRANSPORTING CHILDREN

A child restraint system should be used for all children of an age, height or weight for which such restraints are required by law (ORC § 4511.81).

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer's design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side airbag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1011.5 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES

Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any Division vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by seat belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

1011.6 INOPERABLE SEAT BELTS

Division vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Division vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

1011.7 VEHICLES MANUFACTURED WITHOUT SEAT BELTS

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer's operating requirements for safe use.

1011.8 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Body Armor

1012.1 PURPOSE AND SCOPE

The purpose of this policy is to provide law enforcement officers with guidelines for the proper use of body armor.

1012.2 POLICY

It is the policy of the Gahanna Division of Police to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1012.3 ISSUANCE OF BODY ARMOR

The Administration Bureau Commander shall ensure that body armor is issued to all officers when the officer begins service at the Gahanna Division of Police and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

The Administration Bureau Commander shall establish a body armor replacement schedule and ensure that replacement body armor is issued pursuant to the schedule or whenever the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

1012.3.1 USE OF SOFT BODY ARMOR

Generally, the use of body armor is required, subject to the following:

(a) **Officers shall wear agency-approved body armor in complete fashion as intended by the manufacturer.**

(b) Officers shall wear body armor anytime they are in a situation where they could reasonably be expected to take enforcement action.

(c) Officers may be excused from wearing body armor when they are functioning primarily in an administrative or support capacity and could not reasonably be expected to take enforcement action.

(d) Body armor shall be worn when an officer is working in uniform or taking part in Division range training.

(e) An officer may be excused from wearing body armor when he/she is involved in undercover or plainclothes work that his/her supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.

1012.3.2 INSPECTIONS OF BODY ARMOR

Supervisors should ensure that body armor is worn and maintained in accordance with this policy through routine observation and periodic documented inspections. Annual inspections of body

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

armor should be conducted by an authorized designee for fit, cleanliness and signs of damage, abuse and wear.

1012.3.3 CARE AND MAINTENANCE OF SOFT BODY ARMOR
Soft body armor should never be stored for any period of time in an area where environmental conditions (e.g., temperature, light, humidity) are not reasonably controlled (e.g., normal ambient room temperature/humidity conditions), such as in automobiles or automobile trunks.

Soft body armor should be cared for and cleaned pursuant to the manufacturer's care instructions provided with the soft body armor. The instructions can be found on labels located on the external surface of each ballistic panel. The carrier should also have a label that contains care instructions. Failure to follow these instructions may damage the ballistic performance capabilities of the armor. If care instructions for the soft body armor cannot be located, contact the manufacturer to request care instructions.

Soft body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer, as noted on the armor panel label.

Soft body armor should be replaced in accordance with the manufacturer's recommended replacement schedule.

1012.4 TRAINING SERGEANT RESPONSIBILITIES

The Training Sergeant should:

(a) Monitor technological advances in the body armor industry for any appropriate changes to Division-approved body armor.

(b) Assess weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.

(c) Provide training that educates officers about the safety benefits of wearing body armor.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Personnel Records

1013.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name.

1013.2 POLICY

It is the policy of this division to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of Ohio.

1013.3 PERSONAL INFORMATION SYSTEM RECORDS

The Office Manager or the authorized designee shall be responsible for the Gahanna Division of Police personal information system and shall adopt, implement and communicate rules and procedures for the personal information system, including the maintenance, use, security, access, inspection, disclosure and dispute resolution related to the system (ORC 1347.01 et. seq.).

Personnel records maintained in the personal information system are subject to the rules and procedures established by the Office Manager and the applicable work agreement. Those rules and procedures apply in the event of any conflict with this policy.

1013.4 DIVISION FILE

The division file shall be maintained as a record of a person's employment/appointment with this division. The division file should contain, at a minimum:

(a) Personal data, including photographs, marital status, names of family members, educational and employment history or similar information. A photograph of the member should be permanently retained.

(b) Election of employee benefits.

(c) Personnel action reports reflecting assignments, promotions and other changes in employment/appointment status. These should be permanently retained.

(d) Original performance evaluations. These should be permanently maintained.

(e) Discipline records, including copies of sustained personnel complaints.

(f) Adverse comments such as supervisor notes or memos may be retained in the division file after the member has had the opportunity to read and initial the comment.

1. Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment.

2. Any member response shall be attached to and retained with the original adverse comment.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

3. If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment. Such a refusal, however, shall not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the member's file.

(g) Commendations and awards.

(h) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

1013.5 BUREAU FILE

Bureau files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The Bureau file may contain supervisor comments, notes, notices to correct and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

1013.5.1 RELEASE OF CONFIDENTIAL INFORMATION

No employee of this division may disclose private or confidential data without the written consent of the affected employee or written authorization of the Chief of Police or a designee except as provided by this policy, pursuant to lawful process, and pursuant to state law or court order.

Any person who knowingly discloses personal data contained in a personnel file may be guilty of a crime (ORC § 1347.99).

Residential and familial information including the home address and telephone number of an officer and any photograph of an officer who holds a position that may include undercover or plain clothes assignment that is in the possession of the Division is not a matter of public record and shall not be disclosed without a court order (ORC § 149.43(A)(1)(p)). However, the actual personal residence of an officer may be released by the Custodian of Records to a journalist, but only if the journalist makes a written request including the journalist's name, title, name of the journalist’s employer, address of the journalist’s employer and a statement that the information would be in the public interest pursuant to the provisions of ORC § 149.43(B)(9).

1013.6 TRAINING FILE

An individual training file shall be maintained by the Training Sergeant for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

(a) The involved member is responsible for providing the Training Sergeant or immediate supervisor with evidence of completed training/education in a timely manner.

(b) The Training Sergeant or supervisor shall ensure that copies of such training records are placed in the member’s training file.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1013.7 INTERNAL AFFAIRS FILE

Internal affairs files shall be maintained under the exclusive control of the Internal Affairs Unit in conjunction with the office of the Chief of Police. Access to these files may only be approved by the Chief of Police or the Internal Affairs Unit supervisor.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition. Investigations of complaints that result in the following findings shall not be placed in the member's division file but will be maintained in the internal affairs file:

(a) Not sustained

(b) Unfounded

(c) Exonerated

1013.8 MEDICAL FILE

A medical file shall be maintained separately from all other personnel records and shall contain all documents relating to the member’s medical condition and history, including but not limited to:

(a) Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA).

(b) Documents relating to workers’ compensation claims or the receipt of short- or long-term disability benefits.

(c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.

(d) Medical release forms, doctor’s slips and attendance records that reveal a member’s medical condition.

(e) Any other documents or materials that reveal the member’s medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

1013.9 SECURITY

Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format should have adequate password protection.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the Director of Public Safety, City Attorney or other attorneys or representatives of the City in connection with official business.

1013.9.1 REQUESTS FOR DISCLOSURE

Any member receiving a request for a personnel record shall promptly notify the Custodian of Records or other person charged with the maintenance of such records.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made.

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member's personnel records shall be logged in the corresponding file.

1013.9.2 RELEASE OF PERSONNEL INFORMATION

Residential and familial information including the home address and telephone number of an officer and any photograph of an officer who holds a position that may include undercover or plain clothes assignment that is in the possession of the Division is not a matter of public record and shall not be disclosed without a court order (ORC § 149.43(A)). However, the actual personal residence of an officer may be released by the Custodian of Records to a journalist, but only if the journalist makes a written request including the journalist's name, title, name of the journalist's employer, address of the journalist's employer and a statement that the information would be in the public interest pursuant to the provisions of ORC § 149.43(B)(9).

1013.10 MEMBER ACCESS TO HIS/HER OWN PERSONNEL RECORDS

Any member may request access to his/her own personnel records during the normal business hours of those responsible for maintaining such files. Any member seeking the removal of any item from his/her personnel records shall file a written request to the Chief of Police through the chain of command. Inaccurate or contested documents shall be addressed through procedures established in the applicable work agreement. The Division shall remove any such item if appropriate, or within 30 days provide the member with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the member's request and the written response from the Division shall be retained with the contested item in the member's corresponding personnel record.

Members may be restricted from accessing files containing any of the following information:

(a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.

(b) Confidential portions of internal affairs files that have not been sustained against the member.

(c) Criminal investigations involving the member.

(d) Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the member.

(e) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(f) Materials used by the Division for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for division planning purposes.

(g) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.

(h) Records relevant to any other pending claim between the Division and the member that may be discovered in a judicial proceeding.

1013.11 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule.

(a) During the preparation of each member’s performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. Each supervisor responsible for completing the member's performance evaluation should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.

(b) If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Chief of Police.

(c) If, in the opinion of the Chief of Police, a personnel complaint or disciplinary action maintained beyond the required retention period is no longer relevant, all records of such matter may be destroyed in accordance with the established records retention schedule.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Fitness for Duty

1016.1 PURPOSE AND SCOPE

All officers are required to be free from any physical, emotional or mental condition that might adversely affect the exercise of peace officer duties. The purpose of this policy is to ensure that all officers of this division remain fit for duty and able to perform their job functions.

1016.2 EMPLOYEE RESPONSIBILITIES

(a) It shall be the responsibility of each member of this division to maintain good physical condition sufficient to safely and properly perform essential duties of the position.

(b) Each member of this division shall perform his/her respective duties without physical, emotional and/or mental constraints.

(c) During working hours, all employees are required to be alert, attentive and capable of performing assigned responsibilities.

(d) Any employee who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1016.3 SUPERVISOR RESPONSIBILITIES

(a) A supervisor observing an employee, or receiving a report of an employee, who is perceived to be unable to safely perform his/her duties due to a physical, medical or mental condition shall take prompt and appropriate action in an effort to resolve the situation.

(b) Whenever feasible, the supervisor should attempt to ascertain the reason or source of the problem and in all cases a preliminary evaluation should be made to determine the level of inability of the employee to perform his/her duties.

(c) In the event the employee appears to be in need of immediate medical or psychiatric treatment, all reasonable efforts should be made to provide such care.

(d) In conjunction with the Shift Sergeant or the employee's Bureau Commander, a determination should be made whether the employee should be temporarily relieved from his/her duties.

(e) The Chief of Police shall be promptly notified in the event that any employee is relieved from duty.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1016.4 NON-WORK RELATED CONDITIONS

Any employee suffering from a non-work related condition that warrants a temporary relief from duty may be required to use sick leave or other paid time off in order to obtain medical treatment or other reasonable rest period.

1016.5 WORK-RELATED CONDITIONS

Any employee suffering from a work-related condition that warrants a temporary relief from duty shall be required to comply with personnel rules and guidelines for processing such claims.

Upon the recommendation of the Shift Sergeant or unit supervisor and concurrence of a Bureau Commander, any employee whose actions or use of force in an official capacity result in death or serious injury to another may be temporarily removed from regularly assigned duties and/or placed on paid administrative leave for the well-being of the employee and until such time as the following may be completed:

(a) A preliminary determination that the employee's conduct appears to be in compliance with policy and law.

(b) If appropriate, the employee has had the opportunity to receive necessary counseling and/or psychological clearance to return to full duty.

1016.6 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS

(a) Whenever circumstances reasonably indicate that an employee is unfit for duty, the Chief of Police may serve that employee with a written order to undergo a physical and/or psychological examination in cooperation with the Department of Human Resources to determine the level of the employee's fitness for duty. The order shall indicate the date, time and place for the examination.

(b) The examining physician or therapist will provide the Division with a report indicating that the employee is either fit for duty or, if not, list any functional limitations that limit the employee's ability to perform job duties. If the employee places his/her condition at issue in any subsequent or related administrative action or grievance, the examining physician or therapist may be required to disclose any and all information that is relevant to such proceeding.

(c) To facilitate the examination of any employee, the Division will provide all appropriate documents and available information to assist in the examination, evaluation and/or treatment.

(d) All reports and examinations or evaluations submitted by the treating physician or therapist shall be part of the employee's private medical file.

(e) Any employee ordered to receive a fitness for duty examination shall comply with the terms of the order and cooperate fully with the examining physician or therapist regarding any clinical interview, tests administered or other procedures as directed.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Any failure to comply with such an order and any failure to cooperate with the examining physician or therapist may be deemed insubordination and may subject the employee to discipline up to and including termination.

(f) Once an employee has been deemed fit for duty by the examining physician or therapist, the employee will be notified to resume his/her duties.

(g) If an employee is deemed unfit for duty by the Division, the employee may submit a report from his/her personal physician, psychiatrist, psychologist or other health care provider that will be taken into consideration.

1016.7 LIMITATION ON HOURS WORKED

Absent emergency operations, members should not work more than:

- 12 hours consecutively
- 16 hours in one day (24-hour period)
- 30 hours in any two day (48-hour period)
- 84 hours in any seven day (168-hour period)

Except in very limited circumstances members should have a minimum of eight hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve to off-duty status any member who has exceeded the above guidelines.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, special events, contract work, general overtime and any other work assignments.

1016.8 APPEALS

An employee who is separated from paid employment or receives a reduction in salary resulting from a fitness-for-duty examination shall be entitled to an administrative appeal as applicable in the respective collective bargaining agreement, employment ordinance and/or civil service rule.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Meal Periods and Breaks

1017.1 PURPOSE AND SCOPE

This policy regarding meals and breaks, insofar as reasonably possible, shall conform to the policy governing all City employees.

1017.1.1 MEAL PERIODS

Sworn employees and dispatchers shall remain on-duty subject to call during meal breaks. All other employees are not on-call during meal breaks unless directed otherwise by a supervisor.

Uniformed officers shall request clearance from the Communications Center prior to taking a meal period. Uniformed officers shall take their breaks within the City limits unless on assignment outside of the City or as otherwise approved by the shift sergeant.

The time spent for the meal period shall not exceed the authorized time allowed.

1017.1.2 30-MINUTE BREAKS

Each sworn employee is afforded a 30-minute break, as operations permit, near the midpoint, for each eight-hour work period. Only one 30-minute break shall be taken during each eight hours of duty. No breaks shall be taken during the first or last hour of an employee's shift unless approved by a supervisor.

Employees normally assigned to the police facility shall remain in the police facility for their breaks. This does not prohibit them from taking a break if they are outside the facility on official business.

Uniformed officers will take their breaks within the City limits, subject to call, and shall monitor their radios. When Uniformed officers take their breaks away from their vehicles, they shall do so only with the knowledge and clearance of the Communications Center.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Lactation Break Policy

1018.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to employees desiring to express breast milk for the employee’s infant child.

1018.2 POLICY

It is the policy of this division to provide, in compliance with the Fair Labor Standards Act, reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for her nursing child for up to one year after the child's birth (29 USC § 207).

1018.3 LACTATION BREAK TIME

Employees wishing to express breast milk for their nursing child shall be permitted to do so during any authorized break. A rest period should be permitted each time the employee has the need to express breast milk (29 USC § 207). Such breaks, if feasible, should be taken at the same time as the employee's regularly scheduled rest or meal periods. In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period are per se reasonable.

Employees desiring to take a lactation break shall notify the Communications Center or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt Division operations.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1018.4 PRIVATE LOCATION

The Division will make reasonable efforts to accommodate employees with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the employee's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207).

The area assigned for this purpose should not be used for storage of any devices, supplies or expressed milk and should be returned to its original state after each use.

Employees occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other employees should avoid interrupting an employee during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for employees assigned to the field may be taken at the nearest appropriate private area.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1018.5 STORAGE OF EXPRESSED MILK

Any employee storing expressed milk in any authorized refrigerated area within the Division shall clearly label as the property of the employee. No expressed milk shall be stored at the Division beyond the employee's shift.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Payroll Record Procedures

1019.1 PURPOSE AND SCOPE

Payroll records are submitted to Administration on a biweekly basis for the payment of wages.

1019.1.1 RESPONSIBILITY FOR COMPLETION OF PAYROLL RECORDS

Employees are responsible for the accurate and timely submission of payroll records for the payment of wages.

Employees shall utilize the time tracking system, via manual time-punch or online, to denote in-service and out-of-service times which correspond with submitted payroll records. Employees on assignment outside the City limits (e.g. training) may be excused from utilizing the time tracking system for the duration of the assignment, or as approved by the employee's supervisor.

1019.1.2 TIME REQUIREMENTS

All employees are paid on a biweekly basis usually on Friday with certain exceptions, such as holidays. Payroll records shall be completed and submitted to the payroll facilitator no later than 3:00 p.m. on the Monday morning following the end of the pay period, unless specified otherwise.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Overtime Compensation Requests

1020.1 PURPOSE AND SCOPE

It is the policy of the Division to compensate nonexempt employees who work authorized overtime either by payment of wages as agreed and in effect through the collective bargaining agreement, or by the allowance of accrual of compensatory time off. In order to qualify for either, the employee must complete and submit a Request for Overtime Payment as soon as practicable after overtime is worked.

1020.1.1 DIVISION POLICY

Because of the nature of law enforcement work, and the specific needs of the Division, a degree of flexibility concerning overtime policies must be maintained.

Nonexempt employees are not authorized to volunteer work time to the Division. All requests to work overtime shall be approved in advance by a supervisor. If circumstances do not permit prior approval, approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of shift in which the overtime is worked.

The individual employee may request compensatory time in lieu of receiving overtime payment. The employee may not exceed the number of hours identified in the collective bargaining agreement.

1020.2 REQUEST FOR OVERTIME COMPENSATION

Employees shall submit all overtime compensation requests to the appropriate supervisor as soon as practicable for verification and forwarding to the payroll facilitator. Failure to submit a request for overtime compensation in a timely manner may result in discipline.

1020.2.1 EMPLOYEE RESPONSIBILITY

Employees shall complete the requests immediately after working the overtime and turn them in to the appropriate supervisor. Employees submitting overtime forms for on-call pay when off-duty shall submit forms to the appropriate supervisor the first day after returning to work.

1020.2.2 SUPERVISOR RESPONSIBILITIES

The supervisor who verifies the overtime earned shall verify that the overtime was worked before approving the request.

After the entry has been made on the employee's time sheet, the overtime payment request form will be forwarded to the payroll facilitator for final approval.

1020.2.3 BUREAU COMMANDER RESPONSIBILITIES

Bureau Commanders are responsible for ensuring the compliance of the provisions established within this policy.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1020.3 ACCOUNTING FOR OVERTIME WORKED

Employees are to record the actual time worked in an overtime status. In some cases, the collective bargaining agreement provides that a minimum number of hours will be paid, (e.g., three hours for court when applicable).

1020.3.1 ACCOUNTING FOR PORTIONS OF AN HOUR

When accounting for less than a full hour, time worked shall be rounded to the nearest quarter of an hour (e.g. 0.25, 0.5, 0.75, 1.0, 1.25).

1020.3.2 VARIATION IN TIME REPORTED

Where two or more employees are assigned to the same activity, case or court trial, and the amount of time for which payment is requested varies between the two, the Shift Sergeant or other approving supervisor may require each employee to include the reason for the variation on the back of the overtime payment request.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Outside Employment / Special Duty

1021.1 PURPOSE AND SCOPE

To avoid actual or perceived conflicts of interest for Division employees engaging in outside employment, all employees shall initially obtain written approval from the Chief of Police prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Chief of Police in accordance with the provisions of this policy.

Additional guidance, provisions, changes or additions may be contained in the employee Collective Bargaining Agreement.

1021.1.1 DEFINITIONS

Definitions related to this policy include:

Outside Employment - The employment of any member of this division who receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with this division for services, products or benefits rendered, other than approved Special Duty. For purposes of this section, the definition of outside employment includes those employees who are self-employed and not affiliated directly with this division for services, products or benefits rendered.

Special Duty - The employment of any member of this division who receives wages, compensation or other compensation of value from another employer, organization or individual within this jurisdiction, during which the member acts in the capacity of their official status of a Division member and/or their lawful authority thereby.

1021.2 OBTAINING APPROVAL

No member of this division may engage in any outside employment without first obtaining prior written approval of the Chief of Police. Failure to obtain prior written approval for outside employment or engaging in outside employment prohibited by this policy is grounds for disciplinary action.

To obtain approval for outside employment, the employee must submit a written request to the Chief of Police through the employee's immediate supervisor. The request will then be forwarded through the appropriate chain of command to the Chief of Police for consideration. Such request must include the name of the employer and the duration, hours and nature of work to be performed.

If approved, the Chief of Police or designee will provide written notification thereof, including any restrictions or limitations set forth on outside employment. In the event the request is denied, the Chief of Police or designee shall similarly provide written notification including the basis of the refusal.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1021.2.1 REVOCATION/SUSPENSION OF OUTSIDE EMPLOYMENT PERMITS

Any outside employment permit may be revoked or suspended after the employee has received written notification of the reasons for revocation or suspension. Additionally, revocation or suspension will only be implemented after the employee has exhausted the appeal process.

The outside employment may be revoked:

(a) If an employee's performance declines to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of minimum acceptable competency, and the outside employment may be related to the employee's performance. The Chief of Police may, at his/her discretion, notify the employee of the intent to revoke any previously approved outside employment permits. After the appeal process has concluded, the revocation will remain in force until the employee's performance directly related to the outside employment has been reestablished to the minimum level of acceptable competency.

(b) If, at any time during the term of a valid outside employment permit, an employee's conduct or outside employment conflicts with the provisions of Division policy, or any law.

(c) The outside employment creates an actual or apparent conflict of interest with the Division or City.

1021.3 PROHIBITED OUTSIDE EMPLOYMENT

The Division expressly reserves the right to deny any application submitted by an employee seeking to engage in any activity that:

(a) Involves the employee's use of Division time, facilities, equipment or supplies, the use of the Division badge, uniform, prestige or influence for private gain or advantage.

(b) Involves the employee's receipt or acceptance of any money or other consideration from anyone other than this division for the performance of an act that the employee, if not performing such act, would be required or expected to render in the regular course or hours of employment or as a part of the employee's duties as a member of this division.

(c) Involves the performance of an act in other than the employee's capacity as a member of this division that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other employee of this division.

(d) Involves time demands that would render performance of the employee's duties for this division below minimum standards or would render the employee unavailable for reasonably anticipated overtime assignments and other job-related demands that occur outside regular working hours.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1021.4 SPECIAL DUTY EMPLOYMENT

Special duty requests and assignments should be facilitated by the Division special duty coordinator or authorized supervisor in accordance with established procedures.

(a) The applicant will be required to provide for the compensation and full benefits of all employees requested for such outside special duty assignments.

(b) If such a request is approved, any employee working special duty shall be subject to the following conditions:

1. The officer shall wear the Division uniform/identification, subject to assignment.
2. The officer shall be subject to all the rules and regulations of this division.
3. No officer may engage in special duty as a peace officer for any other public agency without prior written authorization of the Chief of Police or designee.

1021.4.1 SPECIAL DUTY ARREST AND REPORTING PROCEDURE

Any employee making an arrest or taking other official law enforcement action while working in an approved special duty assignment may be required to complete all related reports in a timely manner pursuant to Division policy. Pursuant to direction by the shift supervisor, the employee may be required to terminate their special duty assignment (making applicable notification to the special duty employer) and complete directed tasks in duty status.

At no point shall an employee be compensated by a special duty employer and the Division for the same hours worked.

1021.4.2 SPECIAL RESTRICTIONS

Except for emergency situations or with prior authorization from the Chief of Police or designee , undercover officers or officers assigned to covert operations should not be eligible to work special duty in a uniformed or other capacity that might reasonably disclose the officer's law enforcement status.

1021.5 DIVISION RESOURCES

Employees are prohibited from using any Division equipment or resources in the course of or for the benefit of any outside employment. This shall include the prohibition of access to official records or databases of this division or other agencies through the use of the employee's position with this division.

1021.6 CHANGES IN OUTSIDE EMPLOYMENT STATUS

If an employee terminates his/her outside employment during the period of a valid permit, the employee shall promptly submit written notification of such termination to the Chief of Police through the appropriate chain of command. Any subsequent request for renewal or continued outside employment must thereafter be processed and approved through normal procedures set forth in this policy.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Employees shall also promptly submit in writing to the Chief of Police any material changes in outside employment including any change in the number of hours, type of duties or demands of any approved outside employment. Employees who are uncertain whether a change in outside employment is material shall report the change.

1021.7 OUTSIDE EMPLOYMENT WHILE ON DISABILITY OR ADMINISTRATIVE LEAVE

Division members engaged in outside employment who are placed on disability or administrative leave or modified/light-duty shall inform their immediate supervisor in writing within five days whether they intend to continue to engage in outside employment while on such leave or light-duty status. The immediate supervisor shall review the duties of the outside employment along with any work-related doctor's orders and make a recommendation to the Chief of Police whether such outside employment should continue or the permit be suspended or revoked.

In the event the Chief of Police determines that the outside employment should be discontinued or if the employee fails to promptly notify his/her supervisor of his/her intentions regarding the work permit, a notice of intent to revoke the employee's permit will be forwarded to the involved employee and a copy attached to the original work permit. The revocation process outlined in this policy shall be followed.

Criteria for revoking or suspending the outside employment permit while on disability status or administrative leave include, but are not limited to, the following:

(a) The outside employment is medically detrimental to the total recovery of the disabled employee, as indicated by the City's professional medical advisers.

(b) The outside employment performed requires the same or similar physical ability, as would be required of an on-duty employee.

(c) The employee's failure to make timely notice of his/her intentions to his/her supervisor.

(d) The outside employment is not compatible with the reason the employee is on administrative leave.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Illness and Injury Reporting

1022.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding timely reporting of occupational illnesses and work-related injuries.

1022.1.1 DEFINITIONS

Definitions related to this policy include:

Work-related illness or injury - Any occupational illness or work-related injury received or contracted in the course of the employee's employment. This may include a psychiatric condition arising from an occupational illness or work-related injury, or from being the victim of sexual abuse/ misconduct while at work (ORC § 4123.01).

1022.2 POLICY

The Gahanna Division of Police will address occupational illnesses and work-related injuries appropriately, and will comply with applicable state workers' compensation requirements (ORC § 4123.01 et seq.; OAC § 4123-3-01 et seq.).

1022.3 RESPONSIBILITIES

1022.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational illness or work-related injury shall report such event as soon as practicable, but within 24 hours, to a supervisor, and shall seek medical care when appropriate.

1022.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any occupational illness or work-related injury should ensure the member receives medical care as appropriate.

Supervisors shall ensure that required documents regarding workers' compensation are completed and forwarded promptly. Any related City-wide illness- or injury-reporting protocol shall also be followed.

Supervisors shall determine whether the Major Incident Notification and Illness and Injury Prevention policies apply and take additional action as required.

1022.3.3 BUREAU COMMANDER RESPONSIBILITIES

The Bureau Commander who receives a report of an occupational illness or work-related injury should review the reports for accuracy and determine what additional action should be taken. The reports shall then be forwarded to the Chief of Police, the City's risk management entity, and the Administration Bureau Commander to ensure any required Public Employer Risk Reduction Program (PERRP) reporting is made as required in the Illness and Injury Prevention Policy (OAC § 4167-6-01).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1022.3.4 CHIEF OF POLICE RESPONSIBILITIES

The Chief of Police or designee shall review and forward copies of the report to the Department of Human Resources. The Chief of Police should ensure that incidents involving seven days or more of total disability or death are immediately forwarded to the Department of Human Resources so that timely reporting to the Ohio Bureau of Workers' Compensation may be accomplished (ORC § 4123.28; OAC § 4123-3-03).

Copies of the report and related documents retained by the Division shall be filed in the member's confidential medical file.

1022.4 OTHER ILLNESS OR INJURY

Illnesses and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Bureau Commander through the chain of command and a copy sent to the Administration Bureau Commander.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

1022.5 SETTLEMENT OFFERS

When a member sustains an occupational illness or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1022.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational illness or work-related injury, the member shall provide the Chief of Police with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Chief of Police. The purpose of such notice is to permit the City to determine whether the offered settlement will affect any claim the City may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the illness or injury, and to protect the City's right of subrogation, while ensuring that the member's right to receive compensation for the illness or injury is not affected.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Personal Appearance Standards

1023.1 PURPOSE AND SCOPE

To project uniformity and neutrality toward the public and other members of the Division, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this division and for their assignment.

1023.2 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards to ensure employees shall be clean and well-groomed when on-duty, shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

1023.2.1 HAIR

All Division members shall maintain their hair and hairpieces/wigs in a neat and clean condition. Hair colors shall be restricted to naturally occurring colors only.

Sworn male personnel:

Hair shall not exceed 2-inches in bulk on top and shall be tapered on the sides and back. A moderate block cut is permitted. Hair may touch the tops of the ears, but shall not cover the outside surface of the ears. Hair shall not touch the collar, except for closely cut hair on the back of the neck. Hair shall not fall within 1-inch of the eyebrows and shall not be visible on the forehead when wearing police headgear. Length and style of the hair shall permit the proper wearing of the police headgear. Hair shall be worn so as not to affect peripheral vision. The following hairstyles are prohibited:

- Braids
- Ponytails
- Multiple parts
- Designs cut into the hair
- Drastic changes in length

Sworn female personnel:

For uniform assignments, hair shall not exceed 3-inches in bulk. Longer hair shall be arranged in an upward sweep or bun so as not to touch the collar, except for closely cut hair at the back of the neck. Hair shall not be worn in braids or ponytails unless used to form a bun; pigtails are prohibited. Hair shall not fall within 1-inch of the eyebrows and shall not be visible on the forehead when wearing the police headgear. Hair shall be worn so as not to affect peripheral vision. Length and style of the hair shall permit the proper wearing of the police headgear. Conservative hair clasps/barrettes matching the individual's hair color may be worn.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

For non-uniformed assignents, hair shall be worn in a style suitable for the business environment and the hair style must be esily adaptable to comply with the hair standards applicable to uniform personnel.

1023.2.2 MUSTACHES
A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

1023.2.3 SIDEBURNS
Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1023.2.4 FACIAL HAIR
Facial hair other than sideburns, mustaches and eyebrows shall not be worn, except a beard 1/4-inch in length may be worn when deviation is approved based on a medical necessity documented by a physician. Sworn members requesting deviation from the beard prohibition shall forward a written request directly to the Human Resources manager, and include the written documentation from their physician. The physician's documentation must also include a diagnosis, restriction, and an estimated time period that the deviation will be necessary. The Human Resources manager shall determine if sufficient documentation has been presented and shall approve or disapprove the request based on the medical documentation provided and shall notify the member and appropriate chain of command. The Human Resources department shall file and maintain the letter, medical documentation, and all requests for deviation from the beard prohibition. Sworn personnel are required to be medically certified to maintain a beard.

Division personnel who have been granted a deviation under this section may be required to comply with routine facial hair standards for specific operational purposes, such as when necessary to properly don or deploy required equipment (e.g. a gas mask during a civil disturbance response or for annual fit testing).

1023.2.5 FINGERNAILS
Fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger. Nail polish shall be of a single conservative color with no designs or decorations.

1023.2.6 JEWELRY AND ACCESSORIES
For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the Division member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

No jewelry or personal ornaments shall be worn by officers on any part of the uniform or equipment, except those authorized within this manual.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Earrings shall not be worn by sworn or non-sworn male members, to include investigators and special assignment personnel, without permission of the Chief of Police or a designee. Female members (sworn or non-sworn) may wear one set of plain stud/post type earrings worn only in or on the earlobe; earrings shall beappropriate for the business environment and shall not include any dangling or extremely decorative parts.

(a) Necklaces shall not be visible above the shirt collar.

(b) Earrings shall not be worn by sworn or non-sworn male members, to include investigators and special assignment personnel, without permission of the Chief of Police or a designee. Female members (sworn or non-sworn) may wear one set of plain stud/post type earrings worn only in or on the earlobe; earrings shall be appropriate for the business environment.

(c) One ring or ring set may be worn on each hand of the division member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.

(d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.

(e) Wristwatches shall be conservative and present a professional image.

(f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

1023.3 TATTOOS

Other than grandfathered tattoos, no sworn Division member shall have visible tattoos.

Sworn personnel shall not have tattoos (visible or not visible) that depict obscene, gang-related, sexual, nude, extremist, racist, or otherwise offensive images which may bring the member and/ or Division into disrepute. Sworn Division members shall not have visible tattoos on the head, neck, or hands.

Other visible tattoos shall be covered. The means for covering tattoos may be determined by the Chief of Police or designee; members may be responsible for the cost of the covering.

Non-sworn members shall not have visible tattoos on the head, neck, or hands. Non-sworn personnel may have tattoos so long as the tattoos do not depict obscene, gang-related, sexual, nude, extremist, racist, or otherwise offensive images. Exposed tattoos on a non-sworn member may be ordered covered by a Bureau Commander or above.

The provisions and restrictions of this section apply to temporary tattoos, body art, and similar body applications.

1023.4 CONTACT LENSES

Members may wear tinted contact lenses as long as the lenses are of a naturally occurring color. Members shall not wear contact lenses that alter the appearance or shape of the iris.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1023.5 BODY PIERCING OR ALTERATION

Body piercing or alteration to any area of the body that is visible in any authorized uniform or attire, and is a deviation from normal anatomical features and that is not medically required is prohibited. Such body alteration includes, but is not limited to, the following:

(a) Tongue splitting or piercing.

(b) Nose piercing.

(c) The complete or transdermal implantation of any material other than hair replacement or breast augmentation.

(d) Abnormal shaping of the ears, eyes, nose or teeth.

(e) Branding or scarification.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Police Uniform Regulations

1024.1 PURPOSE AND SCOPE

The uniform policy of the Gahanna Division of Police is established to ensure that uniformed officers, special assignment personnel and non-sworn employees will be readily identifiable to the public through the proper use and wearing of Division uniforms. Employees should also refer to the following associated policies:

- Firearms Policy
- Division-Owned and Personal Property Policy
- Body Armor Policy
- Personal Appearance Standards Policy

The Support Services Subdivision Lieutenant is responsible for the acquisition, issuance, and tracking of Division-issued uniforms and equipment and for prescribing methods for the same.

The Gahanna Division of Police will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining/work agreement.

1024.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose, which is to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

(a) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear professionally pressed.

(b) All peace officers of this Division shall possess and maintain at all times, a serviceable uniform and the necessary equipment to perform uniformed field duty.

(c) Personnel shall wear only the uniform specified for their rank and assignment.

(d) Employees shall not loan any portion of the uniform to others.

(e) Employees shall not permit the uniform to be reproduced or duplicated.

(f) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.

(g) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.

(h) Uniforms are only to be worn while on-duty, on special duty, for court or at other official Division functions or events, or while in transit to or from any of the same.

(i) Employees are not to purchase or drink alcoholic beverages while wearing any part of the Division uniform, including the uniform pants.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(j) Visible jewelry, other than those items listed below, shall not be worn with the uniform, unless specifically authorized by the Chief of Police or a designee.

1. Wrist watch.
2. Wedding rings, class ring or other ring of tasteful design; a maximum of one ring/set may be worn on each hand.
3. Medical alert bracelet.
4. (Female members only) One set of earrings - see 1023.2.6 Jewelry and Accessories.

1024.2.1 DIVISION ISSUED IDENTIFICATION

The Division issues each employee an official Division identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their Division-issued identification card at all times while on-duty or when carrying a concealed weapon.

(a) Whenever on-duty or acting in an official capacity representing the Division, employees shall display their Division-issued identification in a courteous manner to any person upon request and as soon as practical.

(b) Officers working specialized assignments may be excused from the requirements regarding the possession and display of identification when directed by their Subdivision Commander.

1024.3 UNIFORM CLASSES

The various uniform specification classes are those identified in this policy.

1024.3.1 CLASS A UNIFORM

The Class A uniform is to be worn on special occasions, such as funerals, graduations, promotions, ceremonies or as otherwise directed. All officers will possess and maintain a serviceable Class A uniform at all times. The Class A uniform includes the standard issue uniform with the following:

(a) Long sleeve shirt with tie and a single Division-issued tie pin/bar; a non-issued tie pin/bar may be worn in lieu of the Division-issued pin/bar with authorization of the Support Services Subdivision Lieutenant. All shirt buttons must remain buttoned.

(b) Standard issue uniform pants.

(c) Police rounded midway cap.

(d) Dress blouse (if issued or approved).

(e) Polished uniform boots or shoes.

A rain covering may be worn over the headgear for events held outdoors in inclement weather.

1024.3.2 MODIFIED CLASS A UNIFORM

The Modified Class A uniform will consist of the same garments and equipment as the Class A uniform with the following exceptions:

(a) The long sleeve shirt may be worn with no tie.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1. A Division-issued mock turtleneck shall be worn under the uniform shirt if the tie is not worn.
2. All shirt buttons shall remain buttoned, except for the last button at the neck.

(b) If the tie is worn, the tie shall be worn with a single Division-issued tie pin/bar; a non-issued tie pin/bar may be worn in lieu of the Division-issued pin/bar with authorization of the Support Services Subdivision Lieutenant.

1. All shirt buttons must remain buttoned.
2. The Modified Class A with tie variant is worn while attending jury trials, Common Pleas court appearances, appearances before the Grand Jury (uniformed personnel or as directed), juvenile court criminal proceedings, and Federal proceedings.

(c) The police headgear is optional unless otherwise directed.

(d) The dress blouse shall not be worn.

(e) The modified Class A shall be worn during times prescribed by the Support Services Subdivision Lieutenant, except that the Modified Class A uniform with mock turtleneck should not be worn while attending jury trials, any Common Pleas court appearance, appearances before the Grand Jury, juvenile court criminal proceedings, Federal proceedings, funerals or other ceremonies, or for certain events as indicated by the supervisor in charge.

1024.3.3 CLASS B UNIFORM

All officers will possess and maintain a serviceable Class B uniform at all times.

The Class B uniform will consist of the same garments and equipment as the Modified Class A uniform with the following exceptions:

(a) The short sleeve shirt shall be worn.

(b) No tie shall be worn.

(c) No mock-turtleneck shall be worn.

(d) A Division-approved navy blue crew neck under shirt must be worn with the uniform.

(e) All shirt buttons must remain buttoned except for the last button at the neck.

(f) The police headgear is optional unless otherwise directed.

(g) The baseball-style Division issued hat may only be worn for special events with authorization of the event supervisor.

(h) The Class B uniform shall be worn during times prescribed by the Support Services Subdivision Lieutenant, except that the Class B should not be worn while attending jury trials, any Common Pleas court appearance, appearances before the Grand Jury, juvenile court criminal proceedings, Federal proceedings, funerals or other ceremonies, or for certain events as indicated by the supervisor in charge.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1024.3.4 CLASS C UNIFORM

The Class C uniform consists of the standard outer vest carrier with the same footwear and uniform pants as the Class A. The Class C may be worn at any time the Modified Class A or Class B is approved for wear, subject to the following provisions if worn:

(a) The long sleeve shirt designated for use with the outer carrier shall be worn when the Modified Class A is approved for wear (i.e. when long sleeves are required).

1. When the long sleeve shirt is worn, the mock turtle neck may be worn below it.
2. When the long sleeve shirt is worn, all buttons on the sleeves and the bottom collar button must remain buttoned.

(b) The short sleeve shirt designated for use with the outer carrier shall be worn when the Class B uniform is approved for wear (i.e. when short sleeves are required).

1. When the short sleeve shirt is worn, the bottom collar button must remain buttoned.

(c) The outer vest shall be zipped/secured to the top when donned.

(d) Only Division-issued pouches and patches approved for use with the Class C outer carrier may be affixed to or worn on the carrier (no riffle magazine pouches shall be worn with the Class C).

(e) No knives or firearms shall be affixed to or worn on the outer carrier.

(f) The police headgear is optional unless otherwise directed.

(g) The baseball-style Division issued hat may only be worn for special events with authorization of the event supervisor.

(h) The Class C (short or long sleeve configuration) should not be worn while attending jury trials, any Common Pleas court appearance, appearances before the Grand Jury, juvenile court criminal proceedings, Federal proceedings, funerals or other ceremonies, or for certain events as indicated by the supervisor in charge.

The Chief of Police or designee may prescribe a limit on the number of pouches that may be worn with the Class C outer carrier and approve cold/inclement weather gear to be worn under the outer carrier of the Class C uniform.

1024.3.5 CLASS D UNIFORM

The Class D uniform(s) may be established to allow field personnel cooler clothing during the summer months or for special assignments. The Chief of Police will establish the regulations and conditions for wearing the Class D uniform(s) and its specifications.

1024.3.6 SPECIALIZED UNIT/TRAINING UNIFORMS

The Chief of Police may authorize special uniforms to be worn by officers in specialized units such as SWAT, Bicycle Patrol, School Resource Officers, within the Investigative Services Subdivision, and other specialized assignments. A Division approved training uniform may be worn by officers attending certain training classes as directed or approved.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1024.3.7 FOUL WEATHER GEAR

Only Division-issued jackets, outerwear, and rain gear may be worn. Uniformed sworn personnel shall not use or carry umbrellas. Rainwear and jackets, when worn with other than the Class C uniform, will be zipped or buttoned up at least three-quarters of the way to the collar. For all uniform classes, when outerwear is worn the sleeves will be fully extended.

1024.4 UNIFORM AND ACCESSORY STANDARDS

Badge

(a) The badge shall be worn in the appropriate location on the left breast area of the outermost garment.

(b) A Division-issued cloth badge may be worn on certain outwear garments or on Class C, Class D,and specialized unit uniforms.

(c) Sworn non-uniformed personnel will wear or carry their badge in a manner that the badge is in reasonable proximity to their firearm and able to be displayed whenever appropriate.

Belt (under belt)

Only a plain black leather, poromeric, or nylon belt shall be worn with the police uniform pants.

Blouse

Sworn members may wear the uniform blouse (if issued or approved) at police specific functions, with the approval of the Chief of Police.

Cellular Telephone

(a) Uniformed personnel may carry a cellular telephone on the gun belt or outer carrier if applicable.

(b) The cellular telephone and its respective holder must be of a color that does not detract from the uniform.

Decorations and Insignia

Only decorations and insignia authorized by the Chief of Police may be worn.

(a) American flag pin

1. A Division-issued American flag pin may be worn, centered on the left shirt pocket flap and bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.

(b) Collar Insignia (GPD)

1. Only Division collar insignia may be worn.

2. Collar insignia shall be worn on both sides of the uniform shirt collar so that the bottom of the pins are 1/4- inch from the outside edges of the collar along the collar seam.

(c) Chevrons

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1. Gold braid or embroidered chevrons shall be worn on the sleeves of the long-sleeve uniform shirt, blouse (if issued or approved), and jackets/outerwear to denote the rank of Sergeant.

(d) Nameplate

1. The regulation nameplate, or an authorized sewn-on cloth nameplate for Class C or specialized unit uniforms, shall be worn at all times while in uniform.
2. The optional service plate may be worn centered directly below and touching the nameplate.
3. When a jacket is worn, the nameplate or an authorized sewn-on cloth nameplate shall be affixed to the jacket in the same manner as upon the uniform shirt.
4. The nameplate shall be worn centered on the right pocket flap and bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.
5. The nameplate shall display the employee's rank abbreviation followed by the initial of the employee's first name and last name.

(e) Rank Insignia Pins on Uniform Shirts

1. Sergeants shall wear gold chevron pins when wearing the short-sleeve (i.e. Class B) uniform shirt, in lieu of collar insignia (GPD), so that the bottom of the pins are 1/4- inch from the outside edges of the collar along the collar seam.
2. Lieutenants shall wear gold bar pins centered 1/2-inch from the shoulder seam on the epaulets (centered on the middle of the epaulet stitching).
3. The Deputy Chief shall wear silver oak leaf insignia centered 1/2-inch from the shoulder seam on the epaulets (centered on the middle of the epaulet stitching).
4. The Chief of Police shall wear gold eagle insignia centered 1/2-inch from the shoulder seam on the epaulets (centered on the middle of the epaulet stitching).

(f) Rank Insignia Pins on Outerwear

1. Rank insignia pins shall be worn on outerwear that can accommodate such pins in the same manners as prescribed for the uniform shirt.

(g) Shoulder Patch

1. The authorized shoulder patch supplied by the Division shall be machine stitched/affixed to the sleeves of all uniform shirts and jackets, one inch below the shoulder seam of the shirt.

(h) Specialized Unit/Assignment Pins

1. Specialized unit/assignment insignias, (e.g., SWAT, Field Training Officer, Firearms Instructor, Crisis Intervention Team or similar) may be worn as designated by the Chief of Police or a designee.

<u>Earmuffs</u>

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Uniformed officers may wear plain black or dark blue earmuffs or ear band in severe weather conditions if they do not interfere wih the wearing of any required hat or headgear.

Eyewear

Eyeglasses and sunglasses shall be in good taste, be of a conservative color, and not detract from the police uniform. Mirrored sunglasses will not be worn with any Division uniform.

Gloves

(a) Sworn personnel may wear plain black or dark blue gloves:

1. In cold or severe weather.
2. When conducting a search or other activity to protect the hands (from injury or harmful exposure).

(b) Fingerless gloves may be worn when riding a Division bicycle (i.e when deployed on a b-unit).

(c) Reflective or other high-visibility gloves may be worn when directing traffic.

(d) Sworn personnel may wear white gloves with the long sleeve uniform if ordered by the Chief.

Gun belt and Equipment

(a) Only a plain black nylon or black basket weave (leather or poromeric) gun belt shall be worn.

(b) Only Division-issued equipment shall be worn on the gun belt, unless otherwise expressly approved for carry and use by this or another policy (e.g. personally owned duty weapon, cellular phone/case).

(c) The following equipment shall be carried on the gun belt or outer carrier if the Class C is worn (unless otherwise noted/prohibited):

1. Service pistol, fully loaded with ammunition carried in a holster (gun belt only)
2. Ammunition holder containing magazines; at least two, but no more than 4, fully loaded magazines shall be carried in the holder.
3. OC spray and holder.
4. Tactical baton and holder.
5. One or two pairs of handcuffs carried in one double or two single enclosed handcuff cases.
6. Walkie-talkie and holder when issued due to assignment.
7. Taser and holder, when assigned.
8. Optional flashlight and holder.
9. Optional glove pouch.
10. Optional knife pouch (for approved knife only - see 306.3 Authorized Firearms, Ammunition, and other Weapons) - must be plain black, not detract from the gun

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

belt style, and no other method shall be used to carry or secure an authorized knife on the gun belt.

11. Issued MVR microphone clip. pouch, mount, or interface.

(d) When wearing the blouse (if approved), the regulation gun belt is not required. However, a fully loaded service weapon must be carried in an appropriate holster.

(e) Uniformed personnel approved to wear just an approved weapon on their pants belts shall wear the issued gun belt when participating in meetings or activities away from their assigned workstation.

Pants

When standing, the hem of the uniform pants shall touch the top of the shoes, but shall not cause the front of the crease to break to the extent that it detracts from the professional appearance of the uniform.

Reflective Vest

The Division-issued reflective vest shall be worn by sworn personnel working traffic control or at incident scenes (e.g. crash scenes) involving extended exposure to vehicular traffic and as otherwise directed.

Scarf

During cold weather, uniformed officers may wear a plain black or dark blue neck scarf, tucked inside the coat.

Shirts

(a) All pocket flaps and cuffs shall be buttoned.

(b) Other than uniform items prescribed herein, only a writing instrument (of a plain conservative color that does not detract from the uniform shirt), whistle, Division-issued ID/key card, handcuff key, and approved eyeglasses may carried on/upon the shirt pockets.

(c) A blue crew neck t-shirt, matching the color of the uniform shirt, shall be worn under the Class A, Modified Class A with tie, and Class B uniform shirt.

Socks

Uniformed sworn personnel shall wear socks that do not detract from the uniform pants. Only black or dark blue portions of the sock may be visible.

Shoes/Boots

(a) Uniform shoes and boots must be plain black leather or poromeric in an approved style, unless otherwise authorized to be worn with a Class C or specialized unit uniform.

(b) No pointed shoes or boots are permitted.

Stocking Cap

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(a) Only Division-issued or approved plain black or dark blue stocking caps may be worn during cold or inclement weather.

(b) A stocking cap shall not be worn while attending funerals or other ceremonies, or for certain events as indicated by the supervisor in charge.

Turtlenecks (mock)

(a) Only Division-issued mock turtlenecks may be worn with an authorized uniform class (e.g. Modified Class A). Other than Division logos/emblems embroidered on the issued garment, no embroidery, logos, insignia, or pins will be attached to the mock turtleneck.

(b) The mock-turtleneck may only be worn underneath the long-sleeve uniform shirt; it may not be worn as the outermost inner garment.

Whistle and Chain

(a) Uniformed Officers and Sergeants shall wear the police whistle.

(b) When wearing the whistle chain, the large hook at one end of the chain shall be attached under the epaulet on the right shoulder so the whistle can be dropped directly into the right side of the right breast pocket of the outermost uniform garment.

1024.4.1 MOURNING BADGE BAND

Uniformed employees may wear a black mourning band, or a band as otherwise authorized by the Chief of Police or designee, across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:

(a) An officer of this division - From the time of death until midnight on the 14th day after the death.

(b) A peace officer from this state - From the time of death until midnight on the day of the funeral.

(c) Funeral attendee - While attending the funeral of a fallen peace officer.

(d) National Peace Officers Memorial Day (May 15) - From midnight through the following midnight.

(e) As directed by the Chief of Police or a designee.

The mourning band shall be worn across the face of the badge from 1 (one) to 7 (seven).

1024.5 INVESTIGATIVE PERSONNEL AND CIVILIAN ATTIRE

There are assignments within the Division that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which wearing civilian attire is necessary.

(a) All employees shall wear clothing that fits properly, is clean and free of stains and not damaged or excessively worn.

(b) All male administrative, investigative and support personnel who elect to wear civilian clothing to work or are directed to do so by assignment shall wear button-style collared dress shirts with a tie, dress slacks, or suits with a tie, that are moderate in style and

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

that are appropriate for the business environment. A dress sweater, appropriate for the business environment, may be worn over a collared shirt.

(c) All female administrative, investigative and support personnel who elect to wear civilian clothes to work or are directed to do so by assignment shall wear dresses, skirts, dress slacks, button-style dress shirts, blouses, dress sweaters, or suits, that are moderate in style and that are appropriate for the business environment.

(d) The following items shall not be worn on-duty:

1. T-shirt alone.
2. Open-toed sandals or thongs.
3. Swimsuit, tube tops or halter tops.
4. Spandex type pants or see-through clothing.
5. Distasteful printed slogans, buttons or pins.
6. Denim pants of any color.
7. Shorts.
8. Sweatshirts, sweatpants or similar exercise clothing.

(e) Variations from this order are allowed at the discretion of the Chief of Police or a designee when the employee's assignment or current task is not conducive to wearing such clothing.

(f) No item of civilian attire may be worn on-duty that would adversely affect the reputation of the Gahanna Division of Police or the morale of the employees.

(g) Sworn employees carrying firearms while wearing civilian attire should wear clothing that effectively conceals the firearm when outside a controlled law enforcement facility or work area.

1024.6 POLITICAL ACTIVITIES, ENDORSEMENTS, ADVERTISEMENTS OR OTHER APPEARANCES IN UNIFORM

Unless specifically authorized by the Chief of Police, Gahanna Division of Police employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a Division badge, patch or other official insignia, or cause to be posted, published or displayed, the image of another employee, or identify him/herself as an employee of the Gahanna Division of Police to do any of the following:

(a) Endorse, support, oppose or contradict any political campaign or initiative.

(b) Endorse, support, oppose or contradict any social issue, cause or religion.

(c) Endorse, support or oppose, any product, service, company or other commercial entity.

(d) Appear in any commercial, social or nonprofit publication, or any motion picture, film, video, public broadcast, photo, any website or any other visual depiction.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1024.7 UNIFORM ACCOUNTABILITY

Whenever practical, non-functioning, non-serviceable, and damaged/worn Division uniform items and equipment should be turned into the Division Procurement Coordinator pursuant to established procedures, or properly disposed of pursuant to established procedures.

1024.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Gahanna Division of Police employees may not wear any uniform item, accessory or attachment unless specifically authorized by the Chief of Police or a designee.

Gahanna Division of Police employees may not use or carry any tool or other piece of equipment unless specifically authorized by the Chief of Police or a designee.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Nepotism and Conflicting Relationships

1026.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure effective supervision, safety, security, performance, assignments and discipline while maintaining positive morale by avoiding actual or perceived favoritism, discrimination or other actual or potential conflicts of interest by or between members of this division.

1026.1.1 DEFINITIONS

Definitions related to this policy include:

Relative - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling or grandparent.

Personal Relationship - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company, partnership, corporation, venture or other transaction where the Division employee's annual interest, compensation, investment or obligation is greater than $250.

Conflict of Interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that a Division employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

1026.2 RESTRICTED DUTIES AND ASSIGNMENTS

While the Division will not prohibit personal or business relationships between employees, the following restrictions apply:

(a) Employees are prohibited from directly supervising or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.

1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters involving the involved employee to an uninvolved supervisor.
2. When personnel and circumstances permit, the Division will attempt to make every reasonable effort to avoid placing employees in such supervisor/

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

subordinate situations. The Division reserves the right to transfer or reassign any employee to another position within the same classification as it may deem necessary in order to avoid conflicts with any provision of this policy.

(b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.

(c) Whenever reasonably possible Field Training Officers (FTOs) and other trainers will not be assigned to train relatives. FTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any employee they are assigned to train until such time as the training has been successfully completed and the employee is off probation.

(d) To avoid actual or perceived conflicts of interest, members of this division shall refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of, or as a direct result of, any official contact.

(e) Except as required in the performance of official duties or in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, or is a convicted felon, parolee, fugitive, registered offender or who engages in intentional violations of state or federal laws.

1026.2.1 EMPLOYEES RESPONSIBILITIES

Prior to entering into any personal or business relationship or other circumstance that the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, employees shall promptly notify his/her uninvolved, immediate supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide other official information or services to any relative or other individual with whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninvolved immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee shall promptly notify the next higher level supervisor.

1026.2.2 SUPERVISOR RESPONSIBILITIES

Upon being notified of or becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to mitigate or avoid such violations whenever reasonably possible. Supervisors shall also promptly notify the Chief of Police or a designee of such actual or potential violations through the chain of command.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Temporary Modified-Duty Assignments

1028.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, City rules or current collective bargaining agreements. For example, nothing in this policy affects the obligation of the Division to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

1028.2 POLICY

Subject to operational considerations, the Gahanna Division of Police may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Division with a productive employee during the temporary period.

1028.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the Ohio Civil Rights Act shall be treated equally, without regard to any preference for a work-related injury (ORC § 4112.01 et. seq.).

No position in the Gahanna Division of Police shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Division. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Chief of Police or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle, engaging in outside employment, or being otherwise limited in employing their peace officer powers.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

1028.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Employees seeking a temporary modified-duty assignment should submit a written request to the Department of Human Resources. The request should, as applicable, include a certification from the treating medical professional containing:

(a) An assessment of the nature and probable duration of the illness or injury.

(b) The prognosis for recovery.

(c) The nature and scope of limitations and/or work restrictions.

(d) A statement regarding any required workplace accommodations, mobility aids or medical devices.

(e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Bureau Commander will make a recommendation through the chain of command to the Chief of Police regarding temporary modified-duty assignments that may be available based on the needs of the Division and the limitations of the employee.

1028.5 ACCOUNTABILITY

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate division operations and the employee's medical appointments, as mutually agreed upon with the Bureau Commander.

1028.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include, but not be limited to:

(a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.

(b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.

(c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.

(d) Submitting a written status report to the Bureau Commander that contains a status update and anticipated date of return to full-duty when a temporary modified-duty assignment extends beyond 60 days.

(e) Complying with all provisions and restrictions of the temporary modified duty assignment.

1028.5.2 SUPERVISOR RESPONSIBILITIES

The employee's immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified duty.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

The responsibilities of supervisors shall include, but not be limited to:

(a) Periodically apprising the Bureau Commander of the status and performance of employees assigned to temporary modified duty.

(b) Notifying the Bureau Commander and ensuring that the required documentation facilitating a return to full duty is received from the employee.

(c) Ensuring that employees returning to full duty have completed any required training and certification.

1028.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Division may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1028.7 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

1028.7.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the City's personnel rules and regulations regarding family and medical care leave.

1028.8 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment may have their probation extended by a period of time equal to their assignment to temporary modified duty.

1028.9 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Employee Speech, Expression and Social Networking

1030.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balance of employee speech and expression with the needs of the Division.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, about matters of public concern, such as misconduct or corruption.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1030.1.1 APPLICABILITY

This policy applies to all forms of communication including, but not limited to film, video, print media or public speech, use of all Internet services, including the World Wide Web, e-mail, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, wikis, video and other file sharing sites.

1030.2 POLICY

Because public employees occupy a trusted position in the community, their statements have the potential to contravene the policies and negatively impact the performance of this division. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that employees of this division be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public the Gahanna Division of Police will carefully balance the individual employee's rights against the organization's needs and interests when exercising a reasonable degree of control over its employees’ speech and expression.

1030.3 SAFETY

Employees should carefully consider the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of Gahanna Division of Police employees, such as posting personal information in a public forum, can result in compromising an employee's home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably be expected to compromise the safety of any employee, employee's family or associates or persons that this division has had professional contact with, such as crime victims or the staff of

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

other organizations. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an officer who is working undercover.
- Disclosing the address of a fellow officer.
- Otherwise disclosing where another officer can be located on- or off-duty.

1030.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the division's safety, performance and public-trust needs, the following are prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, on a matter of public concern):

(a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Gahanna Division of Police or its employees.

(b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Gahanna Division of Police and tends to compromise or damage the mission, function, reputation or professionalism of the Gahanna Division of Police or its employees. Examples may include:

1. Statements that indicate disregard for the law of the state or U.S. Constitution.
2. Expression that demonstrates support for criminal activity.
3. Participating in sexually explicit photographs or videos for compensation or distribution.

(c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.

(d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the Division. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape.

(e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Gahanna Division of Police.

(f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Division for

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

financial or personal gain, data classified as confidential by state or federal law or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee.

(g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of division logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Gahanna Division of Police on any personal or social networking or other website or web page without the express authorization of the Chief of Police.

(h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or division-owned, for personal purposes while on-duty, except in the following circumstances:

1. When brief personal communication may be warranted.
2. Such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Employees must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

1030.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit or officer associations, employees may not represent the Gahanna Division of Police or identify themselves in any way that could be reasonably perceived as representing the Gahanna Division of Police in order to do any of the following, unless specifically authorized by the Chief of Police:

(a) Endorse, support, oppose or contradict any political campaign or initiative.

(b) Endorse, support, oppose or contradict any social issue, cause or religion.

(c) Endorse, support, or oppose any product, service, company or other commercial entity.

(d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or any website.

Additionally, when it can reasonably be construed that an employee acting in his/her individual capacity or through an outside group or organization (e.g. bargaining group), is affiliated with this division, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the Gahanna Division of Police.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Employees retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit or officer associations, on political subjects and candidates at all times while off-duty. However, employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1030.5 PARTISAN POLITICAL ACTIVITY

Employees are restricted in partisan political activity based on the following (ORC § 124.57):

(a) Classified employees are prohibited from engaging in political activity, directly or indirectly, orally or by letter, soliciting or receiving any assessment, subscription or contribution for any political party or for any candidate for public office. In addition, they may not solicit or receive any assessment, subscription, or contribution for any political party or for any candidate for public office.

(b) Unclassified service employees are prohibited from participating in any political activity during duty time and from soliciting political contributions from any state employee.

1030.6 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published or maintained through file-sharing software or any Internet site (e.g., Facebook, MySpace) that is accessed, transmitted, received or reviewed on any division technology system (see the Information Technology Use Policy for additional guidance).

1030.7 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or authorized designee should consider include:

(a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.

(b) Whether the speech or conduct would be contrary to the good order of the Division or the efficiency or morale of its members.

(c) Whether the speech or conduct would reflect unfavorably upon the Division.

(d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.

(e) Whether similar speech or conduct has been previously authorized.

(f) Whether the speech or conduct may be protected and outweighs any interest of the Division.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

1030.8 TRAINING

Subject to available resources, the Division should provide training regarding employee speech and the use of social networking to all members of the Division.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Illness and Injury Prevention

1032.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Gahanna Division of Police, in accordance with the requirements of the Ohio Public Employment Risk Reduction Program (PERRP) (ORC § 4167.01 et seq.).

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related Citywide safety efforts.

1032.2 POLICY

The Gahanna Division of Police is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Division will establish and maintain an illness and injury prevention plan and will provide tools, training and safeguards designed to reduce the potential for accidents, illness and injuries. It is the intent of the Division to comply with all laws and regulations related to occupational safety.

1032.3 ILLNESS AND INJURY PREVENTION PLAN

The Department of Human Resources is responsible for developing an illness and injury prevention plan that shall include:

- (a) Workplace safety and health training programs.
- (b) Regularly scheduled safety meetings.
- (c) Posted or distributed safety information.
- (d) A system for members to anonymously inform management about workplace hazards.
- (e) Establishment of a safety and health committee that will:
  - (a) Meet regularly.
  - (b) Prepare a written record of safety and health committee meetings.
  - (c) Review the results of periodic scheduled inspections.
  - (d) Review investigations of accidents and exposures.
  - (e) Make suggestions to command staff for the prevention of future incidents.
  - (f) Review investigations of alleged hazardous conditions.
  - (g) Submit recommendations to assist in the evaluation of member safety suggestions.
  - (h) Assess the effectiveness of efforts made by the Division to meet applicable standards.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(f) Establishing a process to ensure illnesses and injuries are reported as required under PERRP (OAC § 4167-6-01).

1032.4 SUPPORT SERVICES SUBDIVISION RESPONSIBILITIES (COMMANDER)

The responsibilities of the Support Services Subdivision Commander include but are not limited to:

(a) Managing and implementing a plan to reduce the incidence of member illness and injury.

(b) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:

1. New member orientation that includes a discussion of safety and health policies and procedures.
2. Regular member review of the illness and injury prevention plan.

(c) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.

(d) Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes but is not limited to:

1. Informing members of the illness and injury prevention guidelines.
2. Recognizing members who perform safe work practices.
3. Ensuring that the member evaluation process includes member safety performance.
4. Ensuring division compliance to meet standards regarding the following:
   (a) Communicable diseases (OAC § 4167-3-05; 29 CFR 1910.1030)
   (b) Heat and cold stress
   (c) Personal Protective Equipment (PPE) (See the Personal Protective Equipment Policy)
   (d) Emergency Action Plan (OAC § 4167-3-05; 29 CFR 1910.38)
   (e) Employment risk reduction standards (ORC § 4167.07)
   (f) Walking-working surfaces (OAC § 4167-3-03; 29 CFR 1910.21 et seq.)

(e) Making available the hazards and correction record to document inspections, any unsafe condition or work practice, and actions taken to correct unsafe conditions and work practices.

(f) Making available the investigation/corrective action report to document individual incidents or accidents.

(g) Making available a form to document the safety and health training of each member. This form will include the member's name or other identifier, training dates, type of training, and training providers.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(h) Preparing the annual summary of work-related illnesses and injuries by January 15 of each year and forwarding the report to the Chief of Police for approval. Once approved, the report shall be sent to PERRP no later than February 1 for the previous year (OAC § 4167-6-01).

(i) Conducting and documenting a regular review of the illness and injury prevention plan.

1032.5 SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include but are not limited to:

(a) Ensuring member compliance with illness and injury prevention guidelines and answering questions from members about this policy.

(b) Training, counseling, instructing, or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.

(c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.

(d) Completing required forms and reports relating to illness and injury prevention, including injury and illness reports (OAC § 4167-6-01); such forms and reports shall be submitted to the Administration Bureau Commander.

(e) Notifying the Administration Bureau Commander when:

1. New substances, processes, procedures, or equipment that present potential new hazards are introduced into the work environment.
2. New, previously unidentified hazards are recognized.
3. Occupational illnesses and injuries occur.
4. New and/or permanent or intermittent members are hired or reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
5. Workplace conditions warrant an inspection.

(f) Reporting incidents to the Ohio Bureau of Workers' Compensation - Division of Safety and Hygiene that involve the death of a member, the hospitalization of one or more employees, an employee's amputation, or an employee's loss of an eye (OAC § 4167-6-10).

1032.6 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on a hazards and correction record form. This form should be forwarded to the Administration Bureau Commander via the chain of command.

The Administration Bureau Commander will take appropriate action to ensure the illness and injury prevention plan addresses potential hazards upon such notification.

1032.7 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards.

The Department of Human Resources shall ensure that the appropriate documentation is completed for each inspection.

1032.7.1 EQUIPMENT

Members are charged with daily vehicle inspections of their assigned vehicles and of their PPE prior to working in the field. Members shall cause notification to the appropriate supervisor of an unsafe condition which cannot be immediately corrected.

1032.8 INVESTIGATIONS

Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

(a) A visit to the accident scene as soon as possible.

(b) An interview of the injured member and witnesses.

(c) An examination of the workplace for factors associated with the accident/exposure.

(d) Determination of the cause of the accident/exposure.

(e) Corrective action to prevent the accident/exposure from reoccurring.

(f) Documentation of the findings and corrective actions taken and completion of appropriate reports.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Additionally the supervisor should proceed with the steps to report an on-duty injury, as required under the Injury and Illness Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

1032.9 TRAINING

The Department of Human Resources should work with the Training Sergeant to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

(a) To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.

(b) To all members with respect to hazards specific to each member's job assignment.

(c) To all members given new job assignments for which training has not previously been provided.

(d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.

(e) Whenever the Division is made aware of a new or previously unrecognized hazard.

1032.9.1 TRAINING TOPICS

The Department of Human Resources, in coordination with the Training Sergeant, shall ensure that training includes:

(a) Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.

(b) Use of appropriate clothing, including gloves and footwear.

(c) Use of respiratory equipment.

(d) Availability of toilet, hand-washing and drinking-water facilities.

(e) Provisions for medical services and first aid.

(f) Handling of bloodborne pathogens and other biological hazards.

(g) Prevention of heat and cold stress.

(h) Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).

(i) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.

(j) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.

(k) Back exercises/stretches and proper lifting techniques.

(l) Avoidance of slips and falls.

(m) Good housekeeping and fire prevention.

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

(n) Other job-specific safety concerns.

1032.10 RECORDS

Records and training documentation relating to illness and injury prevention will be maintained in accordance with this policy and state law (OAC § 4167-6-01; OAC § 4167-6-09).

1032.10.1 MONITORING AND MEASURING

The Division shall maintain accurate records of employee exposure to potentially toxic materials, carcinogenic materials and harmful physical agents that are required to be monitored or measured under any Ohio PERRP standard (OAC § 4167-6-09).

Each affected employee or employee representative shall have the opportunity to observe and/or participate in any monitoring or measuring of such regulated exposures and may undertake his/her own monitoring or measuring of such regulated exposures (OAC § 4167-6-09).

1032.10.2 RETENTION OF RECORDS

All records and reports required to be maintained in accordance with the Ohio PERRP shall be retained for five years (OAC § 4167-6-01).

1032.10.3 ACCESS TO RECORDS

The Division shall provide, upon request, records for inspection and copying by any state or county representative as allowed by law. In addition, the Division shall post a copy of the annual summary report as required by OAC § 4167-6-01.

Current or former employees may review records regarding the individual employee's exposure as well as the required log and summary of all recordable occupational injuries and illnesses (OAC § 4167-6-01; OAC § 4167-6-09).

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Attachments

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

26.105 Complaint Verification Form Rev. 2019.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

City of Gahanna
Division of Police

Complaint Verification

To: _____ **Date:** _____

Supervisor Receiving Complaint: _____

Notification of Complaint Verification:

- Please be advised that the Gahanna Division of Police has received your complaint.
- This complaint will be investigated by a Division Supervisor or Internal Affairs function.
- You will be advised of the final outcome of the complaint
- You can expect notification of the final outcome within 30 days
- If the investigation is not completed within the 30 days you will receive an update on the investigation and the anticipated completion date.

Supervisors Signature: _____ **Badge:** _____

Policy 430 First Amendment Assemblies - Appendix A - Dispersal Order.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

GAHANNA DIVISION OF POLICE
Policy 430 – First Amendment Assemblies
APPENDIX A: Crowd Dispersal Order

*** Example only – not intended for use in each instance*

Warning Prior to Police Action / OFFICIAL DISPERSAL COMMAND (Read 3 X)

"I am (police officer's rank and name), a police officer with the Gahanna Division of Police. I hereby declare this to be an unlawful assembly and command all those assembled at (specific location) to immediately disperse, which means to break up this assembly. If you do not do so, you may be arrested and prosecuted. Crowd control devices including chemical agents may be deployed to move you from this (Roadway or Area). Ohio Revised Code 2917.04 prohibits remaining present at an unlawful assembly. If you remain in the area just described, regardless of your purpose, you will be in violation of Ohio Revised Code Chapter 2917.04. The following routes of dispersal are available (provide routes). You have (reasonable amount of time) minutes to disperse. You may not return until the emergency has ceased." ***(ADD TO LAST WARNING ONLY) – THIS IS YOUR FINAL WARNING***

Warning continued during police action

"*This is an emergency situation…An emergency exists in this location (*Give Location*), leave the (Roadway or Area) immediately. Crowd control devices including chemical agents may be deployed. If you refuse to leave the (Roadway or Area) you are subject to arrest. Leave the (Roadway or Area) immediately."*

Incident Date:	
Incident Location:	
Incident Number:	

	Time Read	Notification By	
Dispersal Order 1			Wait :05 minutes before 2nd order to disperse
Dispersal Order 2			Wait :02 minutes before 3rd order to disperse
Dispersal Order 3			Wait a reasonable time and then commence dispersal measures (if there is a failure to sufficiently comply)

Domestic Violence Lethality Screen REV Feb 2021.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

To Serve and Protect

Domestic Violence Lethality Screen
For Law Enforcement

Please email High-Danger Screens to HDLAP@franklincountyohio.gov
and Low-Danger Lethality Screens to LDLAP@franklincountyohio.gov
Choices Hotline 614-224-4663

Jurisdiction: Gahanna Division of Police	Incident Zip Code: 43230	
Officer:	Date:	Case #:
Victim:	Offender:	

☐ **Check here if victim declined to be screened** ☐ **Check here if the officer could not administer the screen**

➢ **A "Yes" response to any of Question # 1 – 3 is an automatic High-Danger Assessment**

1.	Has he/she/they ever used a weapon against you or threatened you with a weapon?	☐ Yes	☐ No	☐ Not Answered/Unk
2.	Has he/she/they threatened to kill you or your children?	☐ Yes	☐ No	☐ Not Answered/Unk
3.	Do you think he/she/they might try to kill you?	☐ Yes	☐ No	☐ Not Answered/Unk

➢ **A "Yes" response to at least four of Questions # 4 – 11 is an automatic High-Danger Assessment**

4.	Does he/she/they have a gun or can they easily get one?	☐ Yes	☐ No	☐ Not Answered/Unk
5.	Has he/she/they ever tried to choke you?	☐ Yes	☐ No	☐ Not Answered/Unk
6.	Is he/she/they violently or constantly jealous or does he/she/they control most of your daily activities?	☐ Yes	☐ No	☐ Not Answered/Unk
7.	Have you left him/her/them or separated after living together or being married?	☐ Yes	☐ No	☐ Not Answered/Unk
8.	Is he/she/they employed?	☐ Yes	☐ No	☐ Not Answered/Unk
9.	Has he/she/they ever tried to kill himself/herself/themselves?	☐ Yes	☐ No	☐ Not Answered/Unk
10.	Do you have a child that he/she/they knows is not his/hers/theirs?	☐ Yes	☐ No	☐ Not Answered/Unk
11.	Does he/she/they follow or spy on you or leave threatening messages?	☐ Yes	☐ No	☐ Not Answered/Unk

Is there anything else that worries you about your safety? If "yes", what worries you?

➢ **An officer may make a High-Danger Assessment if the officer believes the victim is in a potentially lethal situation**

Check one: ☐ **Victim is High-Danger based on score.**
☐ **Victim is High-Danger based on officer belief.**
☐ **Victim is not assessed as High-Danger**

If victim is High-Danger, did the officer make a call to the hotline? ☐ **Yes** ☐ **No**

Did the victim speak with the hotline advocate? ☐ **Yes** ☐ **No**

Note: *The questions above and the criteria for determining the level of risk a person faces is based on the best available research on factors associated with lethal violence by a current or former intimate partner. However, each situation may present unique factors that influence risk for lethal violence that are not captured by this screen. Although most victims who are assessed as "High-Danger" would not be expected to be killed, these victims face a much higher risk than that of other victims of intimate partner violence. All domestic violence is serious. This screen should not be used to determine whether someone is a victim or is at risk of re-assault.*

Used by permission of MNADV. © Lethality Assessment Program,a project of the Maryland Network Against Domestic Violence (MNADV).Use of the Lethality Screen without training approved by MNADV is prohibited

OCLEAC Standards Compliance Checklist 5-19-2020.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

STANDARDS COMPLIANCE CHECKLIST

This document shall accompany all agency compliance submissions consisting of agency directive(s) and proofs of compliance documentation specific to each standard.

The agency directive and associated compliance documentation shall:

1) Adequately cover each standard and associated bullet;
2) Be clearly marked with each standard number and bullet, and;
3) Include an explanation in the space provided for any areas where compliance could not be met.

Any submissions not meeting the above criteria will be forwarded to a subject matter expert for assistance and may result in a delay in the agency obtaining Ohio Collaborative Certification.

STANDARD 8.2015.1

USE OF FORCE / DEADLY FORCE

The agency maintains a Use of Force / Deadly Force written directive that includes:

☐ a. policy statements in support of the Ohio Collaborative guiding principles;
☐ b. when a written report shall be conducted;
☐ c. investigation / report reviews for policy compliance; and
☐ d. annual read and sign and testing over directive content for sworn agency personnel.

GUIDING PRINCIPLES

USE OF FORCE

Employees may only use the force which is reasonably necessary to effect lawful objectives including: effecting a lawful arrest or overcoming resistance to a lawful arrest, preventing the escape of an offender, or protecting or defending others or themselves from physical harm.

USE OF DEADLY FORCE

The preservation of human life is of the highest value in the State of Ohio. Therefore, employees must have an objectively reasonable belief deadly force is necessary to protect life before the use of deadly force. Deadly force may be used only under the following circumstances: 1. to defend themselves from serious physical injury or death; 2. to defend another person from serious physical injury or death; or 3. In accordance with U.S. and Ohio Supreme Court decisions, specifically, *Tennessee v. Garner and Graham v. Connor*.

↓ *For agency completion: Agency compliance feedback for Use of Force / Deadly Force*

Written directive meets all bullets (if no, explain):

Supporting **compliance documentation** meets all bullets (if no, explain):

STANDARD 8.2015.2

RECRUITMENT AND HIRING

The agency maintains a Recruitment and Hiring directive that includes:

☐ a. policy statements in support of the Ohio Collaborative guiding principles;

☐ b. establishment of an agency recruitment plan;

☐ c. establishment of agency EEO plan;

☐ d. identification of sworn officer applicant qualifications;

☐ e. identification of sworn officer application and selection process;

☐ f. annual review of agency hiring and recruitment process; and

☐ g. initial read and sign over agency hiring and recruitment directive, for applicable personnel.

GUIDING PRINCIPLES

The goal of every Ohio law enforcement agency is to recruit and hire qualified individuals while providing equal employment opportunity. Ohio law enforcement agencies should consist of a diverse workforce. Communities with diverse populations should strive to have a diverse work force that reflects the citizens served.

Non-discrimination and equal employment opportunity is the policy. Law enforcement agencies shall provide equal terms and conditions of employment regardless of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, military status, or disability. This applies to all terms or conditions associated with the employment process, including hiring, promotions, terminations, discipline, performance evaluations, and interviews.

Agencies should utilize due diligence in ensuring that their prospective employees have the proper temperament, knowledge and attitude to handle this very difficult job. Agencies should have appropriate mechanisms in place in order to achieve this mission. Further, agencies should ensure their employment requirements are related to the skills that are necessary to be a successful employee.

For agency completion: Agency compliance feedback for Recruitment and Hiring Standard

Written directive meets all bullets (if no, explain):

Supporting **compliance documentation** meets all bullets (if no, explain):

STANDARD 8.2016.3

COMMUNITY ENGAGEMENT

The agency maintains a written directive on Community Engagement activities that includes:

☐ a. policy statements in support of the Ohio Collaborative guiding principles;

☐ b. identification of agency specific programs;

☐ c. methods for sharing and receiving information within the agency's service area; and

☐ d. initial read and sign over agency community engagement directive for all agency personnel.

GUIDING PRINCIPLES

Agencies shall utilize proven strategies or develop their own strategies that are focused on community engagement. Examples may include: youth programs, educating the community on police policy and procedures, educating officers about the community they serve, sharing , receiving and providing information to the public, jointly identifying areas of concern, and communicating, when appropriate, significant changes in agency operations or other areas.

The intent of this standard is to establish agency accountability for the community involvement function in writing. The function should be developed and operated to effectively meet the needs of the agency, with consideration of the department size and budget, as well as the community it serves.

↓ *For agency completion: Agency Compliance Feedback for Community Engagement*

Written directive meets all bullets (if no, explain):

Supporting **compliance documentation** meets all bullets (if no, explain):

STANDARD 12.2016.4

BODY WORN CAMERAS

If applicable, the agency maintains a written directive on Body Worn Cameras that includes:

☐ a. the purpose and organizational philosophy regarding use in support of the Ohio Collaborative guiding principles;

☐ b. requirements and restrictions for activation and deactivation of the device;

☐ c. criminal and administrative use of the camera captured data;

☐ d. data storage, retention and disclosure requirements reflective of public records law and privacy concerns;

☐ e. requirements for a documented review of camera captured data; and

☐ f. initial read and sign for users and supervisors

GUIDING PRINCIPLES

Agencies utilizing body worn cameras must develop strong and consistent policies that provide guidance to their personnel as to the appropriate use of body worn cameras. Policies need to address, at a minimum, activation and deactivation, auditing, storage, retention, public records and releases video related to victims, especially child victims, injured victims, victims of sexual assault and other privacy concerns. It is recognized the audio and video data is viable recorded evidence that may provide a means of accountability for those officers and the public. It is also recognized the audio video data may not be an accurate reflection of all that is involved with an incident. Audio video data cannot reflect the human cognitive conditions associated with officer in public contact. Additionally, A/V shall not supersede the principles established by *Graham v. Connor*.

↓ *For agency completion: Agency Compliance Feedback for Body Worn Cameras*

Written directive meets all bullets (if no, explain):

Supporting **compliance documentation** meets all bullets (if no, explain):

STANDARD 12.2016.5

LAW ENFORCEMENT TELE-COMMUNICATOR TRAINING

If the agency employs Tele-communicators, as defined by ORC 4742.01, the agency must ensure a training program and directives exist to allow for Tele-communicators to be proficient in:

☐ a. obtaining complete and accurate information callers requesting law enforcement assistance;

☐ b. accurately classifying and prioritizing requests for assistance; and

☐ c. obtaining and accurately relaying information which may affect responder and / or citizen safety.

GUIDING PRINCIPLES

Training shall meet and support minimum standards as established by legislation for 911 call centers and public safety answering points (PSAPs).

For agency completion: Agency Compliance Feedback for Tele-communicator Training

Written directive meets all bullets (if no, explain):

Supporting **compliance documentation** meets all bullets (if no, explain):

STANDARD 3.2017.6

BIAS FREE POLICING

The agency maintains a written directive on Bias Free Policing that includes:

☐ a. policy statements in support of the Ohio Collaborative guiding principles;

☐ b. training on bias based profiling issues and relevant legal aspects;

☐ c. corrective measures to address violations of this policy to include a Supervisor's review and discipline on violations to the policy;

☐ d. data collection on all self-initiated traffic stops; and

☐ e. annual administrative review that is made available to the public.

GUIDING PRINCIPLES

Criminal Profiling, in itself, can be a useful tool to assist law enforcement officers in carrying out their duties. Officers shall not consider race / ethnicity to establish reasonable suspicion or probable cause, except that officers may take into account the reported race / ethnicity of a potential suspect(s) based on trustworthy, locally relevant information that links a person or persons of a specific race / ethnicity to a particular unlawful incident(s).

Law enforcement agencies should prohibit the use of any bias based profiling in its enforcement programs, as it may lead to violations of the constitutional rights of the citizens served, undermine legitimate law enforcement efforts and may lead to claims of civil rights violations. Additionally, bias based profiling alienates citizens, fosters distrust of law enforcement by the community and may result in media scrutiny, legislative action and judicial intervention.

Law enforcement personnel should focus on a person's conduct or other specific suspect information. Annually, the agency should include profiling related training that should include field contacts, traffic stops, search issues, asset seizure and forfeiture, interview techniques, cultural diversity, discrimination and community support.

For agency completion: Agency Compliance Feedback for Bias Free Policing

Written directive meets all bullets (if no, explain):

Supporting **compliance documentation** meets all bullets (if no, explain):

STANDARD 3.2018.7

INVESTIGATION OF EMPLOYEE MISCONDUCT

The agency maintains a written directive on Investigations of Employee Misconduct that includes:

☐ a. policy statements in support of the Ohio Collaborative guiding principles;

☐ b. describe formal complaint process, outline how and where to file a complaint;

☐ c. outline procedures for accepting, processing, and investigating the complaint;

☐ d. have a timeline for the resolution of the complaint;

☐ e. include safeguards to protect legal and contractual rights of employees; and

☐ f. ensure the public has access to complaints and / or commendations through social media or the agency's community relations programs.

GUIDING PRINCIPLES

A well-constructed complaint process is an integral tool in community-police relations. There is a significant impact when a community knows and understands its concerns can be legitimately addressed in a proper setting. Further, officers can be better served when they can refer aggrieved individuals to a trusted process. Neither officers nor community members benefit from attempts to have concerns addressed and redressed during a traffic stop or in the midst of an incident. It may prove beneficial for law enforcement agencies to reach out to community members in an effort to publicize, promote and develop processes that are mutually beneficial to all.

↓ For agency completion: Agency Compliance Feedback for Investigation of Employee Misconduct

Written directive meets all bullets (if no, explain):

Supporting **compliance documentation** meets all bullets (if no, explain):

AGENCY NAME	O.R.I.#
AGENCY CONTACT	CONTACT #

Domestic Violence Lethality Screen Form.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Monthly Cruiser Inspections - Rotation and Guidelines.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Line of Duty Death Policy Checklists Attachment.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

OCLEAC Standards Compliance Checklist Updated 2017.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

STANDARDS COMPLIANCE CHECKLIST

This document shall accompany all agency compliance submissions consisting of agency directive(s) and proofs of compliance documentation specific to each standard.

The agency directive and associated compliance documentation shall:

1) Adequately cover each standard and associated bullet;
2) Be clearly marked with each standard number and bullet, and;
3) Include an explanation in the space provided for any areas where compliance could not be met.

Any submissions not meeting the above criteria will be forwarded to a subject matter expert for assistance and may result in a delay in the agency obtaining Ohio Collaborative Certification.

STANDARD 8.2015.1

USE OF FORCE / DEADLY FORCE

The agency maintains a use of force / deadly force written directive that includes:

☐ a. policy statements in support of the Ohio Collaborative guiding principles;

☐ b. when a written report shall be conducted;

☐ c. investigation / report reviews for policy compliance; and

☐ d. annual read and sign and testing over directive content for sworn agency personnel.

GUIDING PRINCIPLES

USE OF FORCE

Employees may only use the force which is reasonably necessary to effect lawful objectives including: effecting a lawful arrest or overcoming resistance to a lawful arrest, preventing the escape of an offender, or protecting or defending others or themselves from physical harm.

USE OF DEADLY FORCE

The preservation of human life is of the highest value in the State of Ohio. Therefore, employees must have an objectively reasonable belief deadly force is necessary to protect life before the use of deadly force. Deadly force may be used only under the following circumstances: 1. To defend themselves from serious physical injury or death; or 2. To defend another person from serious physical injury or death; or 3. In accordance with U.S. and Ohio Supreme Court decisions, specifically, *Tennessee v. Garner* and *Graham v. Connor*.

↓ *For agency completion: Agency compliance feedback for Use of Force / Deadly Force*

Written directive meets all bullets (if no, explain):

Supporting **compliance documentation** meets all bullets (if no, explain):

STANDARD 8.2015.2

RECRUITMENT AND HIRING

The agency maintains a Recruitment and Hiring directive that includes:

☐ a. policy statements in support of the Ohio Collaborative guiding principles;

☐ b. establishment of an agency recruitment plan;

☐ c. establishment of agency EEO plan;

☐ d. identification of sworn officer applicant qualifications;

☐ e. identification of sworn officer application and selection process;

☐ f. annual review of agency hiring and recruitment process; and

☐ g. annual read and sign and testing over agency hiring and recruitment directive, for applicable personnel.

GUIDING PRINCIPLES

The goal of every Ohio law enforcement agency is to recruit and hire qualified individuals while providing equal employment opportunity. Ohio law enforcement agencies should consist of a diverse workforce. Communities with diverse populations should strive to have a diverse work force that reflects the citizens served.

Non-discrimination and equal employment opportunity is the policy. Law enforcement agencies shall provide equal terms and conditions of employment regardless of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, military status, or disability. This applies to all terms or conditions associated with the employment process, including hiring, promotions, terminations, discipline, performance evaluations, and interviews.

Agencies should utilize due diligence in ensuring that their prospective employees have the proper temperament, knowledge and attitude to handle this very difficult job. Agencies should have appropriate mechanisms in place in order to achieve this mission. Further, agencies should ensure their employment requirements are related to the skills that are necessary to be a successful employee.

↓ For agency completion: Agency compliance feedback for Recruitment and Hiring Standard

Written directive meets all bullets (if no, explain):

Supporting **compliance documentation** meets all bullets (if no, explain):

STANDARD 8.2016.3

COMMUNITY ENGAGEMENT

The agency maintains a written directive on community engagement activities and includes the following:

☐ a. policy statements in support of the Ohio Collaborative guiding principles:

☐ b. identification of agency specific programs;

☐ c. methods for sharing and receiving information within the agency's service area;

☐ d. annual read and sign and testing over agency community engagement directive for all agency personnel.

GUIDING PRINCIPLES

Agencies shall utilize proven strategies or develop their own strategies that are focused on community engagement. Examples may include: youth programs, educating the community on police policy and procedures, educating officers about the community they serve, sharing , receiving and providing information to the public, jointly identifying areas of concern, and communicating, when appropriate, significant changes in agency operations or other areas.

The intent of this standard is to establish agency accountability for the community involvement function in writing. The function should be developed and operated to effectively meet the needs of the agency, with consideration of the department size and budget, as well as the community it serves.

For agency completion: Agency Compliance Feedback for Community Engagement

Written directive meets all bullets (if no, explain):

Supporting **compliance documentation** meets all bullets (if no, explain):

STANDARD 12.2016.4

BODY WORN CAMERAS

If the agency utilizes body worn cameras, a written directive includes:

☐ a. The purpose and organizational philosophy regarding use in support of the Ohio Collaborative guiding principles;

☐ b. requirements and restrictions for activation and deactivation of the device;

☐ c. criminal and administrative use of the camera captured data

☐ d. data storage, retention and disclosure requirements reflective of public records law and privacy concerns;

☐ e. requirements for a documented review of camera captured data; and

☐ f. accountability and annual training requirements (read and sign and testing) for users and supervisors.

GUIDING PRINCIPLES

Agencies utilizing body worn cameras must develop strong and consistent policies that provide guidance to their personnel as to the appropriate use of body worn cameras. Policies need to address, at a minimum, activation and deactivation, auditing, storage, retention, public records and releases video related to victims, especially child victims, injured victims, victims of sexual assault and other privacy concerns. It is recognized the audio and video data is viable recorded evidence that may provide a means of accountability for those officers and the public. It is also recognized the audio video data may not be an accurate reflection of all that is involved with an incident. Audio video data cannot reflect the human cognitive conditions associated with officer in public contact. Additionally, A/V shall not supersede the principles established by *Graham v. Connor*.

For agency completion: Agency Compliance Feedback for Body Worn Cameras

Written directive meets all bullets (if no, explain):

Supporting **compliance documentation** meets all bullets (if no, explain):

STANDARD 12.2016.5

TELECOMMUNICATOR TRAINING

If the agency employs telecommunicators, as defined by ORC 4742.01, the agency must ensure a training program and directives exist to allow for telecommunicators to be proficient in:

☐ a. Obtaining complete and accurate information from callers requesting law enforcement assistance;
☐ b. accurately classifying and prioritizing requests for assistance; and
☐ c. accurately relaying information which may affect responder and/or citizen safety.

GUIDING PRINCIPLES

Training shall meet and support minimum standards as established by legislation, OAC 5507-1, for 911 call centers and public safety answering points (PSAPs). Acceptable training may include: classroom or equivalent; utilization of nationally recognized dispatcher training; and, training developed by individual agencies to meet the specific needs of their communities.

For agency completion: Agency Compliance Feedback for Telecommunicator Training

Written directive meets all bullets (if no, explain):

Supporting **compliance documentation** meets all bullets (if no, explain):

AGENCY NAME	O.R.I.#
AGENCY CONTACT	CONTACT #

Juvenile Custody Log Sheet PDF Form.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Gahanna Division of Police

To Serve and Protect

JUVENILE CUSTODY LOG SHEET

IDENTIFYING INFORMATION AND CUSTODY STATUS								Incident/Report #:	
Date of Custody/Detention:						Time of Entry (into police facility):			
Last Name:						First Name:			
Sex:		DOB:		Age:		Race:		Height:	Weight:
Parent/ Guardian Notified:	☐ Yes ☐ No		Notified by (Unit #) :			Time Notified:			

Initial Status Upon Facility Entry	Offender Custody Status (if applicable)
☐ Non-Offender ☐ Offender ☐ Status Offender	☐ Non-Secure Custody ☐ Secure Custody - Authorized by Unit # :
Offense level and charges (if applicable):	☐ Felony offender ☐ Misdemeanor or traffic offender
Charges:	

CUSTODY NOTATIONS AND WELFARE CHECKS (WC)

For offenders in secure custody, a welfare check must be conducted no less than every 15 minutes – see Policy 312. Note – Indicate completion of a welfare check for juveniles held in secured custody by checking the WC column. Record additional checks/ notations on reverse side if necessary.

SUBMIT FORM WITH THE ASSOCIATED REPORT - FOR SECURE CUSTODY, LOG PRE-RELEASE CELL/HOLDING AREA INSPECTION

Time	WC	Unit #	Notes	Time	WC	Unit #	Notes
	☐				☐		
	☐				☐		
	☐				☐		
	☐				☐		
	☐				☐		
	☐				☐		
	☐				☐		
	☐				☐		
	☐				☐		
	☐				☐		
	☐				☐		
	☐				☐		

RELEASE INFORMATION

Date of Release:		Time of Release:		Releasing Officer (Unit #):	
Released to another facility:	☐ Yes ☐ No	Facility (if applicable) :			
Release to (if No above):					
Reviewing/Authorizing Supervisor:					

Must be 14 years of age or older and present a reasonable risk of serious harm to be held in secure custody. The circumstances justifying secure custody must be documented in the associated incident report. **A pre-release cell/holding area inspection must be conducted**

26.101 Personnel Complaint Commendation Form Rev.2019.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

City of Gahanna
Division of Police

Personnel Complaint/Commendation Report

Date Reported _____ Time Reported _____ Incident Number _____

Reported: ___ In-person ___ Letter ___ Telephone ___ E-mail/Social Media ___ Anonymous

Received or Initiated by: _____

Complainant/Reporting Party:_____

Address _____

DOB_____ Sex_____ Race _____ Home Phone (_____)_____

Occupation _____ Work Phone (_____)_____

E-mail address _____

Incident Location _____Date/Time _____

Narrative _____

_____

_____

_____

_____

_____

_____

_____

_____

_____( ) Narrative Continuation Report

Complainant/Reportee Statement: _____ Requested _____ Provided _____ Declined

Relationship to employee: ____ Case pending ____ Prior Court/LE Action _____ None

Other (Specify) _____

City of Gahanna
Division of Police

Personnel Complaint/Commendation Report

Division Personnel Involved or Witnesses

Name _____ Badge/ID _____ Witness ____ Involved ___

Name _____ Badge/ID _____ Witness ____ Involved ___

Name _____ Badge/ID _____ Witness ____ Involved ___

Name _____ Badge/ID _____ Witness ____ Involved ___

Witnesses

Name _____ Phone (____) _____

Name _____ Phone (____) _____

Name _____ Phone (____) _____

Name _____ Phone (____) _____

Supervisor's Initial Review and Recommendation(s) _____

_____

_____

_____

_____

_____

_____ Request for Formal IA Investigation

_____ Request for Informal/Initial Incident Review and Recommendations

_____ Request for Commendation forward to awards committee

Follow-up necessary _____

Supervisor's Signature _____Date _____

____Approved _____Not Approved Deputy Chief _____

____Approved _____Not Approved Chief or Police _____

City of Gahanna
Division of Police

Personnel Complaint/Commendation Report

Continuation of Narrative or Statement of: _____

Signature: _____ Date: _____

Supervisor Summary for Vehicle Pursuit Form Rev.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Jeffrey Spence
Chief of Police

CITY OF GAHANNA
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF POLICE

To Serve and Protect

Supervisor Summary of Vehicle Pursuit

*** Subject to public release only upon completion/disposition of Administrative Review and any associated Internal Affairs Investigation (if applicable) ***

Incident Number/Report Number: _____

Date of Vehicle Pursuit: _____

For completion by Subdivision Lieutenant

Indicate the annual sequential vehicle pursuit number
(Reporting year – sequential vehicle pursuit, e.g. VP-19-1)

Vehicle Pursuit Number: VP-_____

Supervisor Instructions: As soon as practical, the field supervisor of an officer initiating a pursuit shall complete a summary report and forward it through the chain-of-command. The report should include the following information:

1) Date and time of pursuit; 2) Length of pursuit in distance and time; 3) Involved units and officers; 4) Initial reason and circumstances surrounding the pursuit; 5) Starting and termination points; 6) Alleged offense, charges filed or disposition: arrest, citation or other release; 7) Arrestee information should be provided if applicable; 8) Injuries and/or property damage; 9) Medical treatment; 10) The outcome of the pursuit; 11) Name of supervisor handling or at the scene; 12) A preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

Review Levels

OIC → Shift Sergeant → Subdivision Lieutenant → Deputy Chief of Police → Chief of Police

Gahanna Division of Police
Supervisor Summary of Vehicle Pursuit

Review Level: _____OIC_____ VP Number: _____

Review Date: _____

Signature: _____

Gahanna Division of Police
Supervisor Summary of Vehicle Pursuit

Review Level: _____Sergeant_____ VP Number: _____

Review Date: _____

Signature: _____

Gahanna Division of Police
Supervisor Summary of Vehicle Pursuit

Review Level: Subdivision Lieutenant _____ VP Number: _____

Review Date: _____

Signature: _____

Gahanna Division of Police
Supervisor Summary of Vehicle Pursuit

Review Level: _____Deputy Chief of Police_____ VP Number: _____

Review Date: _____

Signature: _____

Gahanna Division of Police
Supervisor Summary of Vehicle Pursuit

Review Level: _____Chief of Police_____ VP Number: _____

Review Date: _____

Signature: _____

26.104 Complaint Filing and Investigation Procedures Rev. 2019.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

City of Gahanna
Division of Police

Complaint Filing and Investigation Procedures

The Gahanna Division of Police believes that the trust and confidence of the community it serves is essential. In order to promote and maintain public trust and confidence, the Gahanna Division of Police investigates all complaints of misconduct against the agency or its employees.

Citizens are encouraged to contact the Division of Police regarding any incident perceived as unlawful, unreasonable and/or objectionable, by one of the following methods at any time of the day:

- **In Person** by visiting our headquarters at 460 Rocky Fork Blvd. Gahanna, OH 43230 and requesting to speak to the supervisor on duty, who will take the complaint in writing.
- **By Telephone** by calling (614) 342-4240 and requesting to speak with the supervisor on duty who will reduce the complaint to writing.
- **In Writing** by addressing the complaint to Chief Jeffrey Spence, Gahanna Division of Police, 460 Rocky Fork Blvd., Gahanna, OH 43230

All complaints alleging misconduct by an employee of the agency will be investigated by supervisory personnel. Complaints alleging serious misconduct will be investigated by the agency's internal affairs function. Line supervisors will investigate allegations of minor misconduct.

- All complaints are registered by the duty supervisor on the required form
- The complainants receive a complaint verification form, stating that the investigation will be initiated. The complainant will be advised of the status and conclusion of the investigation. Unless extenuating circumstances exist, internal affairs investigations should be concluded within thirty (30) days
- The investigations shall safeguard the rights of the complainant and the rights of the employee accused of wrong-doing
- Generally, formal internal affairs investigation interviews are conducted at the Police Headquarters.
- The complainant, witnesses and employees may be requested to take a truth verification test relevant to the complaint and/or investigation
- The complainant and/or witnesses may be prosecuted if the allegation and corroborative statements are found to be false. Malicious allegations and/or false charges are not tolerated by this agency

These procedures are designed to inform and ensure fairness to all involved in an internal affairs investigation, not to dissuade the filing of a legitimate complaint against the agency or its personnel.

26.103 Garrity Rights Rev. 2019.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

City of Gahanna
Division of Police

Internal Investigation Garrity Rights

I wish to advise you that you are being questioned as part of an official investigation of the Police Department. You will be asked questions specifically directed, and related to, the performance of your official duties or fitness for office.

You are entitled to all the rights and privileges guaranteed by the laws and the Constitution of this State and the Constitution of the United States, including the right not to be compelled to incriminate yourself. I further wish to advise you that if you refuse to testify, or to answer questions, relating to the performance of your official duties or fitness for duty in a complete and truthful fashion, you will be subject to departmental charges which could result in your dismissal from the Police Department.

If you do answer, neither your statements, nor any information or evidence which is gained by reason of such statements, can be used against you in any subsequent criminal proceeding. However, these statements can be used against you in relation to subsequent departmental charges.

Received: _____ Date: _____

Witness: _____ Date: _____

Witness: _____ Date: _____

Supervisor Summary for Vehicle Pursuit Form.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

JFS Ohio Voluntary Medical History for Safe Havens-01672.PDF

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Ohio Department of Job and Family Services

VOLUNTARY MEDICAL HISTORY FOR SAFE HAVENS

County		Today's Date

Child's First Name	Birth Date	Check all that apply	
		☐ African American	☐ Asian
☐ Male ☐ Female	Time of Birth	☐ Hawaiian/Pacific Islander	☐ Hispanic/Latino
		☐ Native American	☐ Other _____
			☐ Caucasian

ABOUT THE PREGNANCY

While pregnant did you have any of the following conditions and/or were you exposed to any of the following:
(Please check the box that applies to you.)

- ☐ Chicken Pox
- ☐ Chlamydia
- ☐ Diabetes (high sugar)
- ☐ Domestic Violence
- ☐ Hazardous Chemicals
- ☐ Headaches/Seizures
- ☐ Visual Disturbance
- ☐ Hepatitis
- ☐ High Blood Pressure
- ☐ HIV+/AIDS
- ☐ Infections
- ☐ Measles
- ☐ Meningitis
- ☐ Mumps
- ☐ Tuberculosis (TB)
- ☐ X-Rays/Radiation
- ☐ SexuallyTransmitted Disease/ Veneral Disease
- ☐ Other _____

Did you take any of the following during your pregnancy? *Check only those that apply.*

- ☐ Alcohol (beer, wine, liquor, etc.)
- ☐ Amphetamines (uppers)
- ☐ Barbiturates (downers)
- ☐ Caffeine (coffee, soda, etc.)
- ☐ Cocaine
- ☐ Crack
- ☐ Ecstasy
- ☐ Heroin
- ☐ Inhalants ("Huffing")
- ☐ IV Drug Use
- ☐ LSD/Acid
- ☐ Marijuana
- ☐ Methadone
- ☐ Tobacco Products
- ☐ Other _____

FAMILY HEALTH HISTORY

Check if any apply to the birth father, birth mother, or extended family *(e.g., aunt, uncle, sister, brother, cousin, grandparent, etc.)*

- ☐ Allergies -Type _____
- ☐ Anemia
- ☐ Arthritis/Joint Problems
- ☐ Asthma
- ☐ Attention Deficit/Hyperactivity
- ☐ Blindness/Visual Problem
- ☐ Cancer(s) -Type _____
- ☐ Cerebral Palsy
- ☐ Cystic Fibrosis
- ☐ Deaf/Hearing Problems
- ☐ Depression
- ☐ Diabetes (high sugar)
- ☐ Down's Syndrome
- ☐ Heart Attack
- ☐ Heart Murmur
- ☐ Hemophilia/Bleeding
- ☐ Problems
- ☐ HIV+/AIDS
- ☐ Huntington's Disease
- ☐ Hypertension (high blood pressure)
- ☐ Kidney Problems
- ☐ Learning Disabilities
- ☐ Mental Retardation
- ☐ Multiple Sclerosis
- ☐ Muscular Dystrophy
- ☐ Nervous Breakdown
- ☐ Schizophrenia
- ☐ Scoliosis (spinal curvature)
- ☐ Sickle Cell Anemia
- ☐ Skin Problems (psoriasis, eczema, acne)
- ☐ Speech Problems
- ☐ Spina Bifida (born with open spine)
- ☐ Stroke
- ☐ Tay Sachs Disease
- ☐ Thyroid Disorder
- ☐ Other _____
  _____

Was the baby born?
☐ At Home ☐ At the Hospital
☐ Other: please explain

Was the baby premature?
☐ Yes ☐ No ☐ Not sure
If Yes, how many weeks premature?

Did you receive pre-natal care?
☐ Yes ☐ No

Did you take prescribed medication(s) during your pregnancy?
☐ Yes ☐ No
If yes, what?

Did you take over-the-counter medication(s) during your pregnancy?
☐ Yes ☐ No
If yes, what?

This form is being provided to you in order to obtain medical information about your child. The form may be fully or partially completed, and may be completed at the same time as delivering the child and no legal consequence will result from failure to complete any part of this or at a later time. This form is completely voluntary.

Job and Family Services Ohio Safe Havens for Newborns-08099.PDF

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

For more information about Safe Havens, call:

Ohio Department of Job and Family Services
Office of Families and Children

1.866.886.3537

John R. Kasich, **Governor**
State of Ohio

Cynthia C. Dungey, **Director**
Ohio Department of Job and Family Services

JFS 08099 (Rev. 2/2017)

This institution is an equal opportunity provider and employer.

Ohio | Department of Job and Family Services

OHIO's SAFE HAVENS FOR NEWBORNS

AN ALTERNATIVE TO LEAVING INFANTS IN UNSAFE PLACES

What is Safe Havens for Newborns?

Not all women who get pregnant are ready to raise a child. Sometimes they see no options except to abandon the baby. Safe Havens provides a new option. It allows a birth parent to leave a newborn infant (up to 30 days old) with:

- a **medical worker** in a hospital;
- a **medical worker** at a fire department or other emergency service organization; or
- a **peace officer** at a law enforcement agency.

If the infant is left with a person at one of these places, and has not been abused or neglected, the parent will face no legal consequences for making this choice.

Who can take a newborn to a Safe Haven?

The birth parent (mother or father) can take a child to a Safe Haven. The law provides protection from prosecution only for the child's parents.

Does the birth parent have to call before taking an infant to a Safe Haven?

No. A birth parent may take a newborn to a Safe Haven at any time until the child is 30 days old.

What information will the birth parent have to provide?

The birth parent is not required to provide any information, including his or her name. However, it would help the baby if the birth parent chose to provide basic health information. The birth parent will be offered a form to guide them in providing the most important health information.

What happens next?

If the baby needs medical attention, it will be provided. The professional staff person who accepts the baby will contact the county children services agency, and the baby will be placed in an adoptive home. There are many families who want to adopt a baby.

When a parent cannot care for an infant, leaving the baby at a Safe Haven may be the best choice for the child. If the birth parent is not sure about this decision, an adoption social worker can help by providing information on available options and services for birth parents and their babies. Information is also available by calling:

HELP ME GROW
1-800-755-4769

Any birth parent who wants to raise a baby but doesn't know how may also call the Help Me Grow helpline to get information about caring for and raising children.

Countries and Jurisdictions with Mandatory Notifications.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Countries and Jurisdictions with Mandatory Notifications

The following countries and jurisdictions require mandatory consular notification:

A

- Albania
- Algeria
- Antigua and Barbuda
- Armenia
- Azerbaijan

B

- Bahamas
- Barbados
- Belarus
- Belize
- Brunei
- Bulgaria

C

- China (including Macao and Hong Kong)*
- Costa Rica
- Cyprus
- Czech Republic

D

- Dominica

F

- Fiji

G

- Gambia
- Georgia

H

- Hungary

J

- Jamaica

K

- Kazakhstan
- Kiribati
- Kuwait
- Kyrgyzstan

M

- Malaysia
- Malta
- Mauritius
- Moldova

N

- Nigeria

P

- Philippines
- Poland†

R

- Romania
- Russia

T

- Tajikistan
- Tanzania
- Tonga
- Trinidad and Tobago
- Tunisia
- Turkmenistan
- Tuvalu

U

- Ukraine
- United Kingdom‡
- Uzbekistan

Z

- Zambia
- Zimbabwe

Ghana
Grenada
Guyana

S

Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Seychelles
Sierra Leone
Singapore
Slovakia

* Notification is not mandatory in the case of persons who carry "Republic of China" passports issued by Taiwan. Such persons should be informed without delay that the nearest office of the Taipei Economic and Cultural Representative Office ("TECRO"), the unofficial entity representing Taiwan's interests in the United States, can be notified at their request.

† Mandatory only for foreign nationals who are not lawful permanent residents in the United States (i.e., "green card" holders). Otherwise, upon the national's request.

‡ The bilateral convention between the United States and the United Kingdom applies to British nationals from Great Britain (England, Wales and Scotland); Northern Ireland; the Crown Dependencies of Jersey, Guernsey, and the Isle of Man; and the British Overseas Territories, including Anguilla, Bermuda, the British Virgin Islands, the Cayman Islands, Gibraltar, Montserrat, and the Turks and Caicos Islands, along with other island territories. Residents of the Overseas Territories may be traveling on a passport issued by the territory with no indication that the territory is British. Nevertheless, for them and all others from a British possession listed above, consular notification and access should be provided to the nearest U.K. consulate. For advice on how to ascertain whether an arrested or detained person is a British national, as well as a complete list of the Overseas Territories, see the question "What about British nationals?" in the manual.

OCLEAC Standards Compliance Checklist 8.2015.1.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

GPD Strip-Cavity Search Authorization 06-2018.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Seizure Flow Chart.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Seizure Flow Chart

2981.03 General Seizure guidelines

A)1) Seizure by Officer
- Probable cause
- Notice to aggrieved party
  - Good faith effort required on notice

2) Seizure by State/Political Subdivision
- For real property
- By motion
- Notice required with hearing after 21 days

B) Objection filed by aggrieved party
- Hearing within 21 days
- Titled/registered property
  - State burden by *preponderance* to show legal seizure.
- All other property
  - Aggrieved burden by *preponderance* to show illegal seizure.

C) Contested "Proceeds" by owner/3rd party
- State has provisional title and must prove by *preponderance* **both**:
  1) Interest in property acquired through criminal offense and.
  2) No other likely source for interest other than as proceeds.

D) Preservation actions by prosecutor
- Request as needed to court to protect property. Must show 3 things:
  1) Substantial likelihood State will prevail.
  2) Failure to issue order could result in loss of property.
  3) Need to preserve outweighs hardship of aggrieved party.
- Key additional provisions:
  1) Court orders last maximum 90 days but renewable.
  2) Hearing can be held without notice if prosecutor requests.
  3) Court can consider normally inadmissible evidence.

E) Conditional Release
- Aggrieved party can request release from custodial agency.
- After 15 days (7 for real property) party can petition court. Must show all:
  1) A possessory interest.
  2) Sufficient ties to community.
  3) Substantial hardship.
- Court can't grant if property is contraband, being held as evidence of a crime, likely to be used for additional offenses. Same burdens as B above.
- Court has 21 days to decide after filing, 10 days if mobile instrumentality.

2981.05 Civil Forfeiture.

A) Civil forfeiture when owner unavailable

- After seizure of appropriate property when the owner is unavailable as follows, a civil forfeiture may be filed.
  1) After 3 months from owners death.
  2) More than 3 months since owner exercised any claim to property.
  3) An indictment filed and warrant outstanding at least 12 months if either:
     a) Owner is outside state and unable to be extradicted.
     b) Reasonable efforts by law enforcement have not located owner.

B) Complaint requirements

1) List facts upon which based.
2) List alleged felony/gambling offense allowing the forfeiture.
3) If owner deceased at least 30, need certified death certificate attached.

C) Can be filed simultaneously or after criminal indictment.

- Action is stayed pending criminal outcome.

D) Can be filed against anyone (regardless of criminal charges or outcome) who is alleged to have received, retained, possessed, or disposed of PROCEEDS in an amount greater than $15,000.

- State's burden to prove by *clear and convincing* standard:
  1) Person did receive, possess or dispose of proceeds.
  2) Person knew or had reasonable cause to believe money was proceeds from criminal activity.
  3) Proceeds exceed $15,000.00.
- Actions under this section shall commence within 2 yrs of last possession of proceeds by aggrieved party.
- Trial shall commence within 1 year of filing.
- Any statements made by person during civil proceedings can NOT be used against them in criminal proceedings except for impeachment.
- Rebuttable presumption possessor of property is owner.
- 15k goes up with inflation each year on January 1st, starting 2018

E) Notice requirements:

1) Prior to filing civil, prosecutor shall attempt to identify anyone with an interest.
2) Notice shall be given to all known potential claimants and 2 straight weeks of publication.

F) Person with interest in property can petition Court for conditional release per 2081.03.

G) In some incidences the Court can consider a proportionality review per 2981.09.

26.2 Internal Affairs Organizational Integrity Signed Effective 10.1.201....pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

CITY OF GAHANNA
DIVISION OF POLICE
GENERAL ORDERS

	Chapter: 26.2
Subject: Internal Affairs Organizational Integrity	
Date of Approval: September 26, 2019	**Effective Date:** October 1, 2019
Issued By: Jeffrey B. Spence, Chief of Police	

26.2.1 Complaint Investigation
26.2.2 Internal Affairs Records Maintenance
26.2.3 Internal Affairs Responsibility
26.2.4 Complaint/Commendation Registering Procedures
26.2.5 Annual Statistical Summaries; Public Availability

26.2.1 Complaint Investigation

A. The division investigates all complaints, including anonymous complaints, of alleged misconduct against the division or its employees.

26.2.2 Internal Affairs Records Maintenance

A. A record is maintained of all complaints and internal investigations against the division and its employees in a secured file in the office of the Chief of Police.

26.2.3 Internal Affairs Responsibility

A. The Chief of Police is responsible for the administration of the Internal Affairs function.

B. Supervisors are assigned by the Chief of Police to conduct formal internal investigations or informal investigations based upon their assignment and the alleged misconduct.

C. Supervisors assigned to conduct internal affairs investigations report directly to the Chief of Police, based upon communicated direction.

26.2.4 Complaint/Commendation Registering Procedures

A. The division makes available to the public the procedures to be followed in register ing a complaint or commendation involving the division or its employees.

1. A copy of the division's Complaint/Commendation Filing and Procedures is posted on the division's website and in the main lobby of Police Head quarters. Copies are furnished to the public upon request and when a per son files a complaint.

26.2.5 Annual Statistical Summaries; Public Availability

A. The division compiles annual statistical summaries of complaints and internal in vestigations. This information is made available to the public and agency employ ees. This summary may be included in the Annual Report and individual copies of the summaries are provided upon request.

Jeffrey B. Spence
Chief of Police

Safety Restraint Chair Instructions.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

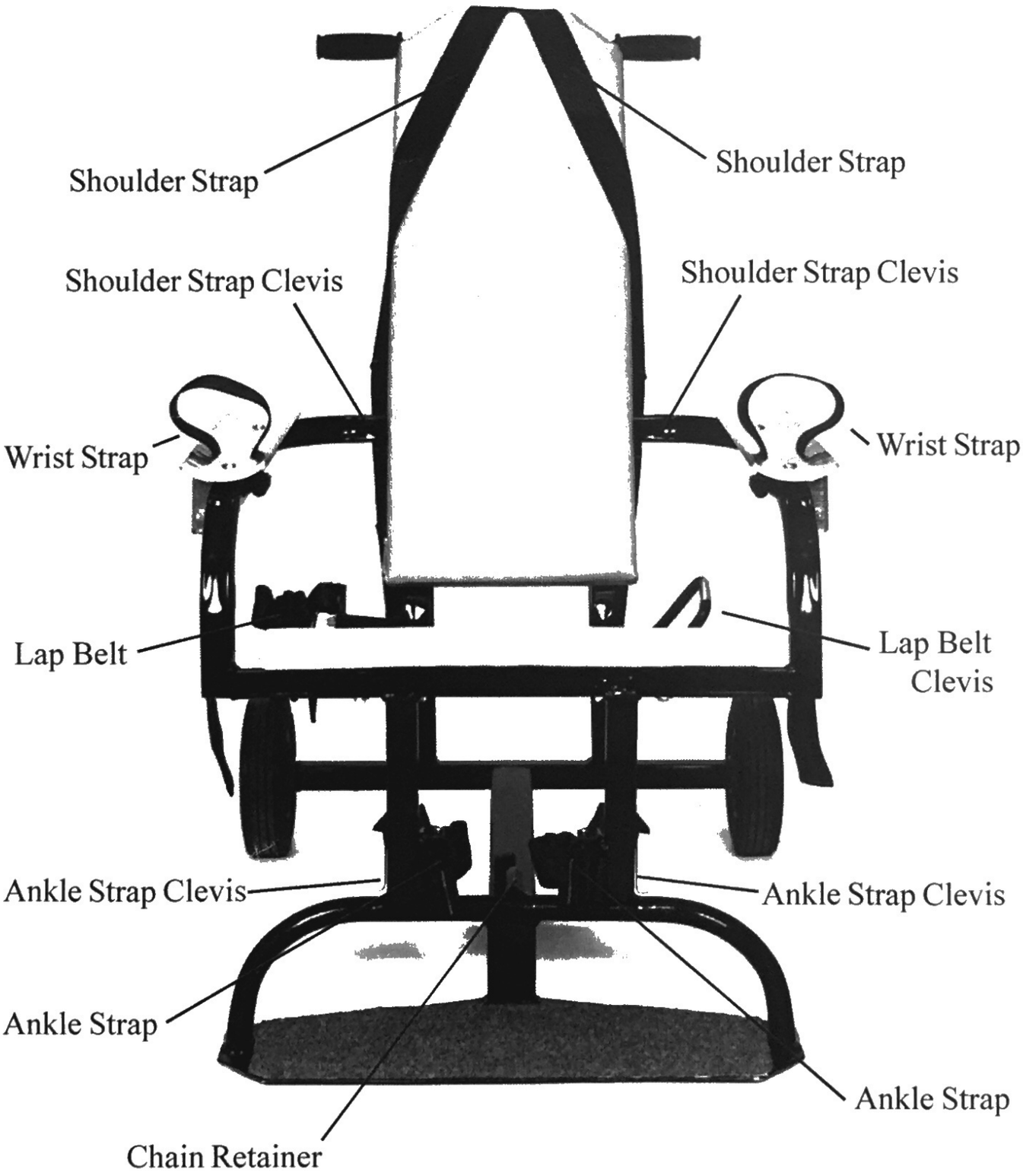
Safety Restraint Chair

Instructions

Warning

Use of the Safety Restraint Chair without first reading and thoroughly understanding the instructions could cause injury or death.

The Safety Restraint Chair is intended to help control combative, self destructive, or potentially violent detainees. If used properly it can reduce the risk of physical harm to both the detainee and staff. Violent behavior may mask dangerous medical conditions therefore detainees must be monitored for and provided with medical treatment if needed. Detainees should not be left in the Safety Restraint Chair for more than two hours. The Safety Restraint Chair should **never** be used as a means of punishment.


Shoulder Strap
Shoulder Strap
Shoulder Strap Clevis
Shoulder Strap Clevis
Wrist Strap
Wrist Strap
Lap Belt
Lap Belt
Clevis
Ankle Strap Clevis
Ankle Strap Clevis
Ankle Strap
Ankle Strap
Chain Retainer

Step 1.

Ensure that all of the detainee's personal property has been removed from them, to include jewelry, glasses, shoes, boots, socks, coat, hat, and belt. They should only be clothed in their shirt, pants, or dress.

Note: The detainee should be handcuffed and wearing leg irons when warranted.

Step 2.

Have the detainee sit in the seat, secure the lap belt free end in the lap belt clevis, and pull the handle until snug.

Note: To loosen the lap belt, insert a standard handcuff key in the lap belt buckle, and “push in” while pulling slack on the lap belt.

Step 3.

Place the chain of the leg irons behind the chain retainer.

Step 4.

Attach the handcuff tether to the handcuffs.

Step 5.

Release the right wrist from the handcuffs and secure it to the arm of the Safety Restraint Chair with the right wrist strap and pull the belt snug.

Caution: Do not cut off circulation to the hand.

Step 6.

Release the left wrist from the handcuffs and secure it to the arm of the Safety Restraint Chair with the left wrist strap and pull the belt snug.

Caution: Do not cut off circulation to the hand.

Step 7.

Retighten the lap belt if necessary.

Step 8.

Fasten the shoulder strap by passing the free ends over the shoulders, under the armpits, and secure them to the shoulder strap clevises located on the back of the chair. Then tighten by pulling down on the shoulder strap handle.

Caution: Do not wrap the straps around the chest, head, or neck.

Step 9.

Secure the ankle strap by passing the free end around the front of the ankle and securing it to the ankle strap clevis. Then pull the ankle strap handle until snug.

Step 10.

Remove leg irons.

Step 11.

Caution, violent behavior may mask dangerous medical conditions. Detainees must be monitored continuously and provided medical treatment if needed.

Caution: Handcuffs and leg irons must be removed as soon as possible to prevent injury.

Caution: Belts and straps may need to be loosened to insure adequate blood flow. The Safety Restraint Chair must always be used in the upright position, leaving the chair on its side or back may cause injury or death to the detainee. Detainees should not be left in the Safety Restraint Chair for more than two hours.

This time limit was established to allow for the detainee to calm down or sober up, and if needed it allows for the correctional office to seek medical or psychological help for the detainee. This two hour time limit may be extended, but only under **direct** medical supervision (Doctor/Nurse). This extended time period must not exceed eight hours and range of motion exercises must be performed regularly. Therefore we do not recommend anyone be left in the Safety Restraint Chair for more than ten hours total.

Safety Restraint Chair Inc.
8801 Stonepointe Lane
Johnston, IA 50131
Phone: (712) 263-5291
info@restraintchair.com

Memorandum 2019.03.010 Supervisor Summary of Vehicle Pursuit.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Jeffrey B. Spence
Chief of Police

CITY OF GAHANNA
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF POLICE

To Serve and Protect

MEMORANDUM

To: All Sworn Personnel

From: Lt. E. Moffitt # L-58

Issued Date: 03/01/2019 Effective Date: 03/11/2019

Subject: Supervisory Summary of Vehicle Pursuit/Administrative Review of Vehicle Pursuit - Revised

Reference: General Order 19.03.010

As of the effective date above, the completion of a Supervisor Summary of Vehicle Pursuit shall be completed in accordance with the following procedures. This General Order rescinds and supplants General Order 18-01, *Supervisory Summary for Vehicle Pursuit/Administrative Review of Vehicle Pursuit*, disseminated 12/19/18 and effective 1/1/19.

Following a vehicle pursuit, the Supervisor's Log/interoffice memorandum as required by 307.09(c), should be completed by using a Supervisory Summary of Vehicle Pursuit form. **This reporting requirement applies to any incident, no matter the duration, that involves a Vehicle Pursuit as defined in 307.2.** Therefore, an officer initiating a vehicle pursuit, again no matter the duration, should be required to complete at a minimum, an offense report (OF) for Failure to Comply… (RC 2921.331

A template of the Supervisory Summary of Vehicle Pursuit form is accessible on the Police P-Drive in a folder titled the same (the template may be saved to individual M drives). In the event the initial supervisor is an OIC, he or she should complete the form to include an electronic signature, and then generally forward it to the shift Sergeant via Division email (attachment).

Following review and completion by a shift Sergeant, the review should be saved with an electronic signature and then sent via Division email (attachment) to the Bureau Lieutenant. No copy of the form shall be attached to the associated RMS report or saved to any folder on the Police P-Drive. Upon receipt, the Bureau Lieutenant shall assign an annual Vehicle Pursuit (VP) Number pursuant to the instructions on the form (OICs and Sergeants do not need to enter this number). The Lieutenant should complete his/her review and then save it to the Executive Drive (in the appropriate *Vehicle Pursuits* folder). The review should be saved with an electronic signature using the following file naming convention:

VP- last two digits of the incident year- sequential vehicle pursuit occurrence, e.g. VP-19-1, VP-19-2, VP-19-3….

Thereafter, the Bureau Lieutenant should cause notification to the Deputy Chief of Police that the review was saved to the Executive Drive. In the event a review level supervisor initiates a pursuit, he or she should complete the RMS reporting requirement noted above; the corresponding Supervisory Summary of

Vehicle Pursuit should be completed by the next supervisory level (and that level must assign the Vehicle Pursuit Number and save it to the Executive Drive as noted above if applicable).

The reporting mechanisms prescribed herein are independent of any other primary or supplemental reporting mandates, e.g. use of force reporting supplements.

Approved: 03/01/2019 (by Deputy Chief J. Lawless, C-2)

By Order of:

Lt. Ethan Moffitt

Lt. E. Moffitt, Operations Bureau Lieutenant

Division Domestic Violence Lethality Screen Form Rev 3-18.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

26.3 Internal Affairs Complaint Procedures Signed Effective 10.1.2019.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

CITY OF GAHANNA
DIVISION OF POLICE
GENERAL ORDERS

	Chapter: 26.3
Subject: Complaint Procedures	
Date of Approval: September 26, 2019	**Effective Date:** October 1, 2019
Issued By: Jeffrey B. Spence, Chief of Police	

26.3.1 Internal Affairs Function and Complaint Types
26.3.2 Procedures for Notifying Chief of Police
26.3.3 Time Limit for Internal Investigations
26.3.4 Informing the Complainant
26.3.5 Notification of Investigation
26.3.6 Use of Truth Verification or Additional Investigative Methods
26.3.7 Employee Relieved From Duty
26.3.8 Disciplinary "Conclusion of Fact"

26.3.1 Internal Affairs Function and Complaint Types

A. The internal affairs function of this agency fully and fairly investigates complaints of alleged misconduct against all personnel. Responding to allegations of misconduct serves to maintain the integrity of the agency and assures the professional conduct of its personnel.

B. The agency's internal affairs investigations and hearings are conducted in the prescribed manner and employee's rights are safeguarded.

C. The Chief of Police is responsible for administering the internal affairs function and designating supervisors responsible for conducting investigations into allegations of misconduct.

D. Internal investigations are initiated upon documented receipt of allegations and accusations of wrongdoing against an employee.

1. The complaint is documented on a Personnel Complaint Report, form 26.101, under the initial province of the officer's immediate supervisor or, if absent at the time of the alleged violation, the then on-duty supervisor, to conduct a preliminary investigation and forward to the Chief of Police with recommendations.

a. Primary responsibility for maintaining and reinforcing officer conformance with the standards of conduct of this agency are with the employee and first-line supervisor.

b. It is the responsibility of any employee receiving any complaint against another employee of the agency to direct the complaint to the supervisor on duty.

2. Officers and employees do not discuss the complaint with the complainant or make any statement about the employee the complaint is about.

E. The Chief of Police or designee upon receiving the complaint, assigns an administrative complaint number. The Chief of Police assigns a supervisory investigator(s), if necessary. The Chief can accept the initial recommendation(s) of the supervisor in matters of informal complaints.

1. The Deputy Chief supervises and controls all internal affairs investigations to ensure that directives and procedures are adhered to.

F. Internal affairs investigation records and files are limited to personnel authorized by the Chief of Police.

G. Type of Complaints Investigated

1. Based upon the nature of the allegations and the information contained on the Personnel Complaint Report, the supervisor taking the complaint determines if the complaint is to be classified as formal or informal. The supervisor makes the recommendation and forwards through the Chain of Command, to the Chief of Police.

a. A formal internal investigation is conducted on all serious allegations of misconduct that could result in termination, suspension or demotion. One or more persons are assigned to gather evidence and conduct formal interviews and complete the investigation.

b. Formal complaints may include, but are not limited to, allegations of:

1) violation(s) of an individual's constitutional rights;
2) violation(s) of the law;
3) corruption;
4) brutality;
5) serious moral misconduct;
6) excessive use of force;
7) sexual harassment;
8) gross insubordination;
9) serious and/or repeated or intentional violations of written directives such as A.W.O.L.; multiple incidents of failing to report for duty; repeated incidents of tardiness; and being unfit for duty.

c. Informal complaints are less serious allegations of misconduct. Misconduct that would likely result in written or oral reprimands are conducted by the employee's immediate supervisor and generally do not require formal interviews or statements. Informal complaints may include, but are not limited to, allegations of:

1) minor violations of written directives such as first-time incidents of lateness/tardiness, minor incidents of neglect of duties or for failing to follow procedures in good faith.
2) rudeness;
3) minor policy violation and
4) slow response.

d. The supervisor completes the investigation and forwards recommendations through the chain of command for review. The chain of command may concur with the supervisor's recommendation, or make additional recommendations to the Chief of Police.

26.3.2 Procedures for Notifying Chief of Police

A. All Personnel Complaints as listed in 26.3 (G)(1)(b) or of a similar serious nature are forwarded without delay to the Chief of Police. Informal Complaints are forwarded through the chain of command.

B. Personnel Complaint reports are assigned an administrative complaint number for internal control purposes by the Chief or designee and logged in the Master Complaint Report file.

26.3.3 Time Limit for Internal Investigations

A. Internal affairs investigations are usually concluded within 30 days.

1. Extensions of the 30 day limit are granted only in those investigations where extenuating circumstances require additional time.
2. Internal Affairs Investigators file status reports every seven days with the Chief of Police on pending internal affairs investigations.

26.3.4 Informing the Complainant

A. Persons filing a complaint against the agency or its employees, receive written verification that the complaint has been received – Complaint Verification, form 26.105.

1. Persons filing a complaint in person are given a Complaint Verification Form 26.105 and Complaint Filing and Investigation Procedures, form 26.104.
2. Persons filing a complaint by letter are mailed a Complaint Verification Form 26.105 and Complaint Filing and Investigation Procedures, form 26.104.
3. Persons filing a complaint by phone who provide a mailing address are mailed a Complaint Verification Form 26.105 and Complaint Filing and Investigation Procedures, form 26.104.
4. Persons filing a complaint are given notification every thirty (30) days, informing them of the status of the investigation.
5. Upon conclusion of the investigation, persons filing a complaint are notified of the results and official findings by the Chief of Police.
6. Weekly notifications are submitted to the Chief of Police until the investigation is completed.

26.3.5 Notification of Investigation

A. The agency informs employees in writing when they are the subjects of an internal affairs investigation. Employees are given a written statement of the allegations and their rights and responsibilities relative to the investigation.

1. An employee who is the subject of a formal investigation receives a copy of the Notification of Formal Investigation, form 26.102.

    a. Employees are given a copy of the Internal Investigation Garrity Warning, form 26.103, prior to being questioned in a formal interview.

2. An employee who is the subject of an informal investigation receives a copy of the Personnel Complaint Report.
3. Sworn officers are afforded all applicable rights, warnings, and notifications, specified in the current contract between the City of Gahanna and the Fraternal Order of Police, Capital City Lodge 9.
4. Communications personnel are afforded all applicable rights, warnings, and notifications, specified in the current contract between the City of Gahanna and the FOP/OLC.
5. Employees who are members of USW are afforded all applicable rights, warnings, and notifications, specified in the current contract between the City of Gahanna and USW.

26.3.6 Use of Truth Verification or Additional Investigative Methods

A. The Chief of Police, or designee may order an employee to submit to the following investigative methods when such methods are specifically directed and narrowly related to a particular formal internal affairs investigation:

1. Medical or laboratory examinations and tests used to determine drug or alcohol levels;
2. Employee participation in a line-up;
3. Taking of, or use of, employee photographs; and
4. Submitting financial disclosure statements.

B. The use of investigative methods listed in 26.3.6(A) are conducted in accordance with any collective bargaining agreement and the reason why the method or test is appropriate to the investigation documented in the investigative file.

1. The investigative methods, listed in 26.3.6(A), are in addition to existing evidence of wrongdoing and are not used as the initial or sole method of investigation.

C. An employee may be requested to consent to a truth verification examination during a formal internal affairs investigation.

1. The examination is in addition to existing evidence of wrongdoing and is not used as the initial or sole method of investigation.
2. The purpose(s) for which truth verification examination results are used are stated before the employee is asked to consent to the examination.
3. If consent is given, the truth verification examiner is chosen by mutual agreement of the agency and the employee.
4. The questions in the truth verification examination are limited to the specific area of complaint against the employee being investigated.
5. An employee requests that they are given a truth verification examination in relation to their internal affairs investigation. If the examination is granted, the examiner is mutually agreed upon by the agency and the employee.

26.3.7 Employees Relieved From Duty

A. The Chief of Police can temporarily relieve from duty or administratively reassign any employee pending the disposition of a formal internal affairs investigation.

1. Such removal from duty is termed Administrative Leave or Administrative Reassignment, and does not reflect upon the employees' guilt or innocence.

2. Administrative reassignment is based upon the agency's need and the skills, knowledge and abilities of the employee. The Subdivision Lieutenants supervise employees on administrative reassignments unless otherwise directed by the Chief of Police.
3. The Chief of Police, or his designee may relieve an employee without pay for the remainder of their shift when the employee is unfit for duty or insubordinate during their tour of duty. If necessary, the Chief of Police is notified immediately and the employee is directed to report to the office of the Chief of Police at a specified day and time.

26.3.8 Conclusion of Fact

A. Chief's Action

1. Upon receipt of a supervisor's recommendations on a disciplinary matter or upon completion of an internal investigation, the internal affairs investigator submits recommendations to the Chief of Police as to whether a violation of policy or law has been sustained according to the evidence.

2. The Chief of Police reviews the report and supporting documents, and gives final approval of the disposition of the case as follows:

   a. Sustained: Evidence sufficient to prove allegations.
   b. Not sustained: Insufficient evidence to either prove or disprove allegations or a non-criminal complaint not filed within 45 days per a collective bargaining agreement.
   c. Exonerated: Incident occurred but was lawful or proper.
   d. Unfounded: Allegation is false or not factual.
   e. Policy failure: Flaw or absence of policy caused incident.

3. Upon final approval, the Chief of Police returns the disciplinary recommendation to the Employee's supervisor for service and execution of the decision.

B. Discipline without Charges and Specifications

1. A supervisor can administer an oral reprimand for minor violations.
2. A supervisor can administer a written reprimand for minor violations that do not merit demotion, suspension or termination.

C. Discipline with Charges and Specifications

1. When recommended, disciplinary action results in suspension, dismissal or demotion. The Deputy Chief prepares a formal statement of charges and specifications.
2. The charging form includes the following:

a. The particular General Orders alleged to be violated;
b. The dates and places where the alleged acts or violations occurred;
c. A statement of the alleged acts or violations;
d. The recommended disciplinary action;
e. The employee's right to appeal and appellate procedure; and
f. Hearing dates, times, and place.

3. The supervisor of the accused employee serves the charges and specifications, within the departmentally specified time period prior to the hearing date.

   a. When possible, service is made while the employee is on duty.
   b. When on-duty service is not feasible, the employee is served at their residence.

4. A pre-disciplinary procedure is followed according to the appropriate employee's current collective bargaining agreement.
5. Employees can appeal any decision as outlined in State Law, Gahanna City Ordinance or their respective current collective bargaining agreements.

Jeffrey B. Spence
Chief of Police

OCLEAC Standard 2.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

OCLEAC Standards Compliance Checklist 8.2015.2.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

LEG RESTRAINT DEVICES.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

INSTRUCTIONS

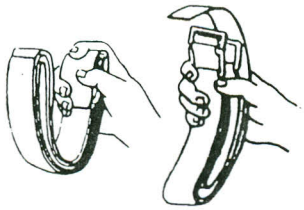
LEG Restraint LR-2

The LR-2, a safe and effective means of restraining a prisoner's legs, is made of high strength nylon and solid steel hardware. It was designed to prevent a common problem that occurs with an unrestrained prisoner. A prisoner's unrestrained legs can result in personal injury, broken vehicle windows, or damaged door frames. Applied in seconds, the LR-2 safely restricts the prisoner's leg movement, decreasing the risk of injury to the officer and/or the prisoner.

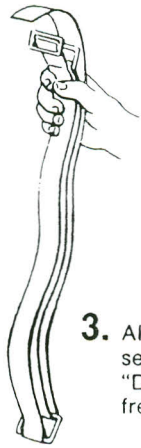
The LR-2 comes with a sturdy storage case that has double-sided Velcro® for easy attachment to the vehicle's interior, which makes it readily available to the officer.

As all officers know, a prisoner's behavior can be very unpredictable. This is why it is recommended that the LR-2 be applied during every arrest and transport.

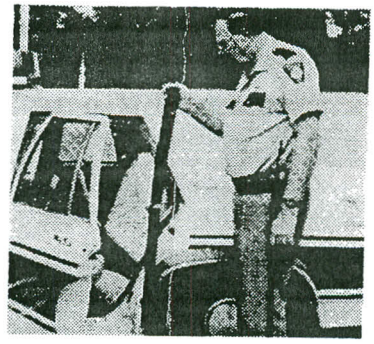
1. Hold in right hand.



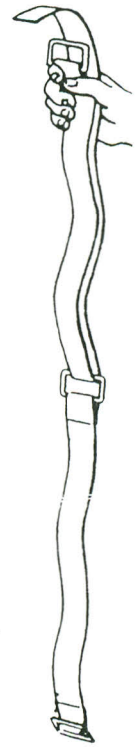
2. With left hand, separate from top and allow Velcro® to become detached.

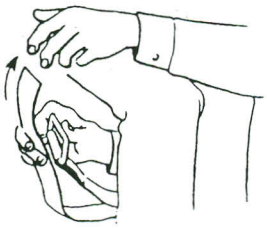


3. Allow the first section with "D"-ring to fall free.



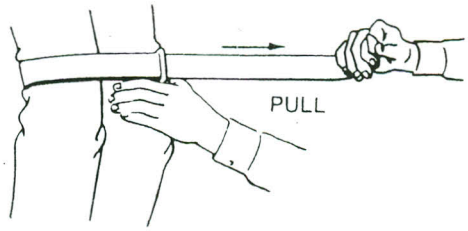
4. Allow the last section with the BELT BUCKLE to hang free. With the prisoner in vehicle (hands cuffed behind back) hold the LR-2 as shown.



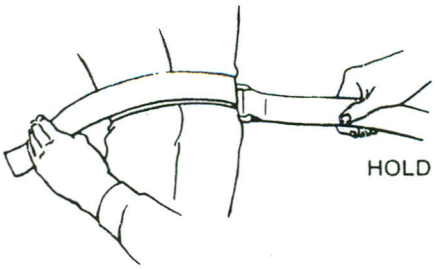


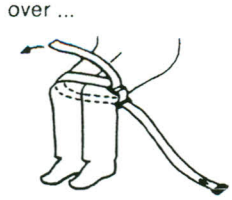
5. With the BELT BUCKLE hanging down outside the door, use your left arm to secure the prisoner's knees. Feed both the "D"-ring and Velcro® portion of the LR-2 under the prisoner's legs.

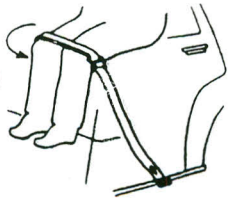
6. Hold the Velcro® portion with your left hand. With your right hand (still holding the "D"-ring), bring the "D"-ring back under the legs and over the top to feed the Velcro® portion through the "D"-ring.



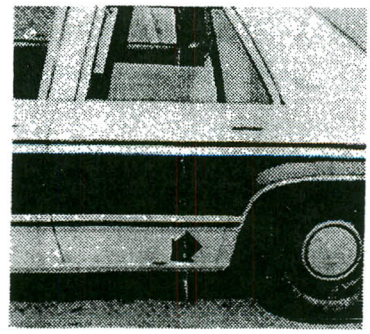
7. Pull the Velcro® portion securely with the "D"-ring flush up against the side of the prisoner's leg.







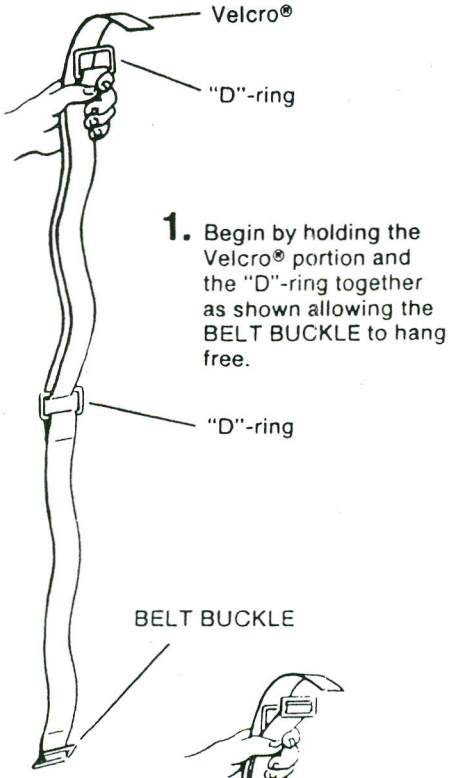
8. Wrap the Velcro® portion "over and around" to secure the prisoner's legs. Pull BELT BUCKLE toward door and place belt end labeled "THIS END OUT DOOR", over rocker panel.



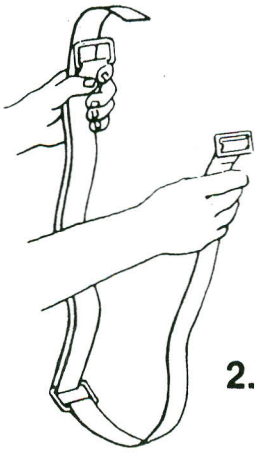
9. Close door on BELT

To prevent any injury to the prisoner, the BELT BUCKLE should be pulled securely to the door seam and rocker panel, and NEVER be allowed to hang freely.

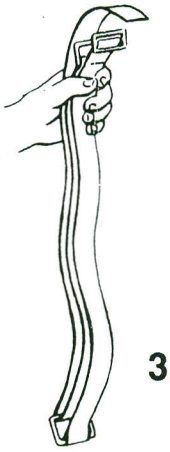
To Repack Your LR-2



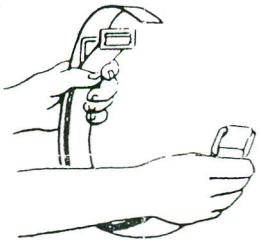
1. Begin by holding the Velcro® portion and the "D"-ring together as shown allowing the BELT BUCKLE to hang free.



2. With the other hand, grasp BELT BUCKLE end and ...

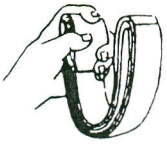


3. ... align with "D"-ring.



4. Grasp the lower "D"-ring and ...

5. ... align with other "D"-ring and BELT BUCKLE.



6. Using your index finer, fold Velcro® portion over the "D"-rings and BELT BUCKLE. Then fold together allowing the Velcro® to become attached.

26.102 Notification of Investigation Form Rev. 2019.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

City of Gahanna
Division of Police

Notification of Investigation

To: _____ **Date:** _____

From: _____

Notification of Investigation:

- _____You are being advised that you are the subject of an internal investigation initiated by the Division of Police.

- Please be advised that the scope of this investigation is: Administrative Criminal
  (circle one)

- _____You are being advised that you are a potential witness in an investigation initiated by the Division of Police.

Nature of Investigation:
(Brief descriptive narrative of incident(s) date(s), time(s), location(s), and type of alleged violation(s))

safe-havens-for-infants.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

THERE IS A SAFE PLACE.

Having a baby can be scary, especially if you aren't ready to raise a child. If you are in this situation and don't want anyone to know you had a baby, *don't* look for the quickest, nearest place to leave your baby.

Please realize that the baby may not survive the experience and, if caught, *you will be prosecuted*.

Now there are *safe, confidential* alternatives for you and your baby.

SAFE HAVENS for INFANTS provides an option.

When you are alone and scared, it is easy to think no one understands.

But we do.

Our main concern is to help you make a safe plan for your baby.

YOU HAVE AN OPTION

If you find yourself in a crisis situation with a newborn baby you do not want, or you are unable to care for that baby, there is an option that will protect the infant and protect your identity.

SAFE HAVENS for INFANTS

Abandoning a baby in an unsafe place with no help in sight is never the right decision. Ohio Law protects parents from criminal prosecution when they choose a safe alternative for their newborn baby. Franklin County Children Services, along with local hospitals, law enforcement, and other medical staff are joining together to help you and your baby.

To speak with someone *confidentially*, call:

SAFE HAVENS for INFANTS
(614) 229-7200

you've hidden your pregnancy…

you don't want anyone to know…

But what will you do with the baby?

you can protect yourself…

and the baby's future…

confidentially.

SAFE HAVENS for INFANTS

THE SOLUTION

SAFE HAVENS for INFANTS allows a birth parent to confidentially leave an unharmed infant (less than 30 days old) with a medical worker at a hospital, a medical worker or EMT at a fire department, or a police officer.

Abandoning a newborn in an unsafe place should *never* be an option.

SAFE HAVENS for INFANTS

CONFIDENTIAL

To speak with someone *confidentially*, call:

(614) 229-7200

- 24 Hour Hotline -

now you can make the right decision…

now you can protect your baby's life and your identity…

and you don't have to give your name…

WHAT TO DO:

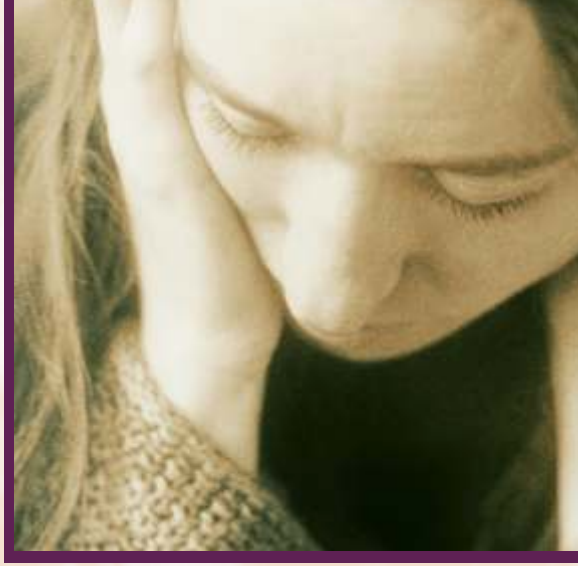
Hospitals are the safest places to deliver babies. If possible, go to a hospital when you are in labor. Once at the hospital, you can speak with a staff member about wanting to leave your baby in the SAFE HAVENS for INFANTS program.

If you do not deliver the baby in a hospital or you leave the hospital with the baby and later decide to leave your child in the SAFE HAVENS for INFANTS program, you have 30 days to take your infant to any of the following places:

- **A hospital emergency room.**
  You must tell a hospital staff member that you want to leave your baby in the SAFE HAVENS for INFANTS program.

- **A local police or fire station with emergency medical staff.**
  Tell them that you want to leave your baby in the SAFE HAVENS for INFANTS program.

You will not be prosecuted for leaving your infant with designated authorities as long as no abuse or neglect is suspected.



YOU HAVE HELP:

If you are willing, you may fill out confidential medical forms regarding your medical history. This will help your baby in the future.

confidential care and shelter is available…

Franklin County Children Services is required to look for a safe and healthy environment for your baby. This may include a permanent adoptive home.

Should you decide to re-establish your parental rights, you will be asked to take a DNA test (at your own expense) for verification.

Franklin County Children Services

Protecting Children by Strengthening Families.

Division Domestic Violence Lethality Screen Form.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Policy 900-X Temporary Custody of Adults Supplemental Procedures.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

OCLEAC Standard 1.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Felony Offenses for Basis to Pursue - 307.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Felony Offenses of Violence [RC 2901.01(A)(9)] **for Basis to Pursue; Policy 307 - Vehicle Pursuits**

***Underlined sections are always a felony-level offense, i.e. DEFAULT FELONY*

2903.01: Aggravated murder	2921.04: Intimidation of attorney, victim, witness
2903.02: Murder	2921.34: Escape
2903.03: Voluntary manslaughter	2921.161: Improper discharging firearm…
2903.04: Involuntary manslaughter	2903.34**(A)(1)**: Patient abuse or neglect
2903.11: Felonious assault	2911.12(A)(1-3): Burglary (trespass in occupied structure)
2903.12: Aggravated assault	2919.22(B)(1-4): Endangering children
2903.13: Assault	
2903.15: Permitting child abuse	
2903.21: Aggravated menacing	
2903.211: Menacing by stalking	Misdemeanor Exception for Basis to Pursue
2903.22: Menacing	
2905.01: Kidnapping	2905.05: Criminal child enticement (can be a felony if prior)
2905.02: Abduction	
2905.11: Extortion	
2905.32: Trafficking in persons	
2907.02: Rape	
2907.05: Gross sexual imposition	
2909.02: Aggravated arson	
2909.03: Arson	
2909.24: Terrorism	
2911.01: Aggravated robbery	
2911.02: Robbery	
2911.11: Aggravated burglary	
2917.01: Inciting to violence	
2917.02: Aggravated riot	
2917.31: Inducing panic	
2919.25: Domestic violence	
2921.03: Intimidation	

When Non-Default Felony Offenses Rise to a Felony**

*** Not an all-inclusive list, just the conditions that would be most likely for Division officers (e.g. Assault is a felony when it occurs on the grounds of a correctional facility – NA for GPD, so not noted below)*

Absent a reasonable belief that one of the following offenses is a felony, consider them to be a misdemeanor level offense as it relates to the decision to initiate a vehicle pursuit

2903.13 – Assault

- Offense committed by a caretaker against a functionally impaired person under their care (F4)
- Victim of the offense is a schoolteacher or administrator or school bus operator and the offense occurred in a school, on school premises, in a school building, on a bus, or while victim is outside school premises/bus and is engaged in official work responsibilities (F5)
- Victim is a peace officer, BCI investigator, firefighter, EMS engaged in official duties (F4)
- Victim is officer or employee of a public children services agency (FCCS) or private child placing agency and offense relates to official responsibilities (F5 or F4)

2903.21 – Aggravated Menacing

- Victim is officer or employee of a public children services agency (FCCS) or private child placing agency and offense relates to official responsibilities (F5 or F4)

2903.211 – Menacing by Stalking (F4)

- Offender has a prior conviction for Menacing by Stalking or Aggravated Trespass
- Offender made a threat of physical harm
- Offender trespassed on the land/premises where victim lives, works, or attends school
- Victim is a minor
- Offender has a history of violence/violent acts towards the victim or any other person
- Offender had a deadly weapon while committing the offense
- At the time of the offense, offender was the subject of a PO
- Offender caused serious physical harm to the victim's premises or victim's personal property on premises
- Prior to offense offenders engaged in recent homicidal or violent behavior
- Victim is officer or employee of a public children services agency (FCCS) or private child placing agency and offense relates to official responsibilities

2903.22 – Menacing

- Victim is officer or employee of a public children services agency (FCCS) or private child placing agency and offense relates to official responsibilities (F5 or F4)

2909.03 – Arson

- Value of property or physical harm is $1000.00 or +
- Causes a substantial risk of physical harm to any property of the offender's with purpose to defraud
- Create a substantial risk of physical harm to a school building or local government facility
- Create a substantial risk of physical harm to any park/preserve
- Cause a substantial risk of physical harm (through an agreement for hire) to any property of another

2917.01 – Inciting to Violence

- If the offense being urged to incite/commit is a felony

2919.25 – Domestic violence

- Victim incurs serious physical harm
- Prior conviction (don't pursue based on prior DV conviction alone)

2921.04 - Intimidation of Attorney, Victim, Witness

- Offense committed via force or unlawful threat of harm to person/property

2921.34 - Escape

** Misdemeanor when offender is a juvenile and the underlying offense is not a felony (if committed by an adult) or it involves a misdemeanor offender who fails to return to a detention facility at a specified time

Otherwise this is a felony at the "street level" – however, the underlying offense should always be taken into consideration; **for minor and non-violent underlying offenses defer to non-pursuit** unless there is some indication that the suspect's escape presents some reasonable threat to public safety (vs. they simply "got away").

2919.22 – Endangering Children

- Offender has previous conviction
- If violation results in serious physical harm to the involved child

Taser Study Aid.pdf

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Incident #

Gahanna Division of Police
Strip/Cavity Search Authorization

Subject Name - Last	First	M/I	Sex	SSN	DOB
Arresting Name Officer - Last	First	M/I	Sex	Badge	Assignment

Detention/Arrest of Subject Arose from: ☐ Misdemeanor Offense ☐ Traffic Offense ☐ Felony Offense

Probable Cause Established the Suspect is Concealing: ☐ Evidence Fruits/Tools of a Crime ☐ Contraband ☐ Deadly Weapon

☐ The Strip Search was Necessary for Medical or Hygienic reasons and NOT Evidentiary in Nature

ORC 2933.32 requires that a strip search be conducted by a person or persons who are of the same sex as the person who is being searched and the search shall be conducted in a manner and in a location that permits only the person or persons who are conducting the search and the person who is being searched to observe the search.

Probable Cause Section

Statement of facts:

Prior Convictions, if Known

Written Authorization

I have reviewed the circumstances of the arrest/detention, nature of the offense, and known convictions of the person and I authorize the **(circle one)** Strip Search / Body Cavity Search of the person listed.

Authorizing Supervisor's Printed Name	Authorizing Supervisor's Signature	Badge	Assignment	Date

INDEX / TOPICS

A

ABUSE OF AUTHORITY 11
ACCOUNTABILITY TO SUPERVISOR . . 20
ADMINISTRATIVE INVESTIGATIONS
Recorded media files. 255
Vehicle damage. 358
ADULT ABUSE 111
Investigations. 314
Sexual assault. 318
AIRCRAFT
Flying while armed. 74
ALCOHOL
Vehicle use. 355
AMMUNITION 70
ANIMALS
Dangerous. 73
Euthanize. 74
Injured. 74
APPOINTMENTS
Audio/video coordinator. 255
Communications supervisor. 369
Community Relations Coordinator. . . . 199
Custodian of records. 386
Operations director 339, 340
Petty cash fund manager. 360
Press information officer (PIO). 162
ARRESTS
Consular notifications. 403
Diplomatic immunity. 225
First amendment assemblies. 271
Log. 163
Mass. 269
Seat belts. 435
Towed vehicles. 296
ASSET FORFEITURE 322
AUDIO/VIDEO RECORDING
Body cameras. 252
Custodial interrogation. 314
Holding cells. 407
AUDITS
Informant files. 330
Informant funds. 332
Petty cash. 360
AUTHORITY 10
Ethics. 150
AUTOMATED EXTERNAL DEFIBRILLATORS (AED) 279
AUTOMATED LICENSE PLATE READER 265
AUTOMATED VEHICLE LOCATION TRACKING (AVL) 354
AUXILIARY RESTRAINTS 50

B

BACKGROUNDS 418
BADGE
Mourning Badge. 470
BADGES, PATCHES AND IDENTIFICATION
Conduct. 151
BATON 56
BIAS-BASED POLICING 207
BIOLOGICAL SAMPLES 182
BODY ARMOR
Suspects. 68
BODY ARMOR 436
BODY-WORN CAMERAS 252
BOMBS 218
Portable audio/video recorders. 254
Radios. 220

C

CANINES
Pursuits. 260
CASH
Audit. 332
Custody. 407
Informants. 331
CHILD
Sexual assault. 318
CHILD ABUSE 121
CHILDREN
Firearms. 72
Safety. 405
Transporting. 434
CITATIONS
Diplomatic immunity. 226
CITE AND RELEASE 223
CIVIL
Subpoenas. 166
CIVIL DISPUTES 273
COMMAND PROTOCOL 19
COMMAND STAFF
Petty cash audit. 360
Work-related injuries. 456
COMMUNICABLE DISEASES

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Custody. 400
Illness and injury prevention. 483
COMMUNICATIONS CENTER
Foot pursuits. 263
Mandatory sharing. 169
COMMUNITY ADVISORY COMMITTEE . 201
COMMUNITY RELATIONS 198
COMPUTERS
Digital evidence. 315
CONDUCT 148
Standards of conduct. 152
CONDUCTED ENERGY DEVICE 60
CONFIDENTIALITY
Adult abuse reports. 115
Communicable disease information. . . 432
Communications center. 374
Conduct. 151
Custodial telephone calls. 405
Custodian of records. 386
Informants. 328
Radio broadcasts. 250
CONTACTS AND TEMPORARY DETENTIONS
Bias-based policing. 207
CONTROL DEVICES
Custody. 406
Decontamination. 430
First amendment assemblies. 270
CONTROL DEVICES 55
CORRESPONDENCE 29
COURT APPEARANCES 165
COURT ORDERS
Adult abuse. 113
Civil disputes. 274
Juvenile informants. 328
Source testing. 432
Subpoenas. 165
CRIME ANALYSIS 368
CRIME SCENE AND DISASTER INTEGRITY
. 211
CUSTODIAL INTERROGATIONS 314
CUSTODIAL SEARCHES 410
CUSTODIAN OF RECORDS 386

D

DEATH
Custody – adults. 408
DEATH NOTIFICATION 175
DEBRIEFING
Operation plans. 344
DECONFLICTION 342
DEFECTIVE VEHICLES 351
DEPENDENT ADULTS
Safety. 405
DIPLOMATIC IMMUNITY 226
DISCALIMER OF POLICIES 14
DISCIPLINE 149
DISPUTED CLAIMS 381
DOMESTIC VIOLENCE 95
DRIVING
Safety. 153
DRIVING TACTICS 82

E

ELECTRICAL LINES 235
ELECTRONIC CIGARETTES 433
ELECTRONIC MAIL 27
EMERGENCY MANAGEMENT PLAN . . . 22
EMERGENCY MANAGEMENT PLAN
MANUALS 22
EMERGENCY UTILITY 235
ENFORCEMENT 288
ETHICS 150
EVIDENCE
Bombs. 222
Digital. 315
EXAMINATIONS
Mental, Physical. 444
EXPLOSIONS 221
EXPOSURE 217
EXPOSURE CONTROL
Reviews. 483
EXPUNGEMENT 390

F

FIELD SOBRIETY TESTS 298
FIREARMS 67
Conduct. 153
Custody. 406
Vehicle use. 355
FIRST AMENDMENT ASSEMBLIES . . . 267
FITNESS FOR DUTY 443
FLYING WHILE ARMED 74
FOREIGN
Diplomatic and consular representatives. 225
Nationals. 403

G

GENERAL ORDER 21
GROOMING STANDARDS 458

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

H

HANDCUFFING 49
HANDCUFFING AND RESTRAINTS
Custody. 406
HATE CRIMES 145
HAZARDOUS MATERIAL 216
HAZARDOUS MATERIAL (HAZMAT) RESPONSE
Bomb calls. 221
Precautions. 430
HAZARDS 485
HELICOPTER ASSISTANCE 236
HIGH-VISIBILITY VESTS 291
HOSTAGE AND BARRICADE INCIDENTS
Rapid response and deployment. 230

I

IDENTITY THEFT 177
IMMUNIZATIONS 430
INFORMANTS 328
INFORMATION TECHNOLOGY USE . . . 155
INSPECTIONS
Firearms. 67
Holding cells. 407
Illness and injury prevention . . . 483, 486
Personal protective equipment. 486
Vehicles 353, 486
INTERNAL AFFAIRS
Personnel records. 440
INVESTIGATION AND PROSECUTION . 313

J

JURISDICTION
Consular notifications. 403

K

KEYS
Vehicle. 354
KINETIC PROJECTILES 57

L

LAW ENFORCEMENT AUTHORITY . . . 10
LEG IRONS 50
LEG RESTRAINTS 51
LIMITED ENGLISH PROFICIENCY
Communication center. 371

M

MEAL PERIODS AND BREAKS 446
MEDIA
First amendment assemblies. 271
Operations plans. 344
MEDIA RELATIONS 162
MEDIA REQUEST 162
MEDICAL
Adult involuntary detention. 113
Examinations - Adult abuse. 114
Leave act (FMLA). 426
Opioid overdose medication. 280
Personnel records. 440
Releases. 279
Screening – custody adults. 405
Treatment for communicable disease exposure. 431
Treatment for work-related injury and illness 456
MINIMUM STAFFING 30
MISSING PERSON
Definitions. 128
MOBILE VIDEO RECORDER 243
MODIFIED-DUTY ASSIGNMENTS . . . 475
MUTUAL AID 168
First amendment assemblies. 270

N

NONSWORN
Investigation and prosecution. 313
NOTIFICATION
Consular. 403
NOTIFICATIONS
Adult abuse. 111
Bombs. 221
Cash. 361
Custody suicide attempt, death or serious injury. 408
Immunity from prosecution for minor drug possession. 372
Sexual assault. 318
Sick leave. 427
NUMERICAL FILING 385

O

OATH OF OFFICE 13
OC SPRAY 56
OFFICER SAFETY
Communications center 371, 373

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

Crime scene and disaster integrity. . . . 211
Foot pursuits. 260
Informants. 329
Occupational hazards. 485
Portable audio/video recorders. 252
Seat belts. 434
Vehicle towing. 297
Warrant service. 339
OPERATIONS PLANNING AND DECONFLICTION 340
ORGANIZATIONAL STRUCTURE 19
OUTSIDE AGENCY ASSISTANCE 168
OUTSIDE EMPLOYMENT 452
Change in Status. 454
Obtaining Approval. 452
Prohibited Outside Employment. . . . 453
OVERTIME
Court. 167
OVERTIME PAYMENT 450

P

PARKING 355
PATROL FUNCTION 205
PEPPER PROJECTILES 56
PEPPER SPRAY 56
PERFORMANCE EVALUATIONS
Sick leave. 428
PERSONAL APPEARANCE 458
PERSONNEL COMPLAINTS
Portable audio/video review. 255
PERSONNEL RECORDS 438
PHOTOGRAPHS
First amendment assemblies. 268
POLICY MANUAL 14
PREGNANCY
Custody. 400
PRESS INFORMATION OFFICER (PIO) . . 162
PRIVACY EXPECTATIONS
Audio/video recordings. 252
Technology use. 155
Vehicles. 353
PRIVATE PERSONS ARRESTS 179
PROPERTY PROCEDURES 375
Controlled Substances. 376
Disputed Claims. 381
Packaging Of Property. 378
Property Booking. 376
Property Handling. 376
PROTECTED INFORMATION
Communications center. 374
Unauthorized release. 151
PROTECTIVE CUSTODY
Vulnerable Adults. 113
PUBLIC RECORD REQUEST 387
PUBLIC RECORDING OF LAW ENFORCEMENT ACTIVITY 257
PURSUIT INTERVENTION 86
PURSUIT POLICY 77
PURSUIT UNITS 81

R

RANGEMASTER
Firearms. 67
Inspections. 67
RAPID RESPONSE AND DEPLOYMENT . 229
RECORDS
Adult abuse. 115
RECORDS BUREAU
Missing persons. 132
Suspicious activity reports. 277
RECORDS BUREAU 385
RECORDS RELEASE
Adult abuse. 115
Audio/video recordings. 256
Media. 163
Subpoenas and discovery requests. . . . 389
RECORDS REQUESTS
Personnel records. 440
RECORDS RETENTION
Audio/video recordings. 256
RECRUITMENT AND SELECTION . . . 416
REFLECTORIZED VESTS 291
RELIGION
Accommodations in custody. 406
REPORT CORRECTIONS 160
RESPONSE TO CALLS 91
RESTRAINTS 48
REVIEWS
Bias-based policing - annual. 208
Community relations policy - annual. . . 202
Exposures. 483
Illness and injury prevention. 483
Portable audio/video. 255
Public records on social media. 192
RIDE-ALONG
Eligibility. 213
RISK ASSESSMENT 340
ROLL CALL TRAINING 210

S

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police

SAFE HAVENS 124
SAFETY
Bomb calls. 218
Canine. 354
Communicable disease. 429
Conduct. 153
First responder. 211
Inspections (occupational). 486
Unlawful or conflicting orders. 148
SAFETY EQUIPMENT
First amendment assemblies. 269
Seat belts. 434
SEARCH AND SEIZURE 101
SEARCH WARRANTS 339
SEARCHES
Crime scene. 212
Police vehicle inspections. 353
SEARCHING
Dead Bodies. 174
SEAT BELTS 434
SECURITY
Personnel records. 440
SECURITY BREACHES 390
SEXUAL ASSAULT 318
SHIFT SERGEANTS 242
SICK LEAVE 426
SMOKING AND TOBACCO USE 433
SOCIAL MEDIA 190
Backgrounds. 418
Media relations. 271
SPIT HOOD 50
SPIT MASK 50
STANDARDS OF CONDUCT 148
SUBPOENAS 165
Records release and discovery requests. . 389
SUCCESSION OF COMMAND 19
SUPERVISION DEPLOYMENTS 30
SUPERVISION STAFFING LEVELS 30
SUSPICIOUS ACTIVITY REPORTING . . 276

T

TAKE HOME VEHICLES 356
TATTOOS 460
TEAR GAS 56
TECHNOLOGY USE 155
TERMINATE A PURSUIT 79
TIME CARD 449
TIME CARDS 449
TRAFFIC CITATIONS 289
TRAFFIC FUNCTION 288
TRAFFIC OFFICER 288
TRAFFIC SIGNAL 235
TRAINING 23
Adult abuse. 115
AED. 279
Communicable disease. 432
Custody. 409
Fair and objective policing. 209
Firearms. 72
First amendment assemblies. 272
Occupational safety. 487
Operation planning and deconfliction. . . 345
Opioid medication. 281
Personnel records. 439
Rapid response and deployment. 231
Records maintenance and release. . . . 390
Social media. 192
Supplies and equipment for mandatory sharing. 169
TRAINING PLAN 23
TRAINING, COMMUNITY RELATIONS . 202
TRANSPORT BELTS 50

U

UNIFORMS
Courtroom attire. 166
UNITY OF COMMAND 20
UNLAWFUL ASSEMBLY 270
USE OF FORCE
First amendment assemblies. 270
USE OF SOCIAL MEDIA 190
UTILITY SERVICE 235

V

VEHICLE MAINTENANCE 351
VEHICLES
Towing. 295
VIDEO RECORDINGS
First amendment assemblies. 268
VULNERABLE PERSONS 111

W

WARRANT SERVICE 339
WASHING OF VEHICLES 352
WATER LINES 235
WORK-RELATED INJURY AND ILLNESS REPORTING 456

Copyright Lexipol, LLC 2021/04/15, All Rights Reserved.
Published with permission by Gahanna Division of Police