

CHEYENNE COUNTY SHERIFF'S OFFICE

POLICIES & PROCEDURES MANUAL

Sections:

I. Chain of Command

II. Sections:

050- Automatic Disqualifications and Hiring Process

100 –Written Directives Policies & Procedures

101- Authority & Jurisdiction

200- Training Overview Program

201-Training Overview Orientation, Basic, and In-Service Training

202- Firearms Training and Qualification

203- Field Training Program

204- Fiscal Management and Resource Control

205- Travel & Expense Policy

300- Motor Vehicle Searches

301- Search & Seizure

302- Abandoned Vehicles of Private Property

303- Constitutional Requirements

304- Vehicle Impounds and Inventories

305- Racial/Bias Based Profiling

306- Confidential Informants

307- Investigative Buy Support Fund

308- Identity Theft

309- Use of Force

310- Body Armor

311- General Rules of Conduct

312- Harassment & Discrimination in the Workplace

313- Personnel Records

400- Infectious Disease Control Procedures

500- Post Critical Incident Support

501- Critical Incident Review Board

601- Appearance, Attire, and Equipment

602 – Firearms Criteria and Inspection

603- Use and Care of Vehicles

700- Telephone Use

701- Adverse Weather Reporting

702- Employee Grievances

703- Employee Alcohol/Drug Use Policy and Testing Program

704- Information Systems, Internet, and Email

708- Registration of Sex Offenders

800- Light Duty

801- Line of Duty Injury/Death/Survivor/ Support

802- Ending Employment

803- Off Duty Employment

900- Awards

1000- Concealed Weapons Permits

1001- Vehicle Pursuits

2000- Detention Booking and Release



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: Automatic Disqualifications and Hiring Process		Policy No: 050
Effective Date: 01/01/2012	Reference:	
Standards:		

- I. **PURPOSE:** To establish guidelines for automatic disqualifiers during the hiring process.
- II. **DEFINITIONS:** Any of the following acts under a definition listed below are an automatic disqualification for employment with the Cheyenne County Sheriff's Office.
 - a. **INTEGRITY**
 - Theft or taken without permission of items, goods and / or money (added together) of over \$300 from an employer within the past 3 years (including military for personal gain).
 - Any incident of misdemeanor shoplifting, or accessory to shoplifting, whether caught or not within the past 3 years
 - Offering or paying a bribe
 - Soliciting or accepting a bribe at any time as a law enforcement officer
 - b. **DRUG BEHAVIOR**
 - No use or possession of marijuana within the last 24 months.
 - Use of illegal drugs, including the illegal use of prescription medications, except for marijuana, within the past 5 years.
 - No usage of illegal anabolic steroids within the last 12 months
 - Use of any illegal drug, on or off duty, while employed as a law enforcement officer
 - Any sale, manufacture or distribution of any illegal drug, including marijuana, within the past three years. If beyond 5 years, the following factors should be considered: The frequency of the behavior; the quantity of drugs involved; and the type of drug
 - Refusal to agree to submit to previous employers drug screening or drug testing as an employee within the past 5 years, as evidenced in past jobs
 - c. **ALCOHOL BEHAVIOR**

- Unauthorized consumption of alcoholic beverage while on duty as a law enforcement officer, as evidence in past jobs
- Refusal to agree to submit to a previous employer alcohol testing as an employee within the past 5 years, as evidenced in past jobs

d. CRIMINAL BEHAVIOR

- Any felony conviction will be automatically disqualified
- No Domestic Violence Convictions
- Certain misdemeanors crime convictions, as defined by P.O.S.T., which would affect peace officer certification in Colorado see attached for a list of misdemeanor crimes that affect certification.
- An applicant who has served in any branch of the military must have been discharged under "Honorable" Conditions or had their discharge appealed to "Honorable" to apply. If an applicant was discharged from the military under Entry Level/Uncharacterized, their discharge status and reason for discharge will be reviewed. Applicants with a discharge status of "General", "Other Than Honorable", "Bad Conduct", or "Dishonorable" may apply 10 years after their date of discharge.

e. DRIVING HISTORY

- Any DUI, DWAI, DUID conviction within the past 3 years (The 3 year timeframe is from date of convictions to date of initial application)
- Any license suspension / revocation within the last 3 years
- Any hit and run accident within the last 3 years reported or unreported
- 3 or more convictions of moving traffic violations within the past 12 months and/or 5 or more convictions of moving traffic violations within the past 5 years (example; Speeding, Turning Violations, Driving Actions Following Too Closely, Signaling Violations, Lane Violations, Right of Way, and etc.)

III. POLICY: It is the policy of this Office to follow the below Application/Hiring process for all positions within the Cheyenne County and disqualify any applicant who has a disqualifier listed above and/or who has a disqualifying Misdemeanor that affects P.O.S.T. Certification as listed, or who cannot meet the additional requirements for Conditions of Employment

IV. PROCEDURE:

a. Application process/Hiring process:

- Fill out application and have release of information notarized
- Applications are screened for minimal qualifications

- Oral board interview
- Written examination of applicants English, Math and Logical thinking skills
- Background check
- Physical exam (Paid by applicant)
- Conditional Job Offer
- Psychological Exam Conducted by a professional Psychologist
- Computer Voice Stress Test (CVST) Exam Conducted by the Lamar Police Department
- Second oral board interview
- Drug screening

(Failing any part the above the applicant is automatically disqualified from the hiring process.)

Any deliberate misstatements, misrepresentations or omissions by applicant are cause for disqualification and if discovered after hire are grounds for immediate termination.

b. Conditions of Employment (Additional Requirements):

- Must be able to effectively communicate fluently in English both verbally and in writing
- Must meet the standards of the Cheyenne County's Drug-free Workplace Policy including passing a pre-employment Drug Screen.
- Must be available to work 24/7 as needed. Must be available to work weekends, holidays, rotating shifts, overtime as needed, and work in all weather conditions
- Applicants must be willing to be fingerprinted and must be able to pass an extensive background investigation, psychological examination, medical/physical, multiple physical fitness/agility tests, and submit to a pre-employment polygraph.
- The background investigation is based on the following criteria, including, but not limited to: Driving history, criminal behavior/history, alcohol use/behavior, drug use/behavior, and integrity. If you omit any material fact on your application/testing materials, whether intentional or unintentional, you will be disqualified. If any disqualifying information is discovered at any stage of the selection process, you will be removed from consideration for the position
- Vision must be unimpaired or correctable to 20/20 and must possess normal color vision, depth perception, night vision, near acuity, far acuity, accommodation and field of vision including peripheral
- Must be able to hear and understand voice and radio communication either aided or unaided

- You must be able to meet and maintain the Cheyenne County grooming standards upon employment; at time of appointment, the grooming standards will be provided to you.

MISDEMEANORS WHICH WILL AFFECT CERTIFICATION

C.R.S.	Cite
18-3-204	Assault in the third degree
18-3-402	Sexual Assault
18-3-404	Unlawful sexual contact
18-3-405.5	Sexual assault on a client by a psychotherapist
18-3-412.5	Failure to register as a sex offender
18-6-403(3)(b.5)	Sexual exploitation of children (See § 24-31-305(1.5)(g) "as it existed prior to July 1, 2006"
18-7-201	Prostitution prohibited
18-7-202	Soliciting for prostitution
18-7-203	Pandering
18-7-204	Keeping a place of prostitution
18-7-208	Promoting sexual immorality
18-7-302	Indecent exposure
18-7-601	Dispensing violent films to minors
18-8-102	Obstructing government operations
18-8-103	Resisting arrest
18-8-104	Obstructing a peace officer, firefighter, emergency medical services provider, rescue specialist, or volunteer
18-8-108	Compounding
18-8-109	Concealing death
18-8-111	False reporting to authorities
18-8-112	Impersonating a peace officer (Misdemeanor before July 1, 2004; Felony on or after July 1, 2004)
18-8-113	Impersonating a public servant
18-8-114	Abuse of public records
18-8-201	Aiding escape
18-8-204.2	Possession of contraband in the second degree
18-8-208	Escapes
18-8-208.1	Attempt to escape

18-8-212	Violation of bail bond conditions
18-8-304	Soliciting unlawful compensation
18-8-305	Trading in public office
18-8-308	Failing to disclose a conflict of interest
18-8-403	Official oppression
18-8-404	First degree official misconduct
18-8-503	Perjury in the second degree
18-8-611	Simulating legal process
18-8-612	Failure to obey a juror summons
18-8-613	Willful misrepresentation of material fact on juror questionnaire
18-8-614	Willful harassment of juror by employer
18-8-802	Duty to report use of force by peace officers
18-9-111	Harassment - stalking
18-9-121	Bias-motivated crimes
18-18-404	Unlawful use of a controlled substance
18-18-405	Unlawful distribution, manufacturing, dispensing, sale, or possession of a controlled substance
18-18-406	Offenses relating to marihuana and marihuana concentrate
18-18-411	Keeping, maintaining, controlling, renting, or making available property for unlawful distribution or manufacture of controlled substances.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: WRITTEN DIRECTIVES (POLICIES, PROCEDURES, ETC.)		Policy No: 100
Effective Date: 01/01/2012	Reference:	
Standards:		

- V. PURPOSE:** Directives establish lines of communication, authority and accountability within the Office. They also explain the Office philosophy and define the individual limits of discretion under defined circumstances.
- VI. DEFINITIONS:**
- POLICY:** Policy is a broad statement of agency principles. Policies statements may be characterized by such words as “may” or “should” and usually do not establish fixed rules or set procedures for conduct of a particular activity, but rather provide a framework for development of procedures, rules and regulations.
- PROCEDURES:** A written directive that is a guideline for carrying out agency activities. A procedure may be made mandatory through the use of “shall” rather than “should” or “will” rather than “may”. Procedures sometimes allow latitude and discretion in carrying out an activity.
- WRITTEN DIRECTIVE:** Any written document used to guide or affect the performance or conduct of Office employees. The term includes policy, procedures, rules and regulations, special orders, memorandums, bulletins or post orders.
- VII. POLICY:** It is the responsibility of the Office to provide all employees with written directives that will serve as guidelines for procedures and conduct and in communicating changes that occur within the organization.
- VIII. PROCEDURE:**
- A. **POLICY STATEMENTS:** Will be approved and issued by the Sheriff. The Sheriff may amend or cancel policy directives at any time. In the Sheriff’s absence, the Undersheriff may issue policies and procedures that may be amended upon the return of the Sheriff.
1. The Undersheriff will maintain all policy statements, amendments, and cancellations.
 2. A policy will be considered in effect when initialed by the Sheriff or his designated authority.
 3. Policies will be posted for employee’s access. Employees will be held responsible for reading and understanding each directive.
- B. **SUBJECTS OF WRITTEN POLICY**
1. Organizational structure and any changes to the structure.
 2. Procedures which affect one division or more.
 3. Personnel rules, regulations and procedures to include: hiring, training, restraining, promoting and transferring between divisions.

C. POLICY FORMAT

1. Policies contained in this and any other Office manual shall follow the standardized form adopted by the Office.
2. All manuals shall be cited using the following outline:
Policy 201, IV, A (1), a (i)
201 is the policy
IV is the topic
A is the section
(1) Is the sub-section
 a. is the paragraph

 (i) Is the sub-paragraph

D. MAINTENANCE OF POLICY

1. It is the responsibility of the Undersheriff to coordinate, review, revise, update or purge the Office policy on an annual basis or as directed by the Sheriff.
2. The Undersheriff shall coordinate the development, staffing, and issuance of all policies.
3. The staffing of proposed policies will include:
 - a. Sheriff
 - b. Undersheriff
 - c. Management Team Members selected by the Sheriff
4. When the Undersheriff receives a proposed policy or revision, it will be word processed in the proper format and forwarded to the Management Team.
5. The Sheriff and the Management Team shall review all proposed changes. The Undersheriff shall maintain copies of all proposals, as well as a permanent file of all policies prior to revision.

- E. DIRECTIVES AND SPECIAL ORDERS: Any Special order or directive signed by the Sheriff and posted on the bulletin board or the Office shall command the same attention and compliance as the policies in Office manuals.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: AUTHORITY AND JURISDICTION	Policy No: 101
Effective Date: 01/01/2012	Reference:
Standards:	

- I. **PURPOSE:** To provide statutory and policy standards in authority and jurisdiction.
- II. **DEFINITIONS:**
 - DISCRETION: Power of free decision or latitude of choice within certain legal bounds.
 - EMPLOYEE: For the purpose of this policy, an employee is a full time paid employee sworn and non-sworn.
- III. **POLICY:** Employees of the Cheyenne County Sheriff's Office will follow the Colorado State Statutes and all other applicable laws in carrying out their official law enforcement duties.
- IV. **PROCEDURE:**
 - A. **INTRODUCTION:** Regulations in this section apply to sworn personnel. This series includes regulations that apply to both on and off-duty status.
 - B. **LIMITS OF AUTHORITY**
 1. The authority of the office of the Sheriffs is statutory. Duties of the Sheriff include but are not limited to:
 - a. Custodian of the Jail (CRS 30-10-511)
 - b. Fire Warden in case of prairie or forest fires (CRS 30-10-512)
 - c. Transportation of prisoners (CRS 30-10-514)
 - d. Executor of writs (CRS 30-10-515)
 - e. Preserve peace and command aid (CRS 30-10-516)
 - f. Issue permits for concealed weapons (CRS 30-10-523 and 30-10-506)
 2. Deputies shall be administered the oath of office by the sheriff, or a designee, prior to being placed on sworn status (CRS 30-10-506)
 3. Authority of Peace Officers is vested in state statute:
 - a. Powers of Arrest (CRS 16-3-101 to 108)
 - b. To command assistance (CRS 16-3-202)
 - c. Searches and Seizures (CRS 13-3-301 -305)
 - d. To enforce all laws of the state (CRS 18-1-901(1) (I to V) and county resolutions pursuant to statute.
 - e. Emergency commitments
 - i. Mentally ill (CRS 27-10-105)
 - ii. Intoxicated or incapacitated by alcohol (CRS 25-1-310)
 4. Discretion by sworn employees. Sworn employees are given discretion by the law in making of arrest. Limited discretion is given to sworn employees by policy, procedures and directives based on the seriousness of a violation, willingness of the

DA's Office to prosecute and probability of a subject's appearance in court. Supervisory authority may also limit discretion.

5. Alternative to arrest and incarceration. In violations of criminal law, alternatives to incarceration exist based on the seriousness of a violation, guidelines in statutes and Office policy.
 - a. Release on a summons and complaint. In the case of misdemeanor charges, a person may be released on a "promise to appear" by a signature on a summons and complaint form. A signature is desirable but is not required if the subject possesses a valid Colorado driver's license.
 - b. Release pending charges. In the case of petty offense, misdemeanor and class 6 and 5 felony cases, sworn employees have the discretion of releasing persons pending charges. This may be done when additional time needed to develop additional leads information or a case filing.
 - c. Juveniles, pending charges in all cases, pursuant to the Children's Code may be released to a parent or legal guardian. In serious cases involving danger to others or to the juvenile, placement in a detention facility or placement through Social Services may be appropriate.
 6. Authority and Responsibility. All employees of the Sheriff's Office are given the authority by the Sheriff to make the decisions necessary to effectively execute their responsibilities. All employees are held accountable for the use of their delegated authority, as well as their failure to use it.
- C. JURISDICTION
1. The counties border Cheyenne County: Kiowa, Lincoln, and Kit Carson in Colorado, Wallace and Greely County in Kansas. Check the map for specific geographical boundaries or jurisdiction, service and reporting areas.
 2. Jurisdiction within the boundaries of Cheyenne County:
 - a. On-duty employees have full power and authority as Peace Officers within the boundaries of Cheyenne County, to include the incorporated municipality of Cheyenne Wells. The Sheriff may limit the exercise of these powers.
 - b. Actions within Cheyenne County incorporated municipalities of Kit Carson, Wild Horse, and Arapahoe. Deputies may exercise police powers within incorporated cities in Cheyenne County. Under normal conditions, deputies are primarily responsible for unincorporated areas and do not provide patrol services to incorporated cities unless requested or if an infraction of law happens in their presence.
 - c. Employees shall provide law enforcement services to incorporated cities where services have been arranged for with the Sheriff.
 3. On-duty jurisdiction outside the boundaries of Cheyenne County. An on-duty employee may take official action outside of Cheyenne County when:
 - a. The employee is in fresh pursuit of a person who has committed a crime within Cheyenne County.
 - b. The employee is in the presence of a Peace Officer from that jurisdiction.

- c. The employee is assigned to a multi-jurisdictional law enforcement group with broadly specified jurisdiction.
 - d. The employee is assigned to another jurisdiction pursuant to a bona fide mutual aid agreement.
 - e. The employee reasonably believes that immediate police action is necessary to protect human life or prevent serious bodily injury to any person.
 - f. The employee reasonably believes that, in the employee's presence, a person has, is, or is about to commit a felony involving the use or threatened use of a deadly weapon.
 - g. The employee has a valid search or arrest warrant and has notified the proper law enforcement agency of that jurisdiction.
 - h. The employee is serving a bona fide legal paper issued by a court.
 - i. If an arrest is made outside of the jurisdiction of the office, the arrested person and all evidence will be turned over to the agency having jurisdiction immediately.
4. Off-duty jurisdiction within Cheyenne County: Off-duty employees retain full power and authority as Peace Officers within Cheyenne County. However, the office has defined certain limitations to safeguard both the employee and the office from unwarranted civil and criminal liability. When confronting a situation within the jurisdiction and it is reasonably assumed that law enforcement action is appropriate:
- a. When possible, employees shall immediately identify themselves as members of the office prior to taking action.
 - b. The employee shall take all reasonable steps, under all circumstances, to resolve the situation without the use of physical force.
 - c. The employee shall contact an on-duty deputy as soon as possible and take only the necessary actions before the on-duty deputy arrives.
 - d. An employee, who is on suspension, or in recruit training, may act with the citizen's arrest powers afforded to every citizen. The employee is still obligated to report the incident to the appropriate on-duty deputy as soon as possible.
 - e. An off-duty employee shall not stop arrest or cite traffic violators except when the violation is flagrant and clearly dangerous enough to jeopardize the lives or safety of others and the employee is in a vehicle equipped with emergency equipment and the stop can be made safely.
 - f. An off-duty employee shall not take official police action in personal disputes, or in disputes involving neighbors and close friends, unless such an intervention must be made to prevent physical injury to another.
 - g. An off-duty employee shall not take law enforcement action while under the influence or impaired, even in the slightest degree, by the consumption of alcohol or prescribed drugs.

- h. Whenever an employee acts with the authority of a Peace Officer, the employee shall notify a supervisor as soon as possible and complete an official report of the incident.
- 5. Off-duty jurisdiction outside of Cheyenne County:
 - a. An employee may exercise police powers outside the jurisdiction where intervention is reasonably necessary to protect human life or prevent serious bodily injury to any person.
 - b. When an employee is requested to act by an officer/deputy from another jurisdiction.
 - c. Whenever an employee acts with authority of a Peace Officer, the employee shall notify a supervisor as soon as possible and complete an official report of the incident.
 - d. If an arrest is made outside of the jurisdiction of the Office, the arrested person and all evidence will be immediately turned over to the agency having jurisdiction.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: TRAINING OVERVIEW AND PROGRAM		Policy No: 200
Effective Date: 01/01/2012	Reference:	
Standards:		

- I. **PURPOSE:** To establish a training program to meet continuous training needs of the Office.
- II. **DEFINITIONS:**
FTO: A Field Training Officer that has been specially trained to do such duties and given the responsibility to guide a new hire successfully through his training schedule.
- III. **POLICY:** It is the policy of the office to encourage and facilitate training. Training is one of the most important administrative responsibilities in any law enforcement agency. Well trained employees are generally better prepared to act decisively and correctly in a broad spectrum of situations. Training will be provided to all employees to accommodate the professional needs, productivity and effectiveness of the office.
- IV. **PROCEDURE:**
 - A. Function Responsibility:
 1. The Undersheriff is responsible for:
 - a. Supervision of the overall training functions of the office.
 - b. Coordination of the training budget process.
 - c. Supervises the developing, scheduling, coordinating, documenting and evaluating of the training for all employees.
 - d. An annual review or inspection of the training facility, training equipment and programs. He will provide a written report of the review/inspection to the Sheriff.
 2. The Administrative Assistant is responsible for:
 - a. Assuring that those employees under their command have received all mandatory training and actively encourages specialized and advanced training.
 - b. Over see the Detentions FTO program.
 3. The Sheriff & Undersheriff are responsible for:
 - a. Assuring that those employees under his command have received all mandatory training and actively encourages specialized and advanced training.
 - b. Oversee the Patrol FTO Program.
 - B. Program responsibility:
 1. Program development: The development of training programs may originate with the Undersheriff or Sheriff.
 2. Training needs should be driven by the following:
 - a. Review of new laws, court decisions and office directives.

- b. Evaluation of the success of training programs in meeting office objectives
 - c. Identification of problems associated with physical facilities, materials or scheduling.
 - d. Consultation with the Sheriff and Command Staff.
 - e. Other resources such as inspection reports, staff reports consultation with field personnel, training needs, questionnaires and internal affairs reports.
3. Performance Objectives: Training programs must relate to job task analysis and incorporate performance objectives which acquaint the training participants with the information they are required to know, the skills, knowledge and abilities which must be demonstrated and the circumstances under which the skills, knowledge and abilities will be used. Objectives should:
 - a. Focus on the elements of the job task analysis for which formal training is needed.
 - b. Provide clear statements of what is to be learned.
 - c. Provide the basis for evaluating the participants
 - d. Provide a basis for evaluation the effectiveness of the training program.
 4. Lesson plans Lesson plans shall be required for all training courses and must include a statement of performance objectives, length of instruction, as well as the content of the training and specification of the instructional techniques. Instructors are encouraged to continuously review their lesson plans for an on-going process of improvement.
 5. Guidelines for Development of Lesson Plans. The objective of lesson plans should insure that the subject to be covered in training is addressed completely and accurately and is in proper sequence with other training materials. Lesson plans bring together the purpose of the instruction, set forth the performance objectives, relate the training to critical job tasks and identify matters which will be taught. Lesson plans should include references, teaching techniques responsibilities of the participants and plans for evaluation of the participants. Instructional plans may include techniques such as discussion groups, seminars, field experiences, presentations, demonstrations or role playing simulations.
 6. Approval of lesson plans. Lesson plans for training programs must be approved by the Undersheriff to ensure that the plans are complete and consistent with office policies and procedures, existing state requirements and current applicable law. All handout material shall be submitted with the lesson plan for approval and retention.
 7. Use of Lesson Plans. Lesson plans developed and approved for office training programs shall be adhered to by the designated instructor to insure consistency.
 8. Evaluation of Training Programs. Training records shall provide a basis for evaluation of the training program and resources. This evaluation is the responsibility of the Undersheriff.

- a. This review may include a tabulation of the number of persons trained, the extent of the training provided, and may also analyze the need for modification or additions to existing programs.
 - b. This review should evaluate FTO's and instructors.
9. Attendance Requirements:
- a. Documentation: Attendance of personnel at training programs shall be documented by the Undersheriff and will become a permanent training record.
 - b. Notification: Advanced notice of training programs will be made available to all employees. Required training will be attended by employees on administrative leave, unless an injury prohibits their attendance.
 - c. Exceptions: Personnel who are on vacation shall not be required to attend training programs. Exceptions may be granted by the Sheriff or Undersheriff for reasonable justification (i.e. court appearances, illness, other office business of an emergency or serious nature, personal emergencies or personal conflicts). Each employee shall be responsible for arranging to make up any required training which was missed whether excused or not.
10. Testing:
- a. For the purpose of evaluating the participants in a training program, a pretest and/or post-test may be required. Instructors may use competency-based testing which uses performance objectives and measures participant knowledge of job related skills. Passing and failing scores may be incorporated into the lesson plan.
 - b. Whenever an employee does not successfully complete a training program or achieve a passing score, the instructors shall submit a written report to the employee's Sheriff or Undersheriff.
 - c. The written report will include at a minimum:
 - 1.) Date the training was held.
 - 2.) Type of training.
 - 3.) Performance score or percentage achieved by the employee as related to the minimum acceptable score.
 - 4.) Identification of specific problems areas or portions of the training with which the employee had difficulty.
 - 5.) Reschedule date for additional training and retest.
 - 6.) If after additional training, the employee does not successfully complete the training program or achieve a passing score, a written report shall be submitted to the Sheriff.
 - 7.) Documentation of the test score(s) will be made and become a part of the employee's training record.
- C. Training Records: Upon completion of each training section, program or course, employee files will be updated to reflect the acquired training. Training records shall include:
- 1. Name of the personnel attending

2. Type of training, subject number and course content.
 3. Hours spent in training
 4. School, agency, or instructor providing the training
 5. Measured performance, if testing is administered.
 6. Certification if appropriate.
 7. FTO records:
 - i. Shall include daily evaluations and skills checklists
 - ii. Notable action forms/performance logs
 - iii. Final release letters
 - iv. Daily evaluations will be kept for one year, then removed and destroyed.
- D. Release of Training Records: Office training records shall only be released to outside agencies by the authority of the Sheriff, his designee or subpoena.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: Training Overview- Orientation, Basic, and In-Service Training		Policy No: 201
Effective Date: 01/01/2012	Reference: CLEPS	
Standards: CLEPS		

- I. **PURPOSE:** To provide guidelines for the orientation of new employees, basic on-the-job training, and in-service training for sworn and non-sworn employees. This policy shall set standards for training and establish procedures for implementation of training.
- II. **DEFINITIONS:**
 - ADVANCED TRAINING: Training which is designed to impact higher levels of training, supervisory, or management skills.
 - BASIC TRAINING: Development of basic job knowledge, skills and abilities.
 - IN-SERVICE TRAINING: On-going training in addition to recruit training and a law enforcement or detentions academy which may include by is not limited to periodic retraining, refresher training, specialized for remedial training.
 - POST: Peace Officer Standards of Training, a Colorado State Department
 - SPECIALIZED TRAINING: Training to provide knowledge and skills in specialized areas such as narcotics and sex assault investigations.
- III. **POLICY:** It is the policy of this office to provide an orientation process for all new employees which may include sessions provided by County Administration along with those presented by the office. Employees will then complete the prescribed basic training program for respective entry level positions. Employees, sworn and non-sworn will complete orientation and basic training.
- IV. **PROCEDURES:**
 - A. Orientation may include the following:
 1. The Sheriff's office – its organization, role, purpose, and goals.
 2. Policy and Procedures Manual.
 3. Working Conditions.
 4. Employee responsibilities and rights.
 5. Employee benefits and compensation.
 - B. Basic Training will include but is not limited to the contents of the FTO guidelines for Detentions and Patrol and the following:
 1. Detention security
 2. Booking Procedures
 3. In-house and inter-agency computer systems
 4. CCIC/NCIC certification
 5. Detentions Academy
 6. Law Enforcement Academy and certification
 7. Intoxylizer training and certification

- C. In-service Training. During the course of the year, each employee will attend mandatory training sessions, staff meetings and complete reading assignments scheduled to learn new law enforcement methods, case law, investigative techniques and other pertinent information including by not limited to the items following. This training is divided into two categories, Mandatory Annual Review and Mandatory Annual Training.
1. Mandatory Annual Review
 - a. Policies and procedures
 - b. Case law and constitutional issues
 - c. The criminal justice system including civil process
 - d. Discretion in the use of the power of arrest
 - e. Interrogation and interview techniques
 - f. Investigative techniques
 - g. Emergency medical services
 - h. The performance evaluation system
 - i. Emergency fire suppression techniques
 - j. Procedures for hazardous material incidents
 - k. Contingency plans for special operations and unusual incidents
 - l. Crime prevention techniques
 - m. Evidence collection techniques and crime scene control
 - n. Report writing and record keeping
 - o. Officer safety
 - p. Domestic Violence
 - q. Off-duty employment
 - r. Juvenile contacts and status offenders
 - D. Mandatory Annual Training and Hour requirement. Each sworn employee and any employee that has contact with inmates **must complete 40 hours of training each calendar year**. The Sheriff or Undersheriff may include any employee not described above in the list of employees subject to this requirement Those 40 hours will include the mandatory training listed below and any Advanced or Specialized training approved by the Sheriff or Undersheriff.
 1. Law Enforcement Vehicle Operations
 2. Use of force including deadly force
 3. Arrest/control procedures
 4. Firearms qualification
 5. Infectious diseases
 6. Sexual Harassment/Discrimination
 7. Racial Profiling Prevention
 - E. Medical Training Requirements. All employees shall possess a valid First Aid and CPR Certificate. Should an officer's certification expire without training being offered by the office, this provision will not apply until a refresher course is provided by the office. Neither shall this provision apply to recruit employees until the completion of the FTO program.

- F. Physical Fitness. All employees are encouraged to develop and maintain a level of fitness that allows for task completion and good health. Focus should be on aerobic endurance, strength and muscular endurance and lower body fat.
- G. Education Encouragement. In fulfilling its commitment to provide professional police service, the office encourages all employees to further their education to the highest level possible.
- H. Individual Training Program. Each employee shall take part in a program to design an individual program for career and training goals. This will be reviewed annually.
- I. Advanced and Specialized training.
 - 1. Selection criteria for advanced or specialized training:
 - a. Must possess above average skills and work dedication.
 - b. Must possess above average performance evaluations.
 - c. Must be willing to contribute handout materials to the training resource library.
 - d. Must be willing to provide training and/or information to other employees
 - e. Based on the discretion of the Sheriff or Undersheriff.
 - 2. Division Commanders are responsible for the following:
 - a. Bringing training opportunities to their employees and attempting to match opportunities to their employees.
 - b. Forwarding requests to the Undersheriff or Sheriff in a timely manner.
 - c. Making the necessary work schedule arrangements for attendance of approved training courses. And can cancel approved training based on manpower considerations or other work priorities of the office.
 - 3. The employee is responsible for coordination of registration, lodging, transportation, fees and reimbursements for mileage, meals and materials when training is obtained from outside sources.
 - 4. The office is responsible for:
 - a. Reasonable loading cost when pre-approved by the Sheriff.
 - b. Transportation when pre-approved by the Sheriff.
 - c. Purchase of training materials and aids when pre-approved by the Sheriff.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: FIREARMS TRAINING AND QUALIFICATION

Policy No: 202

Effective Date: 01/01/2012

Reference:

Standards:

- I. **PURPOSE:** To provide guidelines for firearms training and qualifications.
- II. **DEFINITIONS:** NONE
- III. **POLICY:** The primary purpose for carrying and use of firearms is the safety of the public and office employees. It is the policy that employees should use firearms in a manner that is consistent with training, policy, procedure and law.
- IV. **PROCEDURE:**
 - D. **KNOWLEDGE OF FIREARMS POLICY, PROCEDURES, and REGULATIONS AND LAWS:** All employees shall read and thoroughly know the policies, procedures, regulations and laws concerning firearms and the use of force before being allowed to carry a weapon.
 - E. **DEMONSTRATING AND MAINTAINED PROFICIENCY:**
 1. Qualification with the on and off duty weapons is mandatory for all employees and volunteers who are authorized to carry by the Sheriff. This qualification is mandatory at least three (3) times per year. This qualification requirement pertains to the handguns, shotguns and rifles that the employee is carrying on or off duty or is available to them in the course of the day.
 2. A passing score is required on the qualification course. This score will vary according to the course being made available by the office.
 3. The qualification course will be one which the employee is most likely to need under combat situations, but this in no way means training with other police weapons and course of fire will not be needed.
 4. The office firearms instructors will also schedule no less than two additional shoots per year that specifically address training and skill development.
 5. If in the opinion of the firearms instructor, there is a significant or continuing deficiency in the skills of an employee, mandatory remedial training and/or appropriate disciplinary action may be taken.
 6. Failure to qualify:
 - a. At the qualifications, each employee will be allowed one (1) attempt to successfully complete the course.
 - b. If on the second attempt a passing score is not met, the employee will be put on 30-day notice period and his authority to carry a weapon on or off duty will be rescinded. This may affect the employee's duty assignment. During this period, instructors will be made available to the employee for additional help.

- c. If after the remedial training, the employee is still unable to qualify with two (2) attempts, the employee will be required to complete a transition course prior to another attempt at qualification.
 - d. Employees who repeatedly fail to qualify will be required to show because why he should not be terminated or permanently reassigned to a position not requiring an employee to be armed. This is based on the availability of such a position.
 - e. An employee carrying a weapon on or off duty that he is not qualified with will be subject to disciplinary action.
- F. TRANSITION TRAINING:
- 1. Employees and Volunteers authorized to carry a firearm on or off duty must successfully complete a thirty- (30) hour transition course administered by the office. This may be waived for certified employees who can document firearms competency and qualification within the six (6) months prior to hire.
 - 2. The content of the training will include firearm skills, safety, law, procedure, qualification and use of force determination criteria.
 - 3. In order to satisfactorily complete the course, the employee must demonstrate firearms skills (written and skill testing) and pass the qualification course.
- G. RANGE ATTIRE:
- 1. All employees must wear eye and hearing protection while engaged in firearms training and qualification.
 - 2. When not wearing a prescribed duty uniform, employees must wear a shirt or blouse, trousers, and either shoes or boots. Shorts, cut-offs, halter tops, tank tops, and sandals are not allowed.
- H. RANGE RULES: Employees will obey the rules of the range on which they are qualifying and if there are none, the following apply:
- 1. Safety. The safety of shooters and range personnel requires continuous attention by all to the careful handling of firearms and caution moving about the range. Where self-discipline is lacking, it is the duty of the range officer to enforce discipline and the duty of the employee to assist in such enforcement.
 - 2. Cease-fire. On the command, CEASE FIRE, by a range officer, all firing shall stop.
 - 3. No smoking. No smoking shall be allowed on the range.
 - 4. Firing Line Directions. When standing on the firing line in a ready-to-fire position with a loaded weapon in the holster, the safety strap shall be fastened and the hand may not touch the weapon or holster until the command to do so is given.
 - 5. Target check. Employees may advance to check their targets only upon command by the range officer.
 - 6. No horseplay. While at the range, employees shall refrain from any type of horseplay or dangerous actions.
- I. TRAINING AMMUNITION:
- 1. The office will provide .40 Smith and Wesson and 12 gauge ammunition for use in training and qualification.

2. All employees, to include reserve employees, are encouraged to enhance their marksmanship ability by utilizing the range facilities.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: FIELD TRAINING PROGRAM

Policy No: 203

Effective Date: 01/01/2012

Reference:

Standards:

- I. **PURPOSE:** To establish a field training program for recruits and new hires and provide the Field Training Officers with program guidelines.
- II. **DEFINITIONS:**
FTO: Field Training Officer
- III. **POLICY:** In addition to classroom training, to provide the recruit and new hires with on-the-job experiences that provide specific direction and practice of skills, knowledge and abilities needed for successful job completion.
- IV. **PROCEDURE:**
 - J. Field Training Program Structure
 1. Observation Period. Every newly hired employee will be subject to a one year observation period that may be extended or shortened by the Sheriff based on the employee's performance during the Field Training Program.
 2. Field Training Program- Patrol. The employee's education and experiences will be evaluated by the Sheriff or Undersheriff. Based on his findings, a field training program will be structured for the individual employee. Consideration will be given to training and experience that the trainee brings to the job. Each division will prepare a program that provides the training necessary for successful performance of duties.
 3. Field Training Program – Detentions. The employee's education and experiences will be evaluated by the Sheriff or Undersheriff. Based on his findings, a field training program will be structured for the individual employee. Considerations will be given to training and experience that the trainee brings to the job. Each division will prepare a program that provides the training necessary for successful performance of duties.
 4. Duration: The duration of the FTO program depends on the performance of the recruit's ability to perform and become proficient in the necessary basic skills.
 5. Program Structure. The structure and content of the programs are tailored to the job appropriate descriptions. The programs will maintain curriculum and task lists separate from this policy that may be changed as innovation and research dictate change.
 6. Evaluations: Daily evaluations should be completed on each recruit during their FTO program. The office will provide the format for those evaluations.

- K. FTO Selection. The training selection, supervision and assignment as field training officers will be managed by the Undersheriff followed by the approval of the Sheriff.
- L. Supervision of the FTO's will be done by the Sheriff.
- M. Assignment of recruits and FTO's will be done by the Sheriff.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: TRAVEL EXPENSE POLICY		Policy No: 205
Effective Date: 01/22/2012	Reference:	
Standards:		

- I. **PURPOSE:** To provide guidance for the issues relating to travel and reimbursement of travel expenses. .
- II. **DEFINITIONS:**
 - ADVANCE TRAVEL PAY: Approved travel costs that are received by the employee in advance for travel outside Cheyenne County.
 - LODGING: Reasonable and approved housing cost. In room movies are not reimbursable.
 - MEALS: Reasonable and approved meal costs. Alcohol is not a reimbursable expense in the meal category.
 - MILEAGE: Approved travel done in a privately owned vehicle measured as actual mileage traveled to and from the destination is reimbursable. The Board of County Commissioners shall establish the rate of reimbursement.
 - REGISTRATION FEES: Approved fees for seminars, conferences, conventions are reimbursable.
 - Telephone Expenses: Business calls
 - TRANSPORTATION: Reasonable and approved coach airfare, car rental, taxi, bus fare and parking expenses.
 - TRAVEL EXPENSES: Includes lodging, meals, transportation, mileage and other miscellaneous costs as outlined in this policy.
- III. **POLICY:** In the course of the duties of the Office, certain travel expenses will be necessary. It shall be the policy of the Office to establish guidelines for such travel and expenses.
- IV. **PROCEDURE:**
 - A. Allowable Expenses: All official travel by Office employees shall be for the benefit of the County and shall be completed at the most economical and reasonable cost. The employee shall be reimbursed for authorized expenditures, including but not limited to meals, lodging, toll fees, gas and rental cars. To be an authorized expense, it must be ordinary, reasonable and necessary.
 - B. Procedure: Upon return from the trip, the employee shall submit an expense statement with original receipts to administration within three (3) business days of their return unless the Undersheriff gives an extension. This paperwork will then be submitted to the Sheriff and forwarded to the County Accounting Office no later than fourteen (14) days after the employee returns. The paperwork should be submitted in one of the following ways depending on which applies:

1. If the employee owes the County money from an advance: The expense statement, original receipts and remaining cash must be turned in to the Administrative Assistant. They will process it as a credit back to the Office budget with a miscellaneous receipt to the accounting County Accounting Office.
2. If the employee is due additional money: The expense statement along with the original receipts will be turned in to the Administrative Assistant. They will then process a transaction sheet for approval and forward it to the County Accounting Office for a check to reimburse the employee.
3. If the employee is not due money and there is no advance money remaining: The expense statement and original receipts must be turned into the Administrative Assistant for submission to the County Accounting Office.
4. If the employee needs to be reimbursed: Requests for reimbursement will be completed by the employee and forwarded to the Undersheriff or Sheriff.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: MOTOR VEHICLE SEARCHES		Policy No: 300
Effective Date: 01/01/2012	Reference:	
Standards:		

- I. **PURPOSE:** The purpose of this policy is to provide deputies with guidelines for the search of motor vehicles.
- II. **POLICY:** It is the policy of this office to conduct motor vehicle searches that are both legal and thorough. Such searches are to be conducted in strict observance of the constitutional rights of the owner and occupants of the motor vehicle being searched, and with due regard for the safety of all deputies, other persons and property involved.
- III. **DEFINITIONS:**
MOTOR VEHICLES: Any vehicle operating or capable of being operated on public streets or highways to include automobiles, trucks, trailers, recreational vehicles, mobile homes, motor homes, and any other type vehicle, whether self-propelled or towed. This policy does not apply to vehicles of any type that have been immobilized in one location for use as a temporary or permanent residence or storage facility, or which are otherwise classified by the law as residences or building.
- IV. **PROCEDURES:**
 - A. **When Vehicle Searches May Be Conducted:** Whenever reasonable, a warrant should be obtained for the search of a motor vehicle. Warrantless searches are to be conducted only when lack of time or other exigencies make it impractical for deputies to obtain a warrant. When a vehicle has broken down, or there is otherwise no significant chance the vehicle will be driven away or the evidence contained within it will be removed or destroyed, the vehicle should be searched only after a warrant has been obtained. In other cases, vehicles may be searched:
 1. When probable cause to search the vehicle exists;
 2. With consent of the operator;
 3. Incident to an arrest of an occupant of the vehicle;
 4. To frisk for weapons;
 5. When necessary to examine the vehicle identification number or to determine the ownership of the vehicle; or
 6. Under emergency circumstances not otherwise enumerated above.
 - B. **Scope of Vehicle Searches**
 1. Searches with a warrant. When searching under a warrant, deputies may search all areas of the vehicle unless the warrant states otherwise.
 2. Probable cause searches. Probable cause searches may extend to all areas of the motor vehicle, unless the probable cause is limited to a specific area of the vehicle.

- a. Once probable cause to search is established, a search may be conducted without a warrant even though there are adequate opportunities thereafter to obtain a warrant.
 - b. When conducting these or other legal searches of motor vehicles, deputies may also inspect passengers' belongings found in the vehicle, provided that the belongings being searched are capable of concealing the type of object for which the deputy has probable cause to search.
3. Consent searches. The extent of a consent search depends upon the terms of the consent itself. If the consent is limited to specific areas of the vehicle, deputies may search only portions of the vehicle covered by the consent. Written consent should be obtained whenever possible before conducting these searches.
 4. Searches incident to arrest. Searches of vehicles incident to arrest of an occupant shall be limited to areas within reach of the arrestee (normally the passenger area of the vehicle). The trunk, engine compartment and locked compartments may not be searched.
 5. Frisks for weapons. Frisks for weapons normally must be confined to the passenger area of the vehicle. Areas not immediately accessible to the vehicle's occupants, such as locked glove compartment, may not be frisked.
 6. Examination a vehicle identification number to determine ownership. Entries to examine a vehicle identification number or to determine ownership of the vehicle must be limited to actions reasonably necessary to accomplish these goals.
 7. Emergencies. Search of a motor vehicle under emergency circumstances not otherwise enumerated above must be co-extensive with the nature of the emergency. The proper extent of the search must therefore be determined by search personnel in each specific situation, but in no event will the extent of the search exceed that necessary to respond properly to the emergency. Note: Where the initial search discloses probable cause to believe that other portions of the vehicle may contain fruits, instrumentalities or evidence of a crime or contraband, any additional portions of the vehicle may be searched that could reasonably contain the items sought.
- C. Search of Containers Found in the Vehicle. In no instance shall a container in a motor vehicle be searched unless it could contain the item(s) being sought. In addition.
1. Unlocked containers found in motor vehicles are governed by the nature of the search, as follows:
 - a. In a probable cause search, containers such as paper bags, cardboard boxes, wrapped packages, and so forth, wherever found in the vehicle, may be opened.
 - b. When the passenger compartment of a vehicle is being searched incident to an arrest, such containers found within the passenger compartment may be opened.
 - c. Containers discovered during a consent search of the vehicle may be opened provided that the terms of the consent expressly permit or reasonably imply that the particular container may be opened.

- d. Containers found in or discarded from a vehicle under circumstances that do not justify their search under probable cause rules or in connection with a search incident to arrest should be secured by not searched until a warrant is obtained to search them.
 2. Locked containers such as attaché cases, suitcase and footlockers found during a vehicle search should be opened only if:
 - a. The search is being conducted under a warrant; or
 - b. The valid consent to open the locked container is first obtained. Where these conditions are not met, locked containers should be secured by search personnel and opened only after a warrant has been obtained.
- D. Location and Time of Search: Whenever possible, search of a motor vehicle and containers found therein should be conducted at the location where the vehicle was discovered or detained. Under exigent circumstances, search of the vehicle or container may be delayed and/or moved to another location. However, in all instances searches shall be conducted as soon as is reasonably possible; that is, as soon as adequate personnel are available to conduct a thorough search with due regard for the safety of all deputies, citizens and property concerned.
- E. Conduct of Search: Motor vehicle searches shall be conducted in a manner that minimizes the intrusiveness of the search and the inconvenience caused to vehicle owners, occupants and other persons involved.
 1. Deputies may order persons out of an automobile during a routine stop of a motor vehicle for a traffic violation or for other legitimate reasons, even in the absence of suspicion of criminal activity or a reasonable belief that those persons pose a threat to police safety.
 2. Where possible, damage to the vehicle or to other property in the course of the search should be avoided. Where unavoidable, such damage should be confined to that reasonably necessary to carry out a safe and thorough search.
- F. Abandoned Vehicles: Examination of a vehicle that has been abandoned on a public thoroughfare is technically not a search. If a deputy can determine in advance that the vehicle has been abandoned, examination of the interior of the vehicle shall be conducted only in accordance with the provisions of this policy and the law.
- G. Seizure of Evidence: Any evidence discovered in the course of a motor vehicle search shall be collected, handled, packaged, marked, transported, and stored in accordance with applicable policies and procedures of this office. Where appropriate and feasible, itemized receipts for seized property shall be given to the owner and/or occupants of the vehicle.
- H. Compliance with Health and Safety Requirements: Searches of motor vehicles are to be conducted in strict compliance with all applicable laws, governmental regulations, and office personnel from communicable diseases and hazardous substances. Any exposure of search personnel or others to such substances shall be reported in accordance with regulations, policies, and procedures of the office.

- I. Security of Vehicles and Property Contained Therein: If search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, search personnel shall take such steps as are reasonably necessary to secure and /or preserve the vehicle or property from such hazards.
- J. Responsibility of Supervising Deputy: A supervising deputy supervising a vehicle search shall be responsible for ensuring that it is conducted in accordance with this policy. In the event that the vehicle search is conducted under a warrant, the deputy shall ensure that the execution of the warrant is properly reported to the issuing court or other authority. The supervising deputy shall also be responsible for making any other reports regarding the search that may be required by law, policy or procedure.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: SEARCH AND SEIZURE		Policy No: 301
Effective Date: 01/01/2012	Reference:	
Standards:		

- I. **PURPOSE:** To establish and provide guidelines for all types of searches that an employee conducts during the normal course of duty including major search operations and “No Knock” Entry Warrants
- II. **DEFINITIONS: TYPES OF SEARCHES:** Search incident to arrest, search by warrant, search by consent, stop and frisk and vehicle inventory search.
- III. **POLICY:** It is the policy of this office to execute searches in an expeditious, standardized and legal manner. Care and consideration will be given to both the needs of law enforcement to deal with criminal activity in the community and the Constitutional rights of all individuals.
- IV. **PROCEDURES:**
 - K. Search Incident to a Lawful Arrest:
 7. Full search of the defendant’s person with or without specific knowledge that the person might be carrying contraband, weapons or other evidence.
 8. Seizure of any contraband, weapons, or other evidence shall comply with Fourth Amendment Mandates
 - L. Search Incident to a Lawful Detention:
 8. “Stop and Frisk” 16-3-103 C.R.S Not an arrest but contact made on belief that person may be related to possible criminal activity or suspicious circumstances surrounding contact.
 9. A peace officer may stop any person who is reasonably suspected of committing, has committed, or is about to commit a crime, and may require them to give their name, address and identification if available.
 10. When a peace officer has stopped a person for questioning pursuant to 16-3-103, and reasonably suspects that his/her personal safety requires it, said officer may conduct a pat-down search of the person for weapons.
 - M. Consent Search:
 1. Owner, or person having legal possession or control, may give consent. Some examples of persons not allowed to give consent permission include: landlord to search tenant’s apartment, child to search a home, employer to search locker, desk, or private area of employee, roommate to search another roommate’s area, parent to search child’s room.

2. Consent may be revoked at any time during the search, however, illegal items found may be retained and a warrant obtained to complete search.
 3. Consent may be obtained verbally, but written consent is preferred, using the office consent search waiver.
- N. Search Warrant:
1. An investigator or deputy shall prepare a search warrant affidavit and the search warrant. The warrant shall contain specific facts as to the items being sought, property's legal address and visual description, grounds or probable cause.
 2. The employee shall meet with the District Attorney for review and approval of the affidavit and warrant then take it to the County or District Court Judge, as appropriate, for review and approval.
 3. Warrant execution upon the judge's approval.
 - a. The employee requesting the search warrant will supervise the search process and will:
 - i. Be responsible and accountable for all planning, briefing, personnel use and the overall control of each search warrant situation.
 - ii. May delegate authority for the specific assignment of personnel, vehicles, equipment and other duties to ensure the safe execution of the warrant.
 - iii. The employee obtaining the search warrant shall ensure that a copy of the search warrant and copies of the inventory indicating what was seized, is left with the occupant or posted in a conspicuous place.
 - iv. The employee serving the warrant shall complete the search warrant return and inventory and return it to the court clerk within ten (10) days, or as specified on the warrant.
 4. No-knock Warrants: The entry team shall ensure that there is enough manpower to insure officer safety including requesting assistance from other agency CIRT teams. Division Commander and Undersheriff shall be notified before execution of a no-knock warrant. Once entry is gained procedure will be the same as with a standard search warrant.
 5. Without no-knock Provision:
 - a. The person in control of the premises to be searched shall be advised of the search warrant and be presented with a copy of the warrant.
 - b. All occupants will be directed to a neutral area prior to search.
 6. Vacant or Unoccupied Premises:
 - a. Premises appearing unoccupied may be entered pursuant to the warrant.
 - b. Entry shall be made in a manner to minimize the damage to the affected premise.
- O. GUIDELINES FOR ALL SEARCHES:
1. The search shall be conducted in a reasonable manner with a minimum of disruption to the premises and contents.

2. The supervisor on the scene, or a designee, shall re-check the searched area in order to insure that no equipment is left behind.
3. The area searched, if forcibly entered, shall be secured by the best possible method at the conclusion of the search.
4. The Public Information Officer, supervisor on the scene, or a designee, shall be responsible for all proper press release information.



CHEYENNE COUNTY SHERIFFS OFFICE POLICY AND PROCEDURE MANUAL

Subject: ABANDONED VEHICLES OF PRIVATE PROPERTY

Policy No: 302

Effective Date: 01/01/2012

Reference: HB 99-1024

Standards:

- I. **PURPOSE:** To establish guidelines concerning vehicles abandoned on private property and the Sheriff's Office responsibilities when involved.
- II. **DEFINITIONS:** None
- III. **POLICY:** With the implementation of HB 99-1024, it becomes the responsibility of the Sheriff's Office to document and assign a case report number to the towing of abandoned vehicles on private property.
- IV. **PROCEDURE:**
 - F. Determine whether or not the vehicle has been reported stolen.
 - G. Complete a Vehicle Impound Report.
 - H. Send notice to the owner and/or lien holder by certified mail or personal delivery by a law enforcement agency.
 - I. Follow the normal process for impounded vehicles in an impounded lot.
 - J. If the vehicle is to be sold to the tow service that did the impound and the vehicle is less than eight (8) years old, a certified VIN inspection documented on form DR2704 must be done.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: CONSTITUTIONAL REQUIREMENTS		Policy No: 303
Effective Date: 01/01/2012	Reference:	
Standards:		

- I. PURPOSE: To establish and provide guidelines governing the protection of the Constitutional rights of all people to include defendants and the integrity of criminal cases.
- II. DEFINITIONS: NONE
- III. POLICY: It is the policy of this office to protect the individual rights of victims, criminal defendants, and to protect the integrity of criminal cases in the pursuit of justice.
- IV. PROCEDURES:
 - A. Confessions and admissions shall be obtained on a voluntary basis without coercion or duress.
 - B. Prior to any custodial interrogation, the employee must read the suspect "Miranda" warnings.
 - C. Arrested persons shall have the right to communicate with, and to have present for consultation an attorney, in accordance with Colorado Revised Statutes 13-3-401 through 16-3-404
 - D. In keeping with the Constitutional requirement of the defendant's right to a fair trial, pretrial publicity tending to prejudice and sensationalize, and should be avoided.
 1. Photographs of the defendant, which are the property of the office, shall not be released to the news media unless authorized by the Sheriff or Public Information Officer (PIO)
 2. Details of the crime which are investigative information and should not be released to media.
 3. Crime scene photos which may be shown to a jury at a later date shall not be released to the media.
 4. Pictures of evidence shall not be released and the media shall be asked not to film the evidence. If the evidence is filmed, the media will be asked not to release it.
 - a. When the safety of the community demands, photographs and details of a case may be released to the media.
 - b. When an investigation may be enhanced by public input, pictures of evidence or details or a crime may be released.
 5. Statements to employees by witnesses, suspects, or victims shall not be released to the media.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: VEHICLE IMPOUNDS AND INVENTORIES

Policy No: 304

Effective Date: 01/01/2012

Reference: HB 99-1024

Standards:

- I. **PURPOSE:** The purpose of this policy is to establish guidelines for the towing, inventorying, and impounding of vehicles by Office personnel.
- II. **DEFINITIONS:**
 - IMPOUND: The seizing and temporary custody of a motor vehicle for a legitimate law enforcement purpose.
 - INVENTORY: An administrative measure designed to protect motor vehicles and their contents while in custody.
 - MOTOR VEHICLE: Any vehicle operating or capable of being operated on public streets or highways to include automobiles, trucks, trailers, recreational vehicles, mobile homes, motor homes, and any other type vehicles, whether self-propelled or towed. This policy does not apply to vehicles of any type that have been immobilized in one location for use as a temporary or permanent residence or storage facility, or which are otherwise classified by law as residences or buildings.
 - VEHICLE IMPOUND DEPUTY: That deputy who handles the notification, documentation, and disposition of impounded vehicles.
- III. **POLICY:**
 - A. Deputies are routinely faced with the question of whether to impound or tow motor vehicles for purpose of safekeeping property, securing evidence, protecting the public, or securing property under asset forfeiture statues, among other reasons. This policy provides guidelines that deputies should use to decide issues related to the propriety of and procedures for impounding motor vehicles.
 - B. A vehicle inventory is designed to protect the owner's property while it remains in Office custody; to protect the Office against claims of lost, damaged, or stolen property; and to protect deputies from potential danger. It shall be the policy of this Office to conduct an inventory of all vehicles towed or impounded. This policy doesn't apply to vehicles for which a private tow is summoned by the Office at the request of the vehicle owner or operator.
- IV. **PROCEDURE:**
 - A. Deputies are authorized to tow and impound vehicles under the following circumstances:

1. Any vehicle left unattended upon a street or highway, and is illegally parked or constitutes a hazard, or an obstruction to the normal movement of traffic, or unreasonably interferes with snow-removal operations.
2. Any vehicle that has been stolen or operated without the consent of the owner and is located upon either public or private property;
3. Any vehicle displaying illegal license plates or failing to display the current lawfully required plates and is located upon any public street or other property open to the public for purpose of vehicle travel.
4. Any vehicle that has been used in or connected with the commission of a crime and is located upon either public or private property.
5. Any vehicle that has been unsafe or defective so as to be inoperable or violates equipment provisions of the traffic code whereby it continued operation would constitute a condition hazardous to life, limb, or property and is located on any public street or other property open to the public for purposes of vehicular travel or parking.
6. Any vehicle left unattended either on public or private property due to removal of an ill, injured or arrested person;
7. Any vehicle that has been operated by any person who has failed to stop in case of an accident or collision and is located on either public or private property.
8. Any vehicle being operated by any person who is driving without a lawful license or while his/her license has been suspended, denied, or revoked and is located upon a public street or other property open to the public for purposes of vehicular travel or parking.
9. Where alcohol use is present in the driver and the owner of the vehicle is not in the vehicle and not arrested or under the influence of alcohol.
10. Where it is impossible to secure the vehicle by locking the doors as a protection against illegal entry or theft.
11. When a vehicle has potential evidence inside or the vehicle needs to be secured to preserve the evidence.
12. When the vehicle is wanted by another agency and they request we tow it.
13. Deputies may impound a motor vehicle with the intent of initiating forfeiture proceedings when the vehicle is used in the commission of a felony.
14. Pursuant to a court order.
15. For any lawful purpose not specifically stated above.

B. General:

1. Vehicles shall be impounded using contract commercial towing services as authorized by the Sheriff.
2. Vehicles may be released at the scene to a responsible person at the express direction of the registered owner or agent.
3. When impounds occur, the operator and passengers should not be stranded. Deputies shall take reasonable measures to ensure that they are provided transportation.

4. Vehicle operators may be permitted to remove unsecured valuables of a non-evidentiary nature from the vehicle prior to its removal. The nature of those items should be noted on the Vehicle Impound/Recover report.
 5. A "hold" may be placed on any vehicle impounded for evidence for such a period of time necessary to complete collection.
 - a. Holds must be approved by a supervisor.
 - b. Collection should be completed in a timely manner.
- C. Inventory:**
1. All vehicles impounded by or otherwise taken into custody shall be inventoried to protect the owner's property and to protect the impounding deputy and the office from claims of lost, stolen or vandalized property and to guard the deputy and others. The description of the vehicle and the results of the inventory should be shown on a Vehicle Impound/ Recovery Sheet.
 2. The inventory shall be conducted at the scene prior to towing whenever possible.
 3. The inventory shall be conducted at a location other than the scene when circumstances, such as officer safety at the scene, require immediate removal of the vehicle. In such cases, the inventory shall be conducted as soon as possible after the tow.
 4. The owner or operator of the vehicle shall be asked to remove, if possible, all valuables from the vehicle prior to impound. If such items cannot be removed, the owner/operator shall be requested to verify the completeness of the inventory by signature.
- D. Scope of the inventory:**
1. The scope of the inventory shall include the vehicle exterior, interior, engine compartment, glove compartment and trunk.
 2. The inventory shall also include any vehicle, trailer or time being towed by the motor vehicle.
- E. Property Control:**
1. All items of significant value (i.e., jewelry, expensive electronics) shall be itemized on the vehicle impound/recovery report and such materials turned over to the control of the evidence custodian.
 2. Control and safekeeping of hazardous materials shall be the responsibility of evidence custodian.
 3. Contraband and evidence discovered during the course of the inventory shall be deposited with the evidence custodian according to procedure.
- F. Documentation:** Three (3) days after impound, the impounding deputy will determine if the vehicle has been released. If not, the impound control deputy will begin sale processing.
- G. Notification:**
1. If the registered owner of a vehicle towed is not present at the time of such tow, the office shall make a reasonable effort to notify him/her of:
 - a. Reason for the tow;

- b. Date and time of the tow;
 - c. Place of storage; and
 - d. Conditions of release;
- 2. The date and time of the notification or attempts shall be noted.
- H. Towing of Vehicles Abandoned or Private Property:** This policy governs the office's obligation when a tow operator advises that they will be towing an abandoned vehicle off private property.
- I. Released of Towed Vehicles:**
 - 1. Any person desiring the release of a towed or impounded vehicle shall appear at the tow yard with:
 - a. Satisfactory evidence of identity;
 - b. Proof of ownership or right to possession; and
 - c. Any other conditions for release noted on the impound sheet (i.e., proof of insurance coverage)
 - 2. After all the previously listed conditions are met and the claimant is checked for outstanding warrants, the claimant shall sign the impound sheet.
 - 3. The impound lot operator shall release such vehicle after the release is signed and the storage fees are paid.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: RACIAL /BIAS BASED PROFILING		Policy No: 305
Effective Date: 01/01/2012	Reference:	
Standards:		

- I. **PURPOSE:** The purpose of this policy is to unequivocally state the “profiling” as defined herein, is an abhorrent and unacceptable practice in the office; to provide guidelines for deputies to prevent profiling; and to protect deputies from unwarranted accusations of profiling when they act within the dictates of the law and policy.
- II. **DEFINITIONS:**
 - CONTACT:** The act of communication between a person and a law enforcement officer in which the officer does not use his authority (express or implied) or any physical force to restrict that person’s freedom of movement. A contact does not require reasonable suspicion for its justification.
 - PROBABLE CAUSE:** Exists when a set of fact(s) or circumstance(s) based on reliable information, personal knowledge, or observation by an officer, which reasonably shows and would warrant an ordinarily prudent person in believing that a particular person has committed an offense, or that certain items are connected with a crime and therefore may be seized under the law and that these items are in a place to be searched.
 - PROFILING:** The detention of a suspect or other person on the basis of race, ethnicity, age, or gender without the existence of any individualized suspicion of the particular person being stopped.
 - RACIAL:** Pertaining to a group of people classified together based on their common history and ethnicity.
 - RACIAL/BIAS PROFILING:** The detention, interdiction, or other biased treatment of any person solely on the basis of their age, race, ethnicity, creed, politics, gender, sexual orientation, income, physical or mental disability, or other personal characteristic.
 - REASONABLE BELIEF:** Having knowledge of facts, which, although not amounting to direct knowledge, would cause a reasonable deputy, knowing the same facts, to reasonably conclude the same thing.
 - REASONABLE SUSPICION:** Suspicion that is more than a mere hunch, but is based on a set of articulable facts and circumstances that would warrant a person of reasonable caution in believing that an infraction of the law has been committed, is about to be committed, or is in the process of being committed, by the person or persons under suspicion. This can be based on the observations of a deputy combined with his or her training and experience, and or reliable information received from a credible outside source(s).

STOP: Occurs when a law enforcement officer uses his authority (express or implied) to temporarily detain a person based on reasonable suspicion that the individual may be committing, has committed or is about to commit a crime.

III. **POLICY:** It is the policy of this office to patrol in a proactive manner, to aggressively investigate suspicious persons and circumstances, and to actively enforce the motor vehicle laws, while insisting that citizens will only be stopped or detained when there exists reasonable suspicion to believe that they have committed, are committing, or are about to commit, and infraction of the law' and to educate members on the issue of racial/bias based profiling. Racial/bias based profiling is a form of discrimination under Title VII and will not be tolerated.

IV. **PROCEDURES:**

E. TRAFFIC ENFORCEMENT AND CITIZEN CONTACTS:

1. The offices efforts will be directed toward assigning deputies to those areas where there is the highest likelihood that crimes will be prevented and crashes will be reduced through proactive patrol.
2. Traffic enforcement will be accompanied by consistent, ongoing, supervisory oversight to ensure that deputies do not go beyond the parameters of reasonableness in conducting such activities.
3. Motorists and pedestrians shall only be subjected to stops, seizures or detentions upon reasonable suspicion that they have committed, are committing, or are about to commit an infraction. Each time a motorist is stopped, the deputy shall radio to the dispatcher the location of the stop, the description of the person or vehicle being detained, and the reason for the stop, and this information shall be logged.
4. The office recognizes that with experience, individual deputies may develop individualized approaches that they find work best form them in minimizing conflict during deputy/violator contacts. The following is provided as a recommended approach, except that Paragraph 6, concerning furnishing of a business card, is mandatory whenever the motorist is stopped but NOT cited or arrested:
 - a. Give a greeting
 - b. Identify yourself and your agency
 - c. State the reason the person is being stopped or detained.
 - d. Politely ask for identification and any required documents.
 - e. After completing the necessary paperwork, inform the driver or pedestrian as to what action is being taken and what, if any, the person must do as result.
 - f. **As required by CRS 24-31-309(4)(a), whenever a person is detained in a traffic stop but is not cited or arrested, the person must be furnished a business card, which includes officer identification information and a telephone number that may be used by the person to report any comments, positive or negative, about the stop.**

- g. Give an appropriate closing.
 - 5. Appropriate enforcement action should always be completed, generally in the form of a summons, warning, or other citation, or by arrest when warranted.
 - 6. The proper form must be filled out by the officer, and shall include the gender and race/ethnicity of the person stopped, if the information can reasonably be ascertained by physical appearance or from the driver's license or other documents provided by the individual.
 - 7. No motorist, once cited or warned, shall be detained beyond the point where there exists no reasonable suspicion of further criminal activity, and no person or vehicle shall be searched in the absence of a warrant, a legally recognized exception to the warrant requirement, or the person's voluntary consent.
 - 8. In each case where a search is conducted, this information shall be recorded, including the legal basis for the search and the results thereof.
 - 9. It is strongly recommended that consent searches only be conducted with written consent, using the proper form. If the individual indicates that he or she will consent to a search but refused to sign the form, fill out the form anyway and indicate "consented to search but refused to sign", inserting initials and the signature of any witness IN THE SIGNATURE BLOCK.
 - 10. In the absence of a specific, credible report containing a physical description, a person's race, ethnicity, gender, or sexual orientation or any combination of these shall not be a factor in deterring probable cause for an arrest or reasonable suspicion for a stop.
 - 11. The deliberate recording of any misleading information related to the actual or perceived race, ethnicity, gender, or sexual orientation of a person stopped for investigative or an enforcement purpose is prohibited.
- F. TRAINING:
- 1. Deputies will receive initial and ongoing training in proactive enforcement tactics, including training in officer safety, courtesy, cultural diversity, search and seizure laws, interpersonal communications skills, and profiling prevention.
 - 2. Training programs will emphasize the need to respect the rights of all citizens to be free from unreasonable government intrusion or police action, and will include an examination of patterns, practices, and protocols that result in profiling and prescribe patters, practices, and protocols that prevent profiling.
- G. COMPLAINTS OF RACIAL/BIAS PROFILING:
- 1. Any person may file a complaint with the office if the person feels that a deputy has stopped or searched the person based on profiling. No person shall be discouraged, intimidated, or coerced from filing such complaint, or discriminated against because they have filed such a complaint.
 - 2. Any employee contacted by a person who wishes to file such a complaint, shall immediately attempt to have a supervisor take the information, and the supervisor shall request the person's name, address and telephone number. Failure to properly

report the complaint will result in disciplinary action. The complainant may file the complaint through the normal process or the less formal process shown above.

3. The information concerning the identity of the complainant is confidential and can only be released in a manner consistent with the State Statute.
4. The supervisor or any other employee receiving such report shall immediately forward it to the Undersheriff. All such complaints shall be reviewed, the complaint acknowledged to the complainant in writing. The complainant shall be informed of the results of the review within a reasonable period of time. The report and the reviewer's conclusion shall be filed with Sheriff and shall contain findings and any suggestions for disciplinary action or changes in policy, training, or tactics.
5. On an annual basis, the office shall compile any information derived from telephone calls received due to the distribution of business cards that allege profiling, and derived from any complaints made by persons in writing. The office shall make such information available to the public, but shall not include in such the names of any deputies alleged to be involved in such profiling or the names of the persons alleging profiling
6. Supervisors shall review profiling complaints, periodically review a sampling of reports filed on stops and respond at random to back up deputies on vehicle stops and, shall take appropriate action whenever it appears that this policy is being violated, being particularly alert to any pattern or practice of possible discriminatory treatment by individual deputies.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: CONFIDENTIAL INFORMANTS		Policy No: 306
Effective Date: 01/01/2012	Reference:	
Standards:		

- I. **PURPOSE:** To establish policy, procedures and guidelines for the use of confidential informants (CI's)
- II. **DEFINITIONS:**
 - CONFIDENTIAL INFORMANT:** A person who, under the direction of a specific employee and with or without expectation of compensation, furnishes information on any criminal activity or performs a lawful service for the office in its investigation of criminal activity. If compensated for services rendered to the office, they must sign a voucher indicating receipt of payment.
 - CONFIDENTIAL INFORMANT FILE:** File maintained in order to document all appropriate information that pertains to confidential informants. This file is maintained by the Undersheriff.
 - DEFENDANT/INFORMANT:** Same as above, but subject to arrest and prosecution for a criminal offense or a defendant in a pending municipal, state or federal case who expects compensation of another form. If there is a reason to believe that an informant has committed a felony offense, a reasonable attempt to notify the appropriate district attorney's office will be made and, after consultation, a determination will be made by the Undersheriff whether or not the office may continue to use the individual as an informant.
 - RESTRICTED USE CONTRIBUTOR:** Any person who meets any of the following criteria shall be considered a restricted use informant subject to the uses authorized below:
 - A. Persons less than 18 years of age.
 - B. Persons on probation/parole or previously declared unreliable.
 - UNRELIABLE INFORMANT FILE:** File containing information pertaining to individuals determined generally unfit to perform as informants. This file is maintained by the Undersheriff.
- III. **POLICY:** Office personnel utilizing confidential informants shall adhere to the procedures that fall within the scope of policy and law.
- IV. **PROCEDURE:** The use of confidential informants is important to the satisfactory completion of many criminal investigations. Procedures have been established to provide for this resource within a controlled system in order to avoid abuse and minimize adverse impact. Investigation employees should take additional precaution in dealing with informants of the opposite sex and with informants whose sexual preferences may make an investigation more susceptible to compromise through alleged improprieties.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: INVESTIGATIVE BUY SUPPORT FUND		Policy No: 307
Effective Date: 01/01/2012	Reference:	
Standards:		

- I. **PURPOSE:** To establish policies and procedures for use and accountability of the Buy Fund.
- II. **DEFINITIONS:** None
- III. **POLICY:** Employees that use the Buy Fund shall adhere to the procedures established in this policy.
- IV. **PROCEDURE:** A fund shall be established to provide employees with the monies to assist them toward THE SAISFACTORY COMPLETION OF CRIMINAL INVESTIGATIONS. These funds may be used to purchase or agreements to purchase such items of evidence as controlled substances/narcotics, drugs, other contraband, stolen property, and pornographic material.
 - A. **FUND CONTROL:** The Sheriff or his designee will maintain control over the fund. Cash money will be kept on hand, secured in the Sheriff's Office. Requests for funds must be made during business hours, Monday through Friday, excluding holidays.
 - B. **USE OF FUNDS:** Use of the Buy Fund is governed as follows:
 1. Supplying of monies to be used in the purchases or agreements to purchase items of evidence, such as: controlled substances/narcotics, drugs, other contraband, stolen property and pornographic material.
 2. Other costs directly related to an intelligence, surveillance or investigative sting operation at the discretion of the Sheriff.
 - C. Each expense will be evaluated and approved on a situational basis by the Sheriff or his designee prior to the expenditure of the funds.
 - D. **BUY FUNDS ACCOUNTING:** The buy Fund receipts and disbursements of funds will be documented in the Cash Box Journal maintained by the Sheriff. All receipts and disbursements from the Buy Fund cash box will be documented in the Buy Fund Cash Journal.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: Identity Theft		Policy No: 308
Effective Date: 01/01/2012	Reference:	
Standards:		

- I. **PURPOSE:** The purpose of this policy is to provide employees with protocols for accepting, recording and investigating the crime of identity theft.
- II. **DEFINITIONS:**
IDENTITY THEFT: Identity theft is the wrongful use of another person's identifying information- such as credit card, social security or driver's license numbers – to commit financial or other crimes. Indentify theft is generally a means of committing other offenses such as fraudulently obtaining financial credit or loans, among other crimes.
- III. **POLICY:** It is the policy of this office to take those measures necessary to record criminal complaints, assist victims in contacting other relevant investigative and consumer protection agencies, and work with other federal state, and local law enforcement and reporting agencies to identify perpetrators.
- IV. **PROCEDURE:**
 - A. Legal Prohibitions
 1. Identity theft is punishable under federal law "when any person knowingly transfers or uses, without lawful authority, a means of identification of another person with the intent to commit, or to aid or abet, any unlawful activity that constitutes a felony under any applicable state or local law."
 2. Identity theft is punishable under (CRS citation) which makes it a crime.
 - B. Taking Crime Reports: All sworn personnel are authorized to take crime reports on identity theft. Recording all relevant information and data in such reports is essential to further investigation. Therefore, deputies and/or supervisors should:
 1. Fully record information concerning criminal acts that may have been committed by illegally using another's personal identity as covered by state and federal law.
 2. Classify as identity theft fraudulent acts committed against an individual when there is evidence that the following types of unauthorized activities have taken place in the victim's name.
 - a. Credit card charges, debit cards, ATM cards
 - b. Credit card checks written against their account.
 - c. Credit card accounts opened or account addresses changed.
 - d. Establishment of and line of credit at a store or obtaining a loan at a financial institution.
 - e. Goods or services purchased in their name.
 - f. Gaining access to secure area

- g. Used as computer fraud
 - 3. Obtain or verify as appropriate identifying information of the victim to include date of birth, social security number, driver's license number, other photo identification, current and most recent prior addresses, and telephone numbers.
 - 4. Document the nature of the fraud or other crime committed in the victim's name.
 - 5. Determine what types of personal identifying information may have been used to commit these crimes and whether any of these have been lost, stolen or potentially misappropriated.
 - 6. Document any information concerning where the crime took place, the financial institutions or related companies involved and the residence or whereabouts of the victim at the time of these events.
 - 7. Determine whether the victim authorized anyone to use his or her name or personal information.
 - 8. Determine whether the victim has knowledge or belief that specific person(s) have used his or her identity to commit fraud or other crimes.
 - 9. Determine whether the victim is willing to assist in the prosecution of suspects identified in the crime.
 - 10. Determine if the victim has filed a report of the crime with other law enforcement agencies and whether such agency provided the complainant with the report number.
 - 11. If not otherwise provided, document/describe the crime, the documents or information used and the manner in which the victim's identifying information was obtained.
 - 12. Forward the report through the chain of command to appropriate intelligence agencies and federal agencies, if it appears to have national security implications.
- C. Assisting Victims: Deputies taking reports of identity theft should take those steps reasonably possible to help victims resolve their problem. This includes providing victims with the following suggestions where appropriate.
- 1. Contact the Federal Trade Commission (FTS) at 1 (877)-IDTHEFT which acts as the nation's clearing house for information related to identity theft crimes- for assistance from trained counselors in resolving credit related problems.
 - 2. Cancel each credit and charge card and request new cards with new account numbers.
 - 3. Contact fraud departments of the three major credit reporting agencies [Equifax 1(800) 525-6285, Experian 1 (888) 397-3742, TransUnion 1 (800) 680-7298], and ask them to put a fraud alert on the account and add a victim's statement requesting creditors to contact the victim before opening new accounts in his or her name. Also request copies of your credit report.
 - 4. If bank accounts are involved, report the loss to each financial institution, cancel existing accounts and open new ones with new account numbers. If deemed necessary, place stop payments on outstanding checks and contact creditors and explain.

5. If a driver's license is involved, contact the state motor vehicle department. If the driver's license uses the social security number, request a new driver's license number. In such cases, also check with the Social Security Administration to determine the accuracy and integrity of your account.
 6. Change the locks on your house and cars if there is any indication that these have been copied or otherwise compromised.
- D. Investigations: Investigation of identity theft shall include but not limited to the following actions where appropriate.
1. Review the crime report and conduct any follow-up inquiries of victims or others as appropriate for clarification / expansion of information.
 2. Contact the FTC Consumer Sentinel law enforcement agencies for collaboration and avoidance of duplication. These agencies include but are not limited to:
 - a. Federal law enforcement agencies such as the US Secret Service, the Federal Bureau of Investigation, and US Postal Service as appropriate whether or not the victim has filed a crime report with them.
 - b. Any state and/or local enforcement agency with which the victim has filed a crime report or where there is an indication that the identity theft took place.
- E. Community Awareness and Prevention: Where reasonable and appropriate, deputies engaged in public education/information forums, community crime prevention and awareness presentations or similar speaking or information dissemination efforts shall provide the public with information and prevention of identity theft.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: USE OF FORCE

Policy No: 309

Effective Date: 01/01/2012

Reference:

Standards:

- I. **PURPOSE:** To provide guidelines in the use of force and in the reporting of the use of force. This directive is for office use only and does not apply in any criminal or civil proceedings. This policy should not be construed as a creation of higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive will only form the basis for administrative sanctions.

II. **DEFINITIONS:**

CURRENT FORCE STANDARD: An employee's conduct must be objectively reasonable based on the totality of the circumstances, known to the office at the time and place of the event.

OLD FORCE STANDARD: An employee's conduct need only shock the conscience of the offender.

BODILY INJURY: Physical pain, illness, or any impairment of physical or mental condition.

DEADLY FORCE: Deadly force means force plainly likely to cause serious physical injury or death.

DEADLY WEAPON: Any of the following which in the manner it is used to intended to be used is capable of producing death or serious bodily injury: (I) a firearm, whether loaded or unloaded; (II) a knife; (III) a bludgeon; or (IV) any other weapon, device, instrument, material, or substance, whether animate or inanimate.

DUTY TO REPORT USE OF FORCE BY PEACE OFFICERS: A peace officer who, in pursuance of such officer's law enforcement duties, witnesses another peace officer, in pursuance of such other peace officer's law enforcement duties in carrying out an arrest of any person, placing any person under detention, taking any person into custody, booking any person, or in the process of crowd control or riot control, use physical force which exceeds the degree of physical force permitted pursuant to section must report such use of force to such officer's immediate supervisor.

EXCESSIVE FORCE: Excessive force means physical force which exceeds the degree of physical force permitted by law. The use of excessive force is presumed when a peace officer continues to apply physical force in excess of the force permitted by said section to a person who has been rendered incapable of resisting arrest.

JEOPARDY: A hazard, a danger, or a peril.

DE-ESCALATE: To use the least amount of force to stop the action of a violator and reduce the amount of force applied as the threat is neutralized or become compliant.

NON DEADLY FORCE: Any force, action or weapon which produces a result that is necessary to control the actions of another and does not involve the use of deadly physical force. A baton and similar objects normally are non-deadly force; by they can constitute deadly force, depending on the manner of use.

OLEORESIN CAPSICUM: Commonly referred to as OC or pepper spray, is a concentrated form of oil and resin of the red or cayenne pepper. It is not a manufactured chemical; OC spray is considered a non-deadly use of force which can be used to temporarily disable a person.

REASONABLY NECESSARY. Force may be used only accomplish lawful objective and only to the extent reasonably necessary in light of the circumstances confronting the officer. Force is reasonably necessary only if lesser force would not likely lead to safe control of persons and/or situations.

SERIOUS BODILY INJURY: Bodily injury which, either at the time of the actual injury or a at a later time, involves a substantial risk of death, a substantial risk of serious permanent disfigurement, a substantial risk of protracted loss or impairment of the function of any part or organ of the body, or breaks, fractures, or burns of the second or third degree.

III. POLICY: It is the policy of the office that employees protect themselves, third parties or individuals incapable of defending themselves from injury by an aggressor. However, employees shall use only that force which is reasonable and necessary, both physical force and deadly physical force, when justified and legally appropriate and shall report the use of such force.

IV. PROCEDURE:

A. **REQUIREMENTS TO READ AND COMPLY:** All employees shall maintain, read and comply with the policies and procedures in this section. This policy is intended to comply with the policies and procedures in this section. This policy is intended to confirm to all state and federal laws, guidelines and regulation.

B. **COMPLIANCE WITH DEADLY FORCE STATE STATUE:** Employees must be in compliance with CRS 18-1-704, shown below, when using deadly force. Deadly force may be used only if an officer reasonably believes a lesser degree of force is inadequate and has reasonable grounds to believe and does believe that he or another person is in immediate danger of being killed or of receiving great bodily harm.

CRS 18-1-704 Use of Physical Force in Defense of a Person

(1) Except as provided in subsections (2) and (3) of this section, a person is justified in using physical force upon another person in order to defend himself or a third person from what he reasonably believes to be the use or imminent use of unlawful

physical force by that other person, and he may use a degree of force which he reasonably believes to be necessary for that purpose.

- (2) Deadly physical force may be used only if a person reasonably believes a lesser degree of force is inadequate and:
 - (a) The actor has reasonable ground to believe, and does believe, that he or another person is in imminent danger of being killed or of receiving great bodily injury; or
 - (b) The other person is using or reasonably appears about to use physical force against an occupant of a dwelling or business establishment while committing or attempting to commit burglary as defined in sections 18-4-202 to 18-4-204; or
 - (c) The other person is committing or reasonably appears about to commit kidnapping as defined in section 18-3-301 or 18-3-302, robbery as defined in section 18-4-301 or 18-4-402 or 18-4-403, or assault as defined in sections 18-3-302 and 18-3-203.
- (3) Notwithstanding the provisions of subsection (1) of this section, a person is not justified in using physical force if:
 - (a) With intent to cause bodily injury or death to another person, he provokes the use of unlawful physical force by that other person; or
 - (b) He is the initial aggressor, except that his use of physical force upon another person under the circumstances is justifiable if he withdraws from the encounter and effectively communicates to the person his intent to do so, but the latter nevertheless continues or threatens the use of unlawful physical force; or
 - (c) The physical force involved is the product of a combat by agreement not specifically authorized by law.
- C. **PURPOSE AND DISCUSSION.** This policy explains applicable law and office policy regarding the use of force by employees, so that force is used only to the extent reasonably necessary to accomplish lawful objectives. Understanding the law and office policy will allow employees to perform their duties confidently and wisely, without subjecting themselves to criminal or civil liability. The office will not tolerate excessive force.
- D. **NON-DEADLY FORCE.** An employee may use force upon another person only when that force is, or reasonably appears to be necessary:
 1. To affect an arrest, to secure an arrestee, to prevent escape from custody or, an investigative detention of a person who he reasonably believes (or reasonably suspects, in the case of investigative detention) has committed a criminal offense.
 2. To defend himself or a third person from what he reasonably believes to be the use of physical force while effecting or attempting to affect an arrest or an investigative detention, or while preventing or attempting to prevent an escape.
- E. **DEADLY FORCE:** An employee may use deadly force upon another person only when that force is, or reasonably appears to be, necessary:

1. To defend himself or a third person from what he reasonably believes to be the use or imminent use of deadly physical force;
 2. To affect an arrest or to prevent the escape from custody of a person whom he reasonably believes is attempting to escape by means of a deadly weapon, or who by his conduct or any other means indicated that he presents an imminent threat of serious physical injury or death to others unless apprehended without delay.
 3. Elements of Deadly Force:
 - a. Ability or apparent ability – does the suspect possess the ability to kill the employee or a third party, or to cause the employee or a third party serious bodily harm?
 - b. Opportunity- does the suspect have the opportunity to kill the employee or a third party or to cause the employee or a third party harm
 - c. Imminent Jeopardy – has the suspect placed the employee or a third party in imminent danger?
 - d. Preclusion- has the employee reasonably exhausted all of the avenues of de-escalation at that time and place?
- F. ANY USE OF FORCE WHICH IS NOT REASONABLY NECESSARY IN LIGHT OF THE CIRCUMSTANCES CONFRONTING THE OFFICER IS PROHIBITED. Nothing in this policy shall be construed to permit, excuse or justify the use of unreasonable or excessive force. When assessing the need to use force, employees should consider the nature and extent of any threat posed by the subject, as well as all other circumstances of the encounter, including but not limited to the following:
1. The severity of the crime;
 2. The degree to which the subject resists arrest or detention.
 3. Any attempts made by the subject to evade arrest by flight.
- G. Limits on force.
1. Fleeing Felons. A person suspected to be or known to be a fleeing felon should not be presumed to pose an immediate threat to life in the absence of action that would lead the officer to reasonably believe otherwise.
 2. Strangle and Choke Holds. Strangle and choke holds and other similar holds which choke or restrict the ability to breathe or flow of blood to the brain are **prohibited** except when the employee reasonably believes there is an imminent threat of serious physical injury or death to himself or a third person if he does not do so and that is the only reasonable means of protecting himself and/or a third party.
 3. Head Blows and Impact Tools. The use by an employee of any inanimate object to strike a blow to a person's head is prohibited except when the officer reasonably believes there is an imminent threat of serious injury or death to himself or a third person and that he has no other reasonable alternative for defending himself or a third person. Depending on the method of use and other circumstances, a flashlight, gun, baton, or similar object used as a club to strike the head blow could be considered use of deadly force.

4. Display and Brandishing Weapons. Employees shall not display or brandish any weapon in a threatening or intimidating fashion unless it is reasonably necessary to do so in order to prevent, or attempt to prevent, an attack on the employee or third party.
 5. Shots to Destroy Animals. Shots to destroy animals may be fired when it is reasonably necessary to do so in order to defend the employee or third party against a threat of significant physical injury or after all reasonable options have been exhausted, or to save a badly injured animal from great suffering.
 - a. Before destroying a badly injured domestic animal, the employee shall make reasonable efforts to notify an animal's owner and/or any appropriate agencies or authorities in order to involve more appropriate persons in the decision and action. If such notification cannot be swiftly accomplished, the officer is permitted to go forward with the destruction of an animal.
 - b. No shot shall be fired to destroy any animal, wild or domestic, unless such shot can be fired safely in respect to human life and other property.
- H. PROCEDURE FOLLOWING THE USE OF FORCE
1. Use of Force Report. Use of force by employees shall be documented and reported in writing, hereafter referred to as the Report. The purpose of filling out the Report is to immediately document the use of force so that, should any questions arise concerning the force incident, the pertinent facts will be readily available. The Report will also be used to assist in identifying training and equipment needs. The number of Reports that exist concerning an employee cannot be used in the employee's performance evaluation or as the basis for disciplinary action. Force that is justified is permissible, regardless of the number of uses. Not every touching by an employee requires completion of the Report or notification of a supervisor. A decision regarding what force requires notification and reporting shall be made by reference to other portions of this policy and to other office training communications. The office will purge all Use of Force Reports three years from the date of the force incident, unless it has become the subject of civil or criminal litigations.
 2. Reporting Use of Excessive Force by Another Peace Officer. The Following reporting policy is a requirement of Senate Bill 91-234. Failure to comply with these reporting requirements is a Class 1 Misdemeanor. A materially false statement in a report constitutes false reporting to authorities in violation of CRS 18-8-1-11(1).
 - a. Report of Excessive Force. Any employee who, while pursuing his or her duties, witnesses another peace officer using excessive force in the following circumstances must report it to the Sheriff or Undersheriff.
 - i. Carrying out an arrest on any person;
 - ii. Placing any person under detention;
 - iii. Taking any person into custody;
 - iv. Booking any person; or
 - v. The process of crowd control or riot control;

- b. Content of the Report. The Report must include:
 - i. The date, time and place of the occurrence;
 - ii. The identify and/or description of the participants;
 - iii. A description of the events and the force used.
 - c. Timing of Report. The Report must be made in writing within three days of the incident.
 - d. NOTE: A copy of an arrest report or similar report that the reporting officer is required to prepare may be substituted for the Report required by this section, as long as such report includes the information required by this section.
- I. PROCEDURE FOLLOWING THE DISCHARGE OF A FIREARM ON DUTY
1. Reporting Requirement. Any employee discharging a firearm while on duty or in enforcement actions is required to file a written report as soon as possible. If the employee who discharged the firearm is not capable of completing a written report because of injuries or otherwise, the Sheriff or Undersheriff will be responsible for completing the initial report. The Sheriff or the Undersheriff shall be notified immediately anytime a firearm is discharged.
 2. Investigation Required. The Sheriff or his designee will investigate any accidental intentional discharge of a firearm by an employee. After a thorough investigation, a detailed written report shall be submitted for review.
- J. PERSON IN NEED OF ASSISTANCE. If any person on whom an employee used force needs medical attention, the employee shall assist such person where appropriate and contact the Sheriff or Undersheriff. If the employee is in doubt as to the necessity of medical treatment, he shall seek guidance from a supervisor or an appropriate medical person. In no event, shall apparently necessary medical attention be unreasonably delayed in order to notify the Sheriff or Undersheriff or obtain a medical opinion.
- K. NOTIFICATION OF THE UNDERSHERIFF. An employee who uses force on a subject shall notify their supervisor immediately. The Sheriff shall be notified in the absence of the Undersheriff. He shall also complete the Report and forward it to the Undersheriff by no later than the end of the tour of duty in which the force was used. The Undersheriff will conduct appropriate investigation and complete or cause to be completed, the appropriate Report. Off-duty employees involved in use of force situations are subject to the same reporting procedures as on-duty employees. When an off-duty employee uses force, he shall notify the Undersheriff.
- L. EXAMPLES OF SITUATIONS THAT REQUIRE SUPERVISORY NOTIFCATION AND COMPLETION OF THE REPORT. When an employee:
1. Exercising police authority uses force which causes any visible or apparent physical injury, or which results in the subject saying that he is injured.
 2. Exercising police authority uses any object, including baton, flashlight, hand, fist, or foot to strike a blow to a subject.
 3. Exercising police authority uses force that in any way causes a subject to suffer a blow to the head.

4. Exercising police authority bodily removes or drags a struggling subject from place to another.
 5. Uses any aerosol irritant or inflammatory agent.
 6. Discharges his firearm, regardless of duty status and regardless of whether the discharge was accidental or intentional. (Exceptions: lawful hunting, approved firearms range activity, other lawful and safe target practice)
 7. Exercising police authority uses force during or after which a subject loses consciousness.
 8. Points a gun at anyone.
- M. PHOTOGRAPHS OF INJURIES. With the consent of the injured person, photographs shall be taken of the injuries. Employees with physical injuries shall also be photographed.
- N. CHARGING FOR RESISTING AND ASSAULT. If an employee exercising police authority encounters resistance that clearly justifies charges of resisting arrest and/or assaulting an employee, these charges will be made immediately.
- O. CUSTODY OF FIREARMS DISCHARGED DURING USE OF FORCE. The Sheriff or his designee will take custody of the weapon that has been discharged where the life of another was in jeopardy (serious incidents) and will maintain the weapon in the same condition in which it was received. The Sheriff or his designee will hold the weapon until such time as it can be turned over to authorities charged with the responsibility of investigating the discharge. At the discretion of the Undersheriff, the employee will be given a replacement weapon. Privately owned weapons will be replaced by an office issued weapon until the investigation is complete, and will be returned as practical.
- P. PROCEDURE FOLLOWING USE OF DEADLY FORCE
1. PSYCHOLOGICAL SERVICES. In all cases where any person has been injured or killed as a result of a firearm discharged by an employee, the involved employee may be required to undergo a debriefing with the office provided psychologist as soon as possible after the incident. The purpose of this debriefing is to deal with the emotional and/or psychological after-effects of the incident. The debriefing shall not be related to any office investigation of the incident.
 2. ADMINISTRATIVE LEAVE. Any employee involved in a deadly force incident shall be placed on Administrative Leave directly upon the completion of his preliminary report of the incident. This leave shall be without loss of pay or benefits pending the results of the investigation. The assignment to Administrative Leave shall not be interpreted or imply or indicate that the employee acted improperly. While on Administrative leave, the employee shall remain available at all times for official office business, including interviews and statements regarding the shooting incident, and may be recalled to duty at any time.
- Q. TRAINING:
1. Deputy's will be trained and must successfully complete:
 - a. Specific tactics:
 - i. Basic defensive tactics,
 - ii. Duration of application

- iii. Use against attacks
 - iv. Vehicle extrications, and
 - v. Fight intervention
 - vi. Use on animals
 - vii. Safety considerations,
 - viii. Vicarious liability
 - ix. And maintenance considerations
2. Documentation:
- a. Names of trainers
 - b. Date of training
 - c. Hours of training
 - d. Names of participants
 - e. Location and
 - f. Written/practical test scores
3. Frequency of training:
- a. Use of force overall, annually
 - b. Firearms qualification at least semi-annually
 - c. PPCT annually



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: BODY ARMOR		Policy No: 310
Effective Date: 01/01/2012	Reference:	
Standards: CLEPS		

- I. **PURPOSE:** To provide law enforcement personal with guidelines for the proper use and are of body armor.
- II. **DEFINITIONS:**
 - EMPLOYEE:** a commissioned or non-commissioned individual appointed by the Sheriff.
 - FIELD ACTIVITIES:** Duty assignments and / or tasks that place or could reasonably be expected to place deputies in situations where they would be required to act in enforcement rather than administrative or support capacities.
 - POSITION:** The duties and responsibilities, or work assignable to one employee. Rank: A specific level of command within the official levels of hierarchy designating degrees of administration, supervision, and authority.
- III. **POLICY:** It is the policy of the Cheyenne County Sheriff's Office 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 office safety procedures.
- IV. **PROCEDURE:**
 1. **Issuance of Body Armor:**
 - A. All body armor issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice.
 - B. All deputies shall be issued agency approved body armor
 - C. Body armor that is worn or damaged shall be replaced by the agency. Body armor that must be replaced due to misuse or abuse by the deputy shall be paid for by the deputy.
 2. **Use of Body Armor:**
 - A. Deputies shall wear only agency-approved body armor.
 - B. Deputies that are assigned to a uniformed function and non-uniformed sworn are required to wear body armor while engaged in field activities both on duty and during off duty employment unless exempt as follows:
 1. When an agency-approved physician determines that a deputy has a medical condition that would preclude wearing body armor.
 2. When the deputy is involved in undercover or plain clothes work that his/her supervisor determines could be compromised by wearing body armor; or
 3. When the office determines that circumstances make it inappropriate to mandate wearing body armor.

3. Inspections of Body Armor:

- A. Supervisors shall be responsible for ensuring that body armor is worn and maintained as required by policy through routine observation and periodic documented inspections.
- B. Annual inspections of body armor shall be conducted for fit, cleanliness, and signs of damage, abuse, and wear.

4. Care, Maintenance and Replacement of Body Armor:

- A. Deputies shall routinely inspect personal body armor for signs of damage and for general cleanliness.
- B. As dirt and perspiration may erode ballistic panels, each deputy shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions.
- C. Deputies are responsible for the proper storage, maintenance and care of body armor in accordance with manufacturer's instructions.
- D. Deputies are responsible for reporting damage or excessive wear to the ballistic panels, or cover to their supervisor and the individual responsible for the uniform supply function.
- E. Body armor will be replaced in accordance with guidelines and protocols established by the National Institutes of Justice.

5. Training:

The training instructor shall be responsible for:

- A. Monitoring technological advances in the body armor industry that may necessitate a change in body armor.
- B. Assessing weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.
- C. Providing training programs that demonstrate body armor's stopping power under actual firing conditions and that emphasize its safe and proper use.
- D. Maintaining statistics on incidents where armor has or has not protected deputies from harm, including traffic accidents.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: GENERAL RULES OF CONDUCT		Policy No: 311
Effective Date: 01/21/2012	Reference:	
Standards:		

- I. **PURPOSE:** It is the purpose of this policy to provide additional specificity to the standards of conduct embodied in the Law Enforcement Code of Ethics so that employees will better understand prohibitions and limitations pertaining to their conduct and activities while on and off-duty. Some rules of conduct are covered in other policies.

The rules of conduct set forth in this policy are not intended to serve as an exhaustive treatment of requirements, limitations, or prohibitions, of employee conduct and activities established by this agency. Rather, they are intended to (1) alert employees to some of the more sensitive and often problematic matters involved in police conduct and ethics; (2) specify, where possible, actions and inactions that are contrary to and that conflict with the duties and responsibilities of law enforcement employees, and (3) guide employees in conducting themselves and their affairs in a manner that reflects standards of deportment and professionalism. Additional guidance on matters of conduct is provided in specific policies, procedures, and directives disseminated by this agency and from immediate supervisors and commanders.

II. **DEFINITIONS:**

ACCOUNTABILITY: In the context of this policy, accountability means the duty of all employees to truthfully acknowledge and explain their actions and decisions when requested to do so by an authorized employee without deception or subterfuge.

EMPLOYEE: A sworn or non-sworn employee of the Cheyenne County Sheriff's Office.

GRATUITY: A free or reduced priced service or item given to or accepted by an identified employee of the Sheriff's Office, with the anticipation of influencing or gaining additional presence or service for the employee or other employee's.

VOLUNTEER: A person who assist the Sheriff's Office without compensation (Cade, Reserve, Victim Advocate, Posse, Search and Rescue, Specialized Volunteer)

- III. **POLICY:** Actions of employees that are inconsistent, incompatible or in conflict with the values established by the Office negatively affect its reputation, and that of its employees. Such actions or inactions thereby detract from the agency's overall ability to effectively and efficiently protect the public, maintain peace and order and conduct other essential business. Therefore, it is the policy of this Office that employees conduct themselves at all times in a manner that reflects the ethical standards consistent with the rules contained in

the manual and other disseminated by this Office. The foundation of this policy is the "Law Enforcement code of Ethics"

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 violence 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 violence 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.

- IV. **PROCEDURE:** Rules and regulations are designed as guidelines for behavior in an organization. They are not intended to cover every case that may arise, but help establish a base by which individuals will make acceptable decisions in areas that may not be specifically addressed. Each employee of the Sheriff's Office shall be provided access of this policy.

A. **General rules of Conduct**

1. Obedience to Laws, Regulations, and Orders. Employees shall:
 - a. Maintain familiarity with and not violate any law or any agency policy, rule, directive or procedure nor shall any employee aid or abet another to do so.

- b. Obey all lawful orders and no employee shall aid or abet another to do so.
 - c. Shall not issue any order that they know or should know to be a violation of law policy.
 - d. Shall not obey any order they know or should know to be in violation of law or policy.
 - e. When he receives any order that conflicts with any law or policy, must advise the person giving the order that there is a conflict. If the employee giving the order insists that the order be followed, the order should be followed. It then becomes the responsibility of the employee receiving the order to report the conflict to their immediate supervisor or higher.
2. Conduct unbecoming an Officer: Employee shall not engage in any conduct or activity on or off-duty that brings discredit on other employees, tends to bring the Office into disrepute, or impairs its efficient and effective operation.
 3. Accountability, Responsibility and Discipline: Employees:
 - a. Are directly accountable for their actions to the chain of command and to the Sheriff.
 - b. Shall treat the confidentiality of their duties with proper regard for the safeguarding of information to which they become cognizant of in their employment. Such information shall not be imparted to anyone that is not intended or who is not duly authorized to receive it.
 - c. Shall be accurate, complete, and truthful in all matters.
 - d. Shall maintain themselves at a level of fitness to adequately perform the essential functions and physical demands of their position.
 - e. Shall accept responsibility for their actions without attempting to conceal, divert, or mitigate their true culpability nor shall they engage in efforts to thwart, influence, or interfere with an internal or criminal investigation
 - f. Who are arrested, cited, or come under investigation for any criminal offense in this or another jurisdiction shall report this fact to a superior as soon as possible.
 - g. Performance:
 - i. Employees shall maintain sufficient competency to properly perform the duties and assume the responsibilities of the employee's position. Each employee shall perform their duties in a manner that will maintain the highest standards of

efficiency and effectiveness of carrying out the functions and objectives of the Sheriff's Office.

- ii. Employees shall not willfully or through negligence or insubordination, fail to perform the duties and responsibilities of their rank or position.
- iii. Employees are expected to perform their duties in spite of personal danger. Foolhardy actions are not expected; however, employees are to answer calls for help from fellow officer and private citizens despite the personal danger involved.
- iv. Employees will not linger or loiter in or about any Sheriff's Office facility, public or private places unless their duties require it of them.
- v. Employees shall not interfere with Sheriff's Office operations.
- vi. Employees shall not use the Sheriff's Office as a mailing address for receiving personal mail or as a "home address"
- h. Shall not accept rewards from individuals or organizations for an act that is their duty to perform or is done during the normal course of duty. If an individual or organization desires to make a contribution to the Sheriff's Office or its employees, the funds will be deposited into the Special Account and used to benefit all employees.
- i. Shall not, while in an on-duty status or in uniform, post or furnish bail for any person.

4. Conduct Towards Fellow Employees:

- a. Conduct themselves in a manner that will foster cooperation among employees of this agency, showing respect, courtesy, and professionalism in their dealings with one another.
- b. Not use language or engage in acts that demean, harass, or intimidate another person.
- c. Promptly obey any lawful order. Failure to do so, subject to other governing regulations, shall be considered insubordination and is prohibited.

5. Conduct Toward the Public:

- a. Employees shall be courteous to the public, being tactful and restrained in the performance of assigned duties. An employee

shall never express any prejudice concerning race, sex, religion, creed, politics, national origin, lifestyle or other personal characteristics. Employees shall exercise patience and discretion, and shall control their temper and not engage in argumentative discussions or malicious physical retaliation even in the face of extreme provocation.

- b. Employees shall courteously and promptly record or report to higher authority any complaint made by a citizen regarding the employee, another employee, or action of the Sheriff's Office. Complaints will be handled pursuant to policy.
- c. An employee's on-duty conduct when dealing with citizens, victims, inmates and the general public shall stay within the professional scope of their assigned duties. Employees are prohibited from exchanging personal information or conducting personal business while on duty.
- d. Employees will politely give their name and other pertinent identifying information to violators or other persons requesting it unless such action may jeopardize a mission. Business cards are provided by the Sheriff's Office and are appropriate for a situation of this type.

6. Abuse of Law Enforcement Powers or Position:

- a. Employees shall not abuse the power and public trust vested in them and is prohibited from using their credentials, badge, identification or position in any unofficial or unauthorized capacity.
- b. Employees shall report any unsolicited gifts, gratuities, or other items of value that they receive and shall provide a full report of the circumstances of their receipt if directed.
- c. Employees shall not use their authority or position for financial gain, for obtaining or granting privileges or favors not otherwise available to them or others except as a private citizen, to avoid the consequences of illegal acts for themselves or for others, to barter, solicit, or accept any goods or services (gratuities) whether for the employee or for another.
- d. Employees shall not purchase, covert to their own use, or have any claim to any found, impounded, abandoned, or recovered property, or any property held or released as evidence.
- e. Employees are prohibited from using information gained through their position to advance financial or other private interest of themselves or others.

- f. Employees who institute or reasonably expect to benefit from any civil action that arises from acts performed under the color of authority shall inform the Sheriff.

7. Prohibited Associations and Establishments:

- a. Arresting, investigating, or custodial employees shall not commence social relations with the spouse, immediate members, or romantic companion of person in the custody of this Office.
- b. Employees shall knowingly commence or maintain a relationship with any person who is under criminal investigation, indictment, arrest, or incarceration by this or another police or criminal justice agency, and/or who has an open and notorious criminal reputation in the community, except as necessary to the performance of official duties, or where unavoidable because of familial relationships.
- c. Except in the performance of official duties, employees shall not knowingly enter any establishment in which the law is regularly violated.
- d. Employees shall not knowingly join or participate in any organization that advocates, incites, or supports criminal acts or criminal conspiracies.
- e. Employees shall not belong to or be affiliated with any person or group that advocates insurrection, treason, anarchy or the overthrow of the government, through unconstitutional means, or purports one race over another.
- f. Relationships with Inmates or Arrestees:
 - i. Employees shall not fraternize with or engage the services of any person in custody.
 - ii. Employees shall not mistreat persons who are in their custody.
 - iii. Employees shall not become socially or emotionally involved with prisoners, while in custody, or who are known felons. Employees shall not borrow money or any type of property, or lend money or any property, to any inmate, arrestee, or detainee while in custody.

B. Public Statement, Appearances, and Endorsements

- 1. Employees shall not under color of authority

- a. Make any public statement that could be reasonably interpreted as having an adverse effect upon Office morale, discipline, operation of the agency, or perception of the public.
- b. Divulge or willfully permit to have divulged any information gained by reason of their position, for anything other than its official, authorized purpose; or
- c. Unless expressly authorized, make any statements, speeches, or appearances that could reasonably be considered to represent the views of the Office.

2. Endorsements: Employees may not under the color of authority, endorse, recommend, or facilitate the sale of commercial products or services. This includes but is not limited to the use of tow services, repair firms, attorneys, bail bondsmen, or other technical or professional services. It does not pertain to the endorsement of appropriate governmental services where there is a duty to make such endorsements.

C. Political Activity: On duty employees shall not actively participate in political or election activities of the County on behalf of themselves or any candidate or issue. This policy does not prohibit an employee from seeking election to, or serving as a member of the governing board of a school district, or serving as a member of any municipal, county, district, or state office which he is not an agent or employee. Nothing in this policy shall be construed to prevent any employee from becoming or continuing to be a member of a political club, organization or party, or from attending political meetings, or from enjoying entire freedom from interference in casting his vote. Nothing in this policy shall be construed to prevent any employee from engaging in activities relative to the retirement laws of police. Where state law is silent on this issue, officers shall be guided by the following examples of prohibited political activities during working hours, when in uniform or otherwise serving as a representative of the Office.

1. Engage in any political activity
2. Place or affix any campaign literature on county-owned property;
3. Solicit political funds from any member of the Office or another governmental agency of this jurisdiction;
4. Solicit contributions, signatures, or other forms of support for political candidates, parties, or ballot measures on property owned by the county;
5. Use official authority to interfere with any election or interfere with the political actions of other employees or the general public;
6. Favor or discriminate against any person seeking employment because of political opinions or affiliations;

7. Participate in any type of political activity while in uniform.

D. Expectations of Privacy:

1. Employees shall not store personal information or belongings with an expectation of personal privacy in such places as lockers, desks, county vehicles, file cabinets, computers, or similar areas that are under the control and management of the Office. While this office recognizes the need for employees to occasionally store personal items in such areas, employees should be aware that these and similar places may be inspected or otherwise entered to meet operation needs, internal investigatory requirements, or for other reasons at the direction of the Sheriff or his designee.
2. No employees shall maintain files or duplicate copies of official files either manual or electronic formats at his/her place of residence or in other locations outside the confines of this agency without express permission.

E. Residence Telephone and Address:

- a. Employees shall provide the Sheriff's Office with the address and telephone number of their current residence, and advise their immediate supervisor and the administration staff of any changes within 24 hours of the move or change.
- b. Employees shall have a telephone at their place of residence to permit notification in case of any emergency.
- c. Phone answering devices shall not be used on telephones during "on call" status.
- d. Employees shall not divulge the home address or phone number of other employees to anyone outside the Sheriff's Office without the permission of the employee affected.

F. Compensation for Damages Sustained on Duty: Employees shall not seek or accept from any person or organization, money, or other compensation for injuries or illness, sustained in the line of duty, without prior notification of the Sheriff.

G. Financial Obligations: Employees shall avoid incurring financial obligations that are beyond their ability to reasonably satisfy them with their anticipated earnings.

H. Neglect of Duty: Employee's

- a. Shall not engage in any activity or personal business that would cause neglect or inattention to duty. This includes recreational reading, game playing, watching television or movies, or otherwise engaging in entertainment. Neglect also involves loafing, abusing lunch and break privileges and failing to efficiently perform job tasks.
- b. Shall remain awake while on duty. If unable to do so, it shall be reported to the employee's immediate supervisor who will determine the proper course of action.
- c. Shall not leave an assigned post during a tour of duty, except when authorized by a supervisor.

- I. Providing Assistance
 - a. Employees shall try to render assistance to anyone who may be in danger or distress, or otherwise in need of law enforcement assistance.
 - b. When any person requests assistance, advice or reports and incident, either by telephone or in person, all pertinent information shall be obtained in a courteous and professional manner and shall be properly and judiciously acted upon in conformance with appropriate policy.
- J. Impartiality: Employees shall display a strictly impartial attitude toward all persons regardless of sex, age, race, religion, creed or national origin.
- K. Patriotic Courtesy:
 - a. Uniformed employees shall render full military honors to the national colors and the playing of the National Anthem. Employees in uniform shall salute the national flag during its passing in a marching formation or during the hoisting or lowering of the flag.
 - b. Civilian employees or sworn employees in civilian attire shall render proper honors to the national flag and the playing of the National Anthem by placing the right hand over the heart.
- L. Disciplinary Actions: Specific Violations: Disciplinary action may be taken against an employee based upon the occurrence of, but not limited to, the violations in this policy.



CHEYENNE COUNTY SHERIFFS OFFICE POLICY AND PROCEDURE MANUAL

Subject: HARASSMENT/DISCRIMINATION IN THE WORKPLACE

Policy No: 312

Effective Date: 01/19/2012

Reference: CTSI; TITLE VII OF THE 1964 CIVIL RIGHTS ACT

Standards:

- I. **PURPOSE:** The purpose of this policy is to maintain a healthy work environment and to provide procedures for preventing, reporting, investigating and resolving complaints of discrimination, including harassment, sexual or otherwise.
- II. **DEFINITIONS:**
 - EMPLOYEE: A sworn or non-sworn employee, or volunteer (Reserves, Posse, Chaplains, victim's Advocates, Search and Rescue) of the Cheyenne County Sheriff's Office.
 - TITLE VII OF THE 1964 CIVIL RIGHTS ACT: As amended, states that men and women must be treated equally in all jobs matters.
 - DISCRIMINATION: An act expressing prejudice concerning race, sex, religion, creed, politics, national origin, physical or mental disability or marital status.
 - SEXUAL HARASSMENT: Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - A. Submission to such conduct is made either explicitly or implicitly a term or condition of work; or
 - B. Submission to or rejection of such conduct by an employee is used as the basis for employment decision affecting the employee; or
 - C. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile or offensive work condition.
 1. Both A and B are examples of *Quid Pro Quo* or conditional sexual harassment, C is an example of hostile work environment.
 2. The following list is intended to be a list of sexual harassment but not intended to be all inclusive.

Verbal:

- Making sexual comments about a person's body
- Turning work discussions into sexual topics
- Making sexual comments/innuendoes or telling sexual jokes
- Asking about sexual preferences, history, fantasies, or personal questions about one's sexual life.
- Making sexual comments about a person's clothing, anatomy or looks.
- Repeatedly asking a person out who is not interested.

- Making kissing sounds, whistling, howling
- Telling lies or spreading rumors about a person's personal sex life.
- Referring to an adult a hunk, doll, babe, or honey.

Non-Verbal:

- Displaying sexually suggestive visuals
- Making facial expressions such as throwing kisses, or licking lips
- Making sexual gestures with hands or through body movements

Physical:

- Giving an unwelcome/unwanted massage around the neck or shoulders
- Touching a person's clothing, hair or body.
- The unwelcome hanging around/stalking of a person
- Hugging, kissing, patting, or stroking of another
- Touching or rubbing oneself sexually around another person
- Standing close or brushing up against a person intentionally

III. POLICY: It is the policy of the Sheriff's Office to provide a work environment free from all forms of discrimination / harassment. Discrimination or Harassment of any kind will not be tolerated. All employees are expected to respect the rights of all persons and are cautioned to consider their behavior and comments from the perspective of anyone who might be offended by them. No employee shall be subjected to discrimination or unsolicited and unwelcome sexual overtones or conduct, either verbal or physical, or any form of ethnic humor.

IV. PROCEDURE:

A. Prohibited Activity

1. No employees shall either explicitly or implicitly ridicule, mock, deride or belittle any person.
2. Employees, including agents of the facilities, contractors and vendors, shall not make offensive or derogatory comments based on race, sex, religion, or national origin either directly or indirectly to another employee or person. Such harassment is a prohibited form of discrimination under state and federal law and is also considered misconduct subject to major disciplinary action by the Sheriff's office. Contractors, agents, and vendors who violate this policy may subject themselves to termination of contracts.
3. Discrimination includes, but is not limited to: ethnic humor or jokes, verbal or written, posters, pictures, and comments.

B. Supervisors Responsibility

1. Each supervisor shall be responsible for preventing, reporting, accepting complaints and doing timely investigation of acts of harassment or discrimination. This responsibility includes:
 - a. Monitoring the unit work environment on a daily basis for signs that harassment/discrimination may be occurring.
 - b. Counseling employees on the types of behavior that is prohibited and the agency procedures for reporting and resolving complaints of harassment/discrimination.
 - c. Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved employees are within his chain of command.
 - d. Taking immediate action to limit the work contact between two employees where there has been a complaint of harassment/discrimination pending an investigation.
 - e. The supervisor receiving the complaint shall meet with the employee and document the incidents complained of, person or persons doing or participating in the harassment/discrimination, and the dates on which the harassment occurred.
 - f. The supervisor taking the complaint shall, without delay, forward the complaint to the Undersheriff who will see that it is investigated.
2. Each supervisor has the responsibility to assist any employee of this agency, who comes to that supervisor with a complaint of harassment or discrimination, in documenting and filing a complaint with the Undersheriff.

C. Employee Responsibilities

1. Each employee of the Sheriff's Office is responsible for assisting in the prevention of harassment/discrimination through the following acts:
 - a. Refraining from participation in, or encouragement of, actions that could be perceived as harassment or discrimination;
 - b. Reporting acts of harassment/discrimination to a supervisor; and
 - c. Encouraging any employee, who confides that he or she is being harassed, to report these acts to a supervisor.
2. Employees should tell the person that their actions are unwelcome and offensive. The employee shall document all incidents of harassment/discrimination in order to provide the fullest basis for the investigation.
3. Any employee who believes that he/she is being harassed or discriminated against shall place the offender on notice of the unwelcome behavior and report the incident to their supervisor, immediately, so that steps may be taken to protect the employee from further harassment, and appropriate

investigative and disciplinary measures may be taken. The employee may also file the complaint directly with the Undersheriff.

4. Failure to take action to stop known harassment/discrimination shall be grounds for discipline.
5. This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.

D. Undersheriff and Investigator Responsibilities

1. The Undersheriff shall be responsible for conducting investigations of complaints alleging sexual harassment/discrimination that are serious in nature.
 - a. Internal Affairs shall notify the Undersheriff and the District Attorney's Office if the complaint contains evidence of criminal activity, such as rape, or attempted rape.
 - b. Internal Affairs will document the investigation as prescribed in policy.
 - c. Both parties shall be advised of the outcome of the investigation.
2. There shall be no retaliation against any employee for filing a harassment/discrimination complaint, assisting, testifying or participating in the investigation of such a complaint. However, if through the investigation it is discovered a person provided a malicious and intentional false report, that person may be disciplined and subject to criminal and civil action.

- E. Training: The Office will provide periodic training and policy review to prevent sexual harassment and discrimination prevention.
- F. Disciplinary Action: The Cheyenne County Sheriff's Office acknowledges the seriousness of workplace harassment and sexual harassment. When a complaint is filed with the Sheriff and /or Undersheriff, the complaint will be investigated thoroughly by an outside agency such as CBI. Depending on the seriousness of the complaint the offender will be suspended from active duty until the conclusion of the investigation. If the results clear the offender the offender will be reinstated to active duty. If the results produce evidence that the offender did in fact commit the alleged action, it will result in the immediate termination of the offender and possible criminal actions filed through the District Attorney. A copy of the complaint, investigation and results of the investigation will be filed in the offenders personal employment file.



CHEYENNE COUNTY SHERIFFS OFFICE POLICY AND PROCEDURE MANUAL

Subject: PERSONNEL RECORDS

Policy No: 313

Effective Date: 01/19/2012

Reference:

Standards:

- I. **PURPOSE:** To provide guidance on the access and the control of employee personnel records.
- II. **DEFINITIONS:**
PERSONNEL RECORDS: Those records pertaining to an employee's selection, testing, medical and psychological reports, background investigation, training, discipline, attendance, evaluation and internal investigations.
- III. **POLICY:** It is the policy of this Office to maintain personnel files on each employee. The Office shall make provisions whereby an employee's personnel file is reviewed in a structured and controlled manner and indiscreetly viewed for no-official purposes; and release of information follows a protocol based on current law.
- IV. **PROCEDURE:**
 - C. Review of Records:
 4. Documentation: Any person reviewing a personnel file will be required to complete the review log enclosed in each file. If copies are required, it must be annotated on the log. Copies will not be released outside the Office without proper release authorization.
 5. Internal Review:
 - a) Personnel records may be viewed by the employee in interest and;
 - b) Supervisory personnel with the rank of Sergeant or above with purpose.
 6. Personnel records may be reviewed only when access is necessary in the performance of duty, i.e.;
 - a) Promotional recommendation
 - b) Performance evaluation
 - c) Transfer consideration
 - d) Disciplinary issues
 - e) Award consideration
 - f) Training issues
 7. External Review: Access may be granted to individuals outside the Office with one or more of the following:
 - a) Personnel information release form that has been signed by the employee.

- b) A subpoena or request for records from an officer of the court upon request for en-camera review.

D. Location of Records:

1. Personnel records are maintained in the Sheriff's office. Personnel records will not be removed from this office unless directed by the Sheriff.
2. Personnel records will only be maintained in the Sheriff's office. They will not be maintained in any other location such as a computer, manual filing system, desk or filing cabinet.
3. The following information will not be stored, printed, reprinted from Office rosters transmitted or distributed in any form unless authorized by the Sheriff or Undersheriff.
 - a) Social Security number
 - b) Date of hire
 - c) Home address
 - d) Date Terminated
 - e) Spouse's Name
 - f) Rate of Pay
 - g) Telephone Numbers

C. Contents of Records: The following information is contained in a personnel file but is not limited by this list.

1. Original Application/Background Packet
2. Background Investigation
3. Criminal/Driving Histories
4. Initial Testing/Selection Documents
5. HBV Verification
6. Evaluations (including FTO evaluations)
7. Disciplinary Actions
8. Verification of Employment
9. Letters of Appreciation, Commendation, Promotion or any other forms of recognition.
10. Certificates of Training
11. Demographic Information
12. Personnel Action Requests (promotion, transfer, demotion)
13. Requests of Transfer or Promotion
14. Payroll Change Forms
15. Workers Comp Documents
16. Physical Psychological Exam Results/**In a separate sealed envelope.**

D. Accuracy of Records:

1. An employee who wishes to challenge information contained in his/her personnel file will notify the Sheriff in writing. The request will include:
 - a. The specific information challenged; and
 - b. Any argument evidence or documentation the employee may have to support his/her position.
 - c. The Sheriff will respond in writing with his findings within ten (10) days.
 - d. Copies of the employee's request for personnel file revision and the Sheriff's reply will be placed in the personnel files except if the Sheriff granted the request for the revision.

E. Release of Personnel Information/Employment Inquiries:

1. Information will be released in writing only. All written inquires must go through the Undersheriff. The Undersheriff will check for verification of the signature on the release of information waiver and personally provide the appropriate information.
2. All oral employment verifications and inquiries will also go through the Sheriff or Undersheriff.
3. Employees shall not give information concerning employment history of past or present employees.
4. Employees that are used as references for former employees shall notify the Sheriff or Undersheriff and receive approval for information release.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: INFECTIOUS DISEASES CONTROL PROCEDURES

Policy No: 400

Effective Date: 01/01/2012

Reference: MCEMS Exposure Control Plan; 29 CFR 1910; Ryan White Act

Standards: CLEPS

- I. **PURPOSE:** To provide a standard for the handling of blood and other materials that may be infectious in nature in order to ensure the safety of the office employees and the public. This policy and procedure is designed to be used in concert with the Cheyenne County Emergency Medical Service Systems Infection Exposure Control Program (Appendix A)

II. **DEFINITIONS:**

AIDS: Acquired Immune Deficiency Syndrome. AIDS is a fatal illness characterized by damage to the body's immune system which causes the patient to be vulnerable to a number of opportunistic infections which would not threaten persons with a normal immune system. The AIDS patient is unable to fight off these infections and eventually dies. AIDS is caused by the Human Immunodeficiency Virus (HIV). Most persons infected with HIV remain healthy while others develop AIDS. The HIV virus is fragile and is easily killed by heat and many common disinfectants.

BLEACH SOLUTION: A disinfectant made of a 1:100 bleach solution (one quarter cup of bleach per gallon of tap water), also referred to as a 1% bleach solution. This solution must be freshly mixed. It can be used to disinfect or destroy certain infectious substances. Other EPA registered disinfectants can be used as substitutes.

BLOOD: Human blood

BLOOD BORNE PATHOGENS: Pathogenic micro-organisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis-B Virus (HBV) and Human Immunodeficiency Virus (HIV).

BODY SUBSTANCE ISOLATION: A concept practiced by emergency response personnel where blood and all body fluids are to be considered as posing a risk of transmission of blood-borne diseases.

CONTAMINATED: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

CONTAMINATED LAUNDRY: Laundry which has been soiled with blood or other potentially infectious material.

CONTAMINATED SHARPS: Contaminated objects that can penetrate the skin including, but not limited to, needles, broken glass or razors.

DECONTAMINATION: The use of physical or chemical means to remove, inactivate or destroy blood-borne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

EXPOSED: Circumstances in which there is a significant risk of becoming infected.

HBV – HEPATITIS – B VIRUS: Hepatitis-B is the most serious of the various types of hepatitis. HBV is transmitted in the same manner as HIV. Once a person is infected, the disease can result in mild infection, an infection of or cancer of the liver, or death due to liver failure. Those infected with HBV can act as carriers and spread the disease to others. There is no known treatment for persons with HBV. HBV can be prevented with a vaccine. This may include Hepatitis – A, B, C, D, and E.

INFECTION CONTROL OFFICER: The Undersheriff shall act as the ICO and is responsible for maintaining records, overseeing training, receiving and disseminating information concerning exposures.

OCCUPATIONAL EXPOSURE: Reasonably anticipate skin, eye, mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious materials that results from the performance of an employee’s duties.

OTHER POTENTIALLY INFECTIOUS MATERIALS (OPIM): Semen, vaginal secretions, cerebrospinal fluid, synovial fluid, amniotic fluid, saliva in dental procedures, and any other body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids and any unfixed tissue or organ (other than intact skin) from a human (living or dead).

PARENTERAL: Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, punctures and abrasions.

PERSONAL PROTECTIVE EQUIPMENT (PPE): Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes not intended to function as protection against a hazard are not considered to be personal protective equipment.

SIGNIFICANT RISK: A finding of facts relating to human exposure to an etiological agent for a particular disease, based on reasonable medical judgments given the state of medical knowledge, about;

1. The nature of the risk (how the disease is transmitted); and
2. The duration of the risk (how long an infected person may be infectious); and
3. The severity of the risk (what is the potential harm to others); and
4. The probabilities that the disease will be transmitted and will cause varying degrees of harm.

TUBERCULOSIS: An infection that primarily affects the lungs. It is caused by airborne droplet nuclei from the respiratory tract of an infected person. The disease is treatable in most instances.

UNIVERSAL PRECAUTIONS: An approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infections for HIV, HBV, and other blood borne pathogens.

- III. POLICY:** Office employees should always take appropriate precautions to reduce the risk of contracting infectious diseases when rendering assistance to the public, giving first aid,

arresting suspects, investigating crime scenes and when processing evidence and property for impoundment. Office employee should comply with:

- A. Cheyenne County Emergency Medical Services Infection Exposure Control Program.
- B. 29 CFR 191001030 shall be posted in a location where it is accessible to all officers.
- C. Ryan White Comprehensive AIDS Resources Emergency Act will be followed.

IV. PROCEDURE:

- A. List of Potentially Life Threatening Diseases to which office personnel can be exposed:
 - 1. Airborne diseases.
 - Infectious pulmonary tuberculosis
 - 2. Blood borne Diseases:
 - Hepatitis B
 - Human immunodeficiency virus infection (including AIDS)
 - 3. Uncommon or rare diseases
 - Diphtheria
 - Meningococcal Disease
 - Plague
 - Hemorrhagic Fevers (Lassa, Marburg, Ebola, Crimean-Congo, & Others)
 - Rabies
- B. Guidelines for Determining Exposure
 - 1. Circumstances Under Which Exposure can Occur
 - a. Airborne Disease – when the employee shares air space with a patient who has an infectious disease caused by an airborne pathogen.
 - b. Blood borne Disease- as a result of contact during the performance of normal job duties with blood or other bodily fluids to which universal precautions apply. When the employee has contact with bodily fluids under emergency circumstances in which differentiation between fluid types is difficult, if not impossible, all bodily fluids are considered potentially hazardous.
 - c. Uncommon or Rare Disease- person to person transmission of pathogens in this category is rare but infection could be life-threatening. Transmission can result by direct contact with droplets from the respiratory tract of the infected person.
 - 2. Guidelines for Determining Exposure to an Airborne Infectious Disease. If it is determined that a patient has an airborne infectious disease, the employee finding this information will notify the ICO as soon as possible but not later than 48 hours after the determination has been made. This determination can be made by medical clearance or by the patient telling staff of his infection.
 - 3. Guidelines for Determining Exposure to a Blood borne or Other Infectious Disease.
 - a. The employee shall submit written information indicating the circumstances around possible exposure.
 - b. The ICO will collect and evaluate facts around the exposure.
 - c. Follow the procedures in Section G(8)

- C. Universal Precautions and Personal Protection Equipment (PPE). All employees are required to utilize this equipment when occupational exposure may occur. Equipment should be kept in an accessible location in a patrol vehicle, job site, or duty post.
1. All employees will avoid contact with known and/or anticipated air-borne and blood-borne pathogens until they have taken accepted and appropriate precautions to protect themselves. The washing of hands and the sanitation of work areas is high priority.
 2. The minimum amount of personnel should be present when handling blood or OPIM or items contaminated with them. Advise any personnel on the scene who may come in contact with the patient of potential infectious exposure.
 3. Disposable gloves shall be worn when there is patient contact, evidence collection, or contact with materials that are suspected of being contaminated.
 4. When dealing with situations where body fluids may be splashed into the eyes, protective goggles or glasses shall be worn.
 5. Restrict the number of personnel in contact with the individual to those essential for patient treatment.
 6. An adjunct respiratory device (pocket mask or bag mask with one-way valve) shall be used to perform artificial ventilation, whenever possible.
 7. Utility gloves should be used for clean-up instead of rubber exam gloves.
 8. Keep all breaks in the skin covered or bandaged when working.
 9. Suspects should be asked about the presence of needles or other sharp objects before searching.
 10. Under no circumstances shall needles, sharp instruments or objects be bent, re-sheathed, or recapped by any employee unless a special recapping device is being used.
 11. Avoid putting your hands in contact with your face and areas where blood or OPIM are present.
 12. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas or crime scenes where there is a likelihood of exposure.
 13. Food and drink are not to be kept in a refrigerator, freezer, on counter tops or other storage areas where blood or other potentially infectious materials may be present.
 14. If the situation presents hazards beyond the expertise of office personnel, consultation with the Fire Department, Hazmat Unit or the Health Department may be advisable.
 15. Medical personnel working in the Detention Center will utilize special disposal containers located in the infirmary.
 16. All PPE shall be inspected monthly and repaired and/or replaced as needed to maintain its effectiveness. Inspections will be documented.
 17. Mask should be worn when dealing with anyone who may have a disease transmitted through the air such as tuberculosis. It may be desirable to place an additional mask on the person involved, providing that the mask does not interfere

with breathing. When it is necessary to remain in a confined space with such a person, a window should be opened and adequate ventilation should be maintained.

- D. Crime Scenes, Autopsies and Contaminated Evidence
 - 1. The same precautions concerning protection should be taken as listed in Section B.
 - 2. All procedures involving blood or other potentially infectious materials will be performed in a manner that minimizes splashing, spraying or generation of droplets of these materials.
 - 3. Specimens of blood or other potentially infectious materials shall be placed in designated leak-proof containers, appropriately labeled and/ or color-coded for handling and storage.
 - 4. Evidence left in the Evidence Locker to dry must be conspicuously marked or tagged as to the presence of blood or OPIM.
 - 5. Completed property forms should clearly note the existence of blood or OPIM.
 - 6. Sharp objects such as knives, machetes, and razors should be wrapped or taped so that sharp points or cutting edges cannot puncture the container they are stored in. A warning should be clearly marked on the container that it contains sharp objects.
 - 7. Before any crime scene is relinquished to over or agent of the promptly, that person should be warned of presence of blood or OPIM.
 - 8. Blood or OPIM to be submitted for testing at CBI should be appropriately packaged and labeled.
- E. Hepatitis-B Vaccination and Tuberculosis Testing Program
 - 1. All employees are required to do ONE of the following:
 - a. Accept the FREE Hepatitis-B vaccination series provided by the office.
 - b. Sign a refusal form indicating that you do not want the vaccination series.
 - c. Provide medical documentation that you do not require the vaccination series because you are immune due to a previous vaccination or exposure to Hepatitis.
 - 2. When the budget permits, all employees will be offered, at no cost, a tuberculosis test on a bi-annual basis.
- F. Decontamination, Waste Removal and Contaminated Laundry
 - 1. Hand washing with soap and water or an approved substitute is to be done as soon as possible after patient contact. This can be completed using utility or restroom sinks. As an interim measure, hands can be cleansed using disinfectant cloth or gel.
 - 2. The disinfectant used for decontamination procedures is bleach water.
 - 3. Clothing contaminated with blood, other body fluids, or excreta shall be immediately changed and decontaminated.
 - 4. Dispose of contaminated supplies in an appropriate container that is closeable, puncture resistant, leak proof and with a red bio-hazard label.
 - 5. Clothing which has been contaminated with blood, vomitus, or other body fluid of patients must be decontaminated immediately.
 - a. Contaminated clothing should be changed as soon as possible.

- b. Clothing should be pre-washed in a disinfectant detergent solution and hot water in a sink, and then laundered in a normal manner. Air drying or machine drying assists in the decontamination process.
 - c. Boot and leather gear may be brush scrubbed with soap and water to remove contamination.
 - d. Parts of uniforms or other pieces of clothing that require commercial cleaning should be isolated from other clothes and the contaminated area should be soaked in 70% alcohol for 10 minutes and then sent to the dry cleaners.
 - e. Any uniform or clothing part that has been contaminated and cannot be used should be returned separately to the Undersheriff in a sealed bag which should then be placed in a red, bio-hazard bag for destruction.
6. Should an Exposure Incident Occur:
- a. Wash the affected area as soon as possible with hot water and soap, bleach solution, or other disinfectant.
 - b. Irrigate contaminated mucous membranes such as eyes, nose, and mouth, with water or saline solution for 15 minutes.
 - c. Report an exposure to a supervisor and Infection Control Officer (ICO) within eight (8) hours. Workers Comp documentation should also be completed at this time.
 - d. The employee should proceed immediately to the Keefe Memorial Hospital Emergency Room and request consultation with the health care provider designated by the County.
 - e. Follow the procedures as set forth in Appendix A
 - f. Complete an incident report of the injury within twenty-four (24) hours.

NOTE: Refusal or failure to comply with this policy may result in suspension, denial, or cancellation of privileges.

- 7. Supervisors Responsibilities:
 - a. Assist the employee in receiving immediate medical attention.
 - b. Complete an incident report and an "Employer First Report of Accident" for Worker's Comp.
 - c. Assist the employee in making arrangements for follow-up services in accordance with Appendix A
- 8. Contaminated sharps containers should be maintained upright, routinely replaced and not allowed to overfill.
- 9. Contaminated materials and sharps containers will be disposed of via an agreement with the Cheyenne County Ambulance Service. Waste will be transported to that facility and disposed of with their waste. Used or contaminated PPE, particularly glove, should never be discarded on the street, left in patrol vehicles, or left at crime scenes.
- 10. Contaminated Patrol Vehicles:

- a. Visible blood or OPIM should first be removed with disposable towels or other means which will prevent direct contact between the material and the employee's skin.
 - b. If the transport compartment becomes contaminated with blood or OPIM, the operator should disinfect the area with bleach solution. If possible, the area should be allowed to air dry after being exposed to the bleach solution. If this is not possible then the area can be rinsed with water.
 - c. There may be circumstances where personnel cannot disinfect a vehicle and professional cleaning is needed. In such cases, the following will apply:
 - 1. The operator of the vehicle will notify a supervisor who will inspect the vehicle.
 - 2. If deemed necessary by the supervisor, the vehicle will be placed out of service leaving the windows partly open to allow air to flow freely into the car.
 - 3. A repair note will be left on the vehicle windshield that conspicuously identifies the vehicle as contaminated by body fluids and the location of the contaminated area within the vehicle.
 - 4. Employees will wear PPE whenever they decontaminate a vehicle.
11. Bio-hazard Disposal Areas:
- a. For patrol deputies, materials needing disposed of at an accident/incident scene will be placed in an ambulance bio-waste container.
 - b. If carried away from the scene, it should be deposited in the red bio-hazard container in the booking area.
- G. Exposure Control and Documentation.
- 1. Exposure to communicable diseases is inherent in numerous positions within the office. Therefore the following procedures are instituted:
 - a. On at least an annual basis, the management team will review all exposure reports and records.
 - b. In addition, they will review and provide recommendations for modifications to policies, procedures and plans related to infectious exposures.
 - c. Utilizing the information contained in the annual report, the Undersheriff will modify existing policy to address those hazards.
 - 2. The Undersheriff shall serve as the Infection Control Officer (ICO) and he will:
 - a. Serve as the offices designated officer as required by the "Ryan White Comprehensive AIDS Resource Act of 1990"

- b. Develop criteria for the purchase of infection control PPE and determine adequate stocking levels.
 - c. Evaluate possible exposures to communicable diseases and coordinate communications between the office, area hospitals and the Cheyenne County Health Department.
 - d. Collect any quality improvement data on the Infection Control Program.
 - e. Notify the Sheriff if quality improvement data indicates a safety hazard requiring immediate attention.
 - f. Conduct spot inspections of on-scene and station operations to ensure compliance with policies and procedures.
 - g. Investigate complaints of incidents involving non-compliance of this policy.
 - h. Coordinate the immunization program and maintain records.
 - i. Maintain records of exposures and treatments given.
3. All exposures or suspected exposures, as defined herein, shall be immediately reported to the Undersheriff by preparing a written incident report.
 4. If an employee has been contaminated and is unable to complete the report, the employee's immediate supervisor will complete the report for the employee.
 5. A worker's Compensation form will be completed and submitted as required by County policy
 6. The Undersheriff shall be responsible for follow-up with the medical facility on all incidents that involve infectious diseases.
 7. Medical records concerning a deputy who is occupationally exposed to blood or body fluids while on duty will be maintained in a secured limited access file for the required 30 year periods post-employment with the office
 8. Post exposure follow-up shall include:
 - a. Documentation of the type(s) of exposure and an investigation into how it happened.
 - b. Identification of the source material of person (if possible).
 - c. Testing of the source person's blood (if possible).
 - d. Providing information to the employee regarding the results of the source individuals test.
 - e. Testing of employee's HIV/HBV status (if consent is given)
 - f. Provision of counseling as recommended.
- H. Post Exposure Testing
1. The Undersheriff shall be responsible in assuring that the exposed employee is evaluated clinically and HIV/HBV antibodies are tested.
 2. The exposed employee shall be evaluated clinically and be tested for HIV/HBV antibodies immediately upon exposure.

3. Until the possibility of infection is resolved as a result of testing, the exposed employee should use the universal precautions to protect their sexual partner.
 4. Information provided to the testing health care professional shall include:
 - a. A copy of the standard report
 - b. A description of the employee's duties.
 - c. Documentation of the route and circumstances surrounding the exposure.
 - d. Results of the source person's test
 - e. All relevant employee medical records including vaccination status.
- I. Training
1. All employees are REQUIRED to ANNUALLY attend the infection control training program. This program will include the following:
 - a. Where a copy of the OSHA regulation concerning infectious disease can be found in the APPENDIX to this policy.
 - b. An explanation of the symptoms of blood-borne and air-borne diseases.
 - c. An explanation of the modes of transmission of blood-borne and air-borne diseases.
 - d. An explanation of the specific Exposure Control Plan in effect by the office. Employees must be told where and how to obtain a copy if they want one.
 - e. How the employee can determine if a task may involve exposure to blood and potentially infectious materials.
 - f. An explanation of methods that will be used to prevent or reduce exposure, including engineering controls, work practices and personal protective equipment.
 - g. Information on Hepatitis-B vaccination, including its efficacy, safety, methods of administration, the benefits of the vaccine and that it will be offered free of charge.
 - h. Information on the appropriate actions to take and person to contact in an emergency involving blood and other potentially infectious materials
 - i. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow up that will be made available at no cost to the employee.
 - j. Information on the post exposure evaluation and follow up that the office is required to provide at no cost for the employee following an exposure incident.
 - k. An explanation of the sign and labels and/or color coding required for bio-hazard warning.
 - l. An opportunity for interactive question and answers with the person conducting the training session. The person conducting the training shall be knowledgeable in the subject matter covered and the elements contained in the training program as it relates to the specific work places.

3. In addition, all employees will receive training about any needed equipment or any changes in policies prior to their becoming effective.
4. All employees will receive training prior to any assignment that involves potential risk to exposure to blood and bodily fluids.
5. All questions about training and Hepatitis-B vaccines should be directed to the Undersheriff.
6. Failure to have current documentation of compliance with the specified training requirements and vaccination or waiver will result in suspension until completed.

J. Training Records.

1. The Undersheriff must keep records of all training sessions and what information is disseminated. These records shall include:
 - a. Dates of training
 - b. Summary of the contents of the training sessions.
 - c. Name(s) and qualifications of the trainers.
 - d. Names of the attendees.
2. Training records must be maintained for three (3) years from the date of the training.

K. Medical Records

1. The office must maintain records of HBV vaccinations, as well as documentation related to an exposure. These records include:
 - a. The name and social security number of the employee.
 - b. A copy of the HBV vaccination record.
 - c. A copy of all examination, medical testing and follow up.
 - d. An employer's copy of the health care provider's written opinion.
 - e. A copy of the information to the health care provider.
2. Post exposure documentation from the health care professional must be given to the employee within 15 days of the office receiving it.
3. These records must be kept confidential and separate from the employee's personnel file. They must be maintained for at least thirty (30) years after the individual's employment ends.

4. Medical/exposure records may not be released to anyone without the express written permission of the employee.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: POST CRITICAL INCIDENT SUPPORT		Policy No: 500
Effective Date: 01/01/2012	Reference:	
Standards:		

- I. **PURPOSE:** All employees of the office shall be afforded emotional and psychological assistance after being involved in a critical incident.
- II. **DEFINITIONS:** NONE
- III. **POLICY:** It shall be the policy of the office to take immediate action after mentally painful and highly stressful situations to safeguard the continued good mental health of all involved personnel.
- IV. **PROCEDURE:** Law enforcement duties often expose officers and support personnel to mentally painful and highly stressful situations that cannot be resolved through normal stress coping mechanisms. Unless adequately treated, these situations can cause disabling emotional and physical problems. It has been found that officer-involved shooting resulting in death or serious bodily injury to a citizen or a fellow officer may precipitate such stress disorders. It is the responsibility of this office to provide personnel with information on stress disorders and to provide assistance in prevention of such disorders.
 - E. Process:
 1. Supervisory and support employees who respond to the scene of any critical incident shall avoid discussing the specific incident with the involved employee. Employees shall not verbalize their opinions concerning justifications of actions, nor discuss the incident with any unauthorized person.
 2. The employee(s) involved shall be removed from the scene as soon as possible. Another employee or personal friend of the involved employee shall accompany him to the office and remain with them unless they desire to be left alone. The employee will not be subjected to questioning during this time, except an absolutely necessary to the on-scene investigation.
 3. The involved employee shall be kept informed of the status of the investigation by the immediate supervisor or assigned investigator.
 4. If sworn employee has a handgun taken for investigative reasons, he must be accompanied by another armed employee until arrival at the office.
 5. A reasonable recovery time will be allowed an employee before any questioning, except for crucial investigative questions. Unless the employee is suspected of criminal wrongdoing, the Miranda Warning will not be given. An employee's Constitutional rights will be respected; however, employees are expected to cooperate fully with any and all investigative authorities such as the District Attorney's Office and/or the Federal Bureau of Investigations.

6. An open line of communication shall be established between the employee's family and an office representative. If the employee is hospitalized, arrangements shall be made to transport the family to the hospital.
7. The following are reasons for Administrative Leave with pay:
 - a. The nature, scope and magnitude of the incident.
 - b. Media coverage that may further stress the employee.
 - c. The psychological adjustment of the employee
 - d. If there may be a violation of criminal or civil law by the employee.
8. The employee may be reinstated to full duty upon the completion of any investigation or the incident and/or medical clearance as needed.
9. The Sheriff or Undersheriff is responsible for communicating the facts of any incident to subordinates to dispel rumors.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: CRITICAL INCIDENT REVIEW BOARD		Policy No: 501
Effective Date: 01/01/2012	Reference:	
Standards:		

- I. **PURPOSE:** The Critical Incident Review Board is responsible for examining circumstances where serious bodily injury or death occurs to any person as a result of law enforcement actions.
- II. **DEFINITIONS:**
CRITICAL INCIDENTS: Incidents involving the use of a deadly weapon by an officer or incidents in which any person suffers serious bodily injury or death as a result of law enforcement or detention actions.
- III. **POLICY:** It shall be the policy of the office to conduct a formal review of all instances in which shots are fired in connection with law enforcement or detention operations regardless of whether or not death, personal injury or property damage occurs; or in circumstances when any person suffers serious bodily injury or death as a result of law enforcement/detention actions other than by the use of a firearm. This review will not apply to accidental discharges or firearms training scenarios.
- IV. **PROCEDURE:** At times, office personnel are confronted with situations in which varying degrees of force are used to protect life and property or to affect an arrest, or incidents in which firearms are discharged outside office policy. The office has an obligation to its personnel and community to review its policies and training programs in the interest of public safety.
 - F. **CRITICAL INCIDENT REVIEW BOARD:** An independent investigation shall be conducted at the Undersheriff's request as soon as possible. The Critical Incident Review Board will be impaneled to determine whether the guidelines set forth in this office policy were followed.
 1. Board to Present Written Results: After conducting a thorough investigation of the circumstances, the Critical incident Review Board shall submit a detailed written report of the results of the investigation with their observations and conclusions to the office of the Undersheriff.
 2. Result to Board. This report will be submitted to the Board for evaluation during their subsequent investigation as outlined in the following regulations.
 3. Board Make Up. A Board will consist of the following members:
 - a. Two command officers from an outside agency
 - b. The appropriate Division Commander or his designee
 4. Undersheriff Calls the Board. A meeting of the Board shall be held whenever the Undersheriff determines necessary.

5. Board Authority. The Board is authorized to review the circumstances attending each discharge of firearms by a member of the office and to recommend action to the Undersheriff. The Undersheriff shall make the final decision whether disciplinary action is to be taken and the nature and extent of the action. This action may include firearms certification training and/or any action spelled in policy.
6. Board's effect on Policy/Procedures. The Board shall make or receive recommendations for the modification of the office use of forces/firearms policy, and shall make recommendations concerning the training necessary for the effective implementation of such a policy.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: APPEARANCE, ATTIRE AND EQUIPMENT

Policy No: 601

Effective Date: 01/19/2012

Reference:

Standards: CLEPS

- I. **PURPOSE:** It is the purpose of this policy to establish acceptable standards for equipment and the appearance of all employees.
- II. **DEFINITIONS:**
RETIREE: Any Sheriff's Office employee who has been awarded a pension, either regular or medical, by Cheyenne County. As used in this directive, the term refers exclusively to those employees, either sworn or civilian, who were authorized when on active duty to carry a badge.
- III. **POLICY:** To provide a professional image, all employees of the Sheriff's Office are required to assume the responsibility of adopting high standards concerning equipment and personal appearance while representing the Sheriff's Office.
- IV. **PROCEDURE:** Items purchased for use as part of the uniform will meet specifications set forth in this policy and any other directives or memorandum. Unauthorized equipment, alterations or modifications to the uniform or equipment are not authorized. A clean, pressed uniform or civilian attire is essential to the professional image of the Office.
 - A. Personal Appearance: All employees shall maintain a high level of personal hygiene and appearance.
 1. Hair styles – Uniformed Employees:
 - a. Hair must be clean, neat and combed. Uniformed employees shall wear hair styled in such a manner that it will not interfere with the wearing of authorized headgear. In the interest of officer safety, female uniformed personnel shall wear their hair in a style not to extend below shoulder length. Hair length of male uniformed employees shall not extend below the top of the shirt collar. Uniformed employees shall wear their hair in a style that will not create a safety hazard or be offensive to the general public. Shave the head is discouraged. Employees on special assignments will be authorized to grow hair lengths according to the need of the assignment with the approval of the Sheriff or Undersheriff.
 - b. Sideburns shall be neatly trimmed, rectangular in shape and not extend below the bottom of the lowest part of the ear.

- c. Facial Hair. Uniformed employees shall be clean-shaven, except they may have mustaches that do not extend below the upper lip, or more than one-half inch beyond the corner of the mouth. Beards may be worn by non-uniformed employees with the permission of the Sheriff or Undersheriff according to the needs of the assignment.

2. Civilian and non-uniformed employee attire:

- a. Non-uniformed employees' attire shall be neat, clean and conform to business attire worn by office personnel in private business enterprise.
- b. During normal office hours, or when public contact can reasonably be expected, t-shirts, halter-tops, sweatshirts, shorts, mini-skirts, stirrup-pants, and other non-business attire is prohibited.
- c. Hair styles – civilian employees: Civilians shall wear their hair in a style that will not create a safety hazard or be offensive to the general public.
- d. Non-uniformed employees who do not have public contact are still expected to be neat and clean and appropriate.

3. Cosmetic Use: Cosmetics will present a professional appearance.

B. Uniform Standards:

- 1. While in uniform, deputies will insure that their uniform is neat, clean, in serviceable condition and pressed. Footwear and leather will be polished.

Designated uniforms:

- a. Class A Uniform: Consists of long sleeve tan uniform shirt, tie, or turtleneck, uniform trousers, and approved footwear.
- b. Class B Uniform: Consists of short sleeve uniform shirt, uniform trousers and approved footwear. **Shorts and polo shirts can be worn for special events after the approval of the Sheriff or Undersheriff.**
- c. Class C Uniform: Consists of clothing and equipment worn to fulfill special needs of specific positions.

2. Restrictions/Limitations:

- a. Wear of Uniform Off-duty: Employees are prohibited from wearing the uniform or any parts thereof except while on-duty, going to and from duty or while attending any official function, or as approved by the Sheriff or Undersheriff.
- b. Wear of Uniform While Suspended: The uniform or any part of it shall not be worn by any employee while under suspension.
- c. Uniformed employees shall report for duty in the uniform designated for the assignment.

- d. In accordance the 42 USC 2000, sworn employees who are pregnant will be permitted to wear maternity clothing in lieu of a uniform.
- e. Court Attire: Employees who appear in court shall be attired in uniform, suit, sport coat and tie or a dress, shirt and jacket, as appropriate. Jeans are not permitted. Deputies must wear Class A with a tie for court.
- f. Wearing a partial uniform, either on or off duty, is not allowed.

3. Proper uniform:

- a. The choice of Class A & B will be at the discretion of the employee based on weather and duty concerns
- b. The Class A uniform may be designated for special formal functions such as funerals, parades, meetings, etc., by the Sheriff or the Undersheriff.
- c. Badge shrouds. Badge shrouds may be worn with the permission of the Sheriff, or a designee, to honor a deceased law enforcement officer from the day of the officer's death through the day designated for the officer's funeral, memorial or internment services. The shroud will be worn at an angle from the point of the left shoulder down toward the center of the chest or heart.

4. Authorized Uniform Wear and Equipment.

ISSUED	OPTIONAL/PURCHASE
Shirts	Polo Shirt
Trousers	Shorts
Badge	Sunglasses
Rank Insignia	Gloves
Jacket	Shoulder Holster
Name Plate	Leather Jacket
Tie	Sweater
	Headgear
	Scarf
	T-shirts
	Footwear
	Turtlenecks

5. Uniform/Equipment Description & Proper Wear

1.) Description

a. Shirts: Long or short sleeve brown uniform shirt.
Wear: Long sleeve – All buttons will be buttoned if worn with a tie. Sleeves will not be turned under or rolled up. Short sleeve – Open at the collar, high top brown-black crew neck t-shirt.
Uniformity: One shoulder patch on each sleeve placed 1” below the shoulder seam and centered on the arm.

b. Polo Shirts:

a.) DETENTIONS and DISPATCHERS Black short sleeve polo.
This shirt shall be worn with the standard uniform pants.

b.) ADMINISTRATIVE (non-sworn) an approved color shirt may be worn with slacks or skirt.

2.) Wear: Polo shirts shall be worn as part of the Class C uniform or as part of the attire for non-sworn or civilian employees. Also at Office approved training events.

3.) Uniformity:

a) Shall be of a type, color, and embroidered and from a vendor designated by the Sheriff.

b) Any time a “polo” shirt is worn in lieu of the uniform, or otherwise worn as your on duty “uniform”, your department-issued ID card will be clipped on the front of the shirt for identification.

C. Pants:

1) Description: Brown straight leg or short pants.

2) Wear: Regular pants can be worn as part of the Class A, B, or C uniform.

3) Uniformity: Pants will be of a brand approved by the Office.

D. Jacket:

1) Description: Either a light weight or “Tuffy” type black jacket

2) Wear: At the deputy’s discretion based on weather conditions.

3) Uniformity: One shoulder patch on each sleeve placed 1” below the shoulder seam and centered on the arm. A badge patch will be worn on the left side of the chest.

E. Badge:

- 1) Description: Seven pointed silver star of a brand approved by the Office.
- 2) Wear: On the Class A, B, or C uniform and on the belt immediately forward of the holster on a badge carrier while in civilian clothes.
- 3) Uniformity: Metal badges are to be centered approximately 1 $\frac{3}{4}$ inches above and centered above the left breast shirt pocket. The cloth badge replaces the metal badge on uniformed jackets.

F. Name Plate:

- 1) Description: 2" x 3/8' gold colored plate with Roman lettering, Name
- 2) Wear: On the Class A or B uniform and on the jacket.
- 3) Uniformity: Worn centered on the right side just above the top flap seam of the pocket

G. Rank Insignia:

- 1) Wear: On class A and B uniform and on the jacket
- 2) Uniformity: On the collar, the insignia will be placed on both sides of the collar, $\frac{1}{2}$ inch from the front edge and centered between the neck side of the collar and the outer edge.

H. Footwear:

- 1) Description: Black High top shoes or boots or hard or soft leather, with rounded toe, that can be shined.
- 2) Wear: All classes of uniform
- 3) Uniformity: Black or dark blue socks shall be worn with all low quarter type shoes. Supervisory personnel may approve the wearing of footwear in response to special situations, such as inclement weather. Special footwear shall be either black or dark in color.

I. Headgear

- 1) Description: A solid black winter cap or stocking type cap with no markings, or Gold/Yellow CCSO marking.
- 2) Wear: Helmet: Issued helmets may be worn by personnel at any time in response to specific potentially hazardous situations, or at the direction of a supervisor. Winter cap: a winter cap or stocking type cap may be worn as protection from

the cold or from inclement weather at the discretion of the employee.

- 3) Uniformity: Style and color must be approved by the Office.

J. Sweater:

- 1) Description: Black V-neck knit sweater of a brand approved by the Office and at the deputy's cost.
- 2) Wear: With the Class A uniform.
- 3) Uniformity: A "sewn on badge" will be attached to the left side of the chest above the location where the top of the pocket would be and shoulder patches on each sleeve approximately 1 inch below where a shirt sleeve would begin. An embroidered name tag will be sewn on the right chest above where a shirt pocket would be.

K. Miscellaneous:

- 1) Sunglass frames shall be of a conservative color and design.
- 2) Uniformed employees gloves shall be black in color.
- 3) Scarves shall be black.
- 4) A brown turtleneck is authorized for wear with the long sleeve shirt at the deputy's option. The neckline will have a snug appearance and not sag. "CCSO" in yellow/gold is the only monogram that is approved to be visible.
- 5) A black or yellow raincoat is authorized for wear at the deputy's option. It may be full or hip length.
- 6) Identification tag – A "CCSO" issued identification tag is to be worn as a means of identification of employees while in plain clothes.
- 7) Tie – a brown "breakaway" tie shall be worn outside the shirt and tucked between the opening between the second and third button.
- 8) Special pins – A single approved pin may be worn on the right pocket flap equally spaced on the flap. Approved pins include:
 - a) Academy pin (CSOC)
 - b) Skill pins (EMT, FTO, SWAT, K-9, etc.)
 - c) Firearms Instructors
 - d) Flag Pin above all other Pins
- 9) Longevity pins. A CCSO issued longevity pin may be worn above name plate.
- 10) Special awards (Valor) (Meritorious Service) – the pin shall be worn centered on the right chest ¼" above the Name plate.

L. Identification Standards:

- 1) Employees shall have Sheriff's Office issued identification (ID card, commission card and badge) and it shall be used to identify the employee's authority
- 2) Employees shall not lend their badge or ID card to anyone nor borrow the badge or ID card of another without the express permission of the Sheriff.
- 3) All employees shall honor requests for identification by presentation of the badge, commission card, ID card and/or the giving of a Sheriff's Office business card.

K. Equipment Standards:

- 1) Uniformed employees Leather gear and accessories shall be a black.
- 2) Employees in plain clothes assignments:
 - a) Leather gun belt – the leather gun belt 2 ¼" shall be worn over a regular or Velcro under-belt to be held in place by belt keepers or by the Velcro. (Nylon can be approved on a case-by-case basis)
 - b) Holster – The holster is worn on the gun hand side of the leather gun belt, and is of a type approved by the Office.
 - c) Handcuffs and case – Handcuffs shall be accessible to either hand of the wearer, so may be worn on the leather gun belt where it is functional and practical. Cases must have a cover flap with either a snap or Velcro type closure. The key system must be standard and compatible with those issued by the Office.
 - d) Ammo pouches- Only one pair may be worn on the leather gun belt. Dump or speed loader styles may be used, but pouches must be covered by a flap secured by a snap or Velcro.
- 3) The Office employees routinely involved in law enforcement activities shall wear the body armor provided by the Office.
- 4) Baton: not to exceed thirty-six inches in length and 1 1/4in. in diameter. Made of hard wood or a manufactured synthetic material. May be a factory manufactured collapsible style, no modifications are authorized. Must be primarily black in color with metal colors upon extension. Modifications of any type are not authorized.
- 5) Flashlight as provided or approved by the Office.

- 6) Knives shall be carried in a manner that provides the most secure method of carry. They shall not have a blade length in excess of 3 inches.

E. Equipment Accountability:

- 1) Accountability: Employees shall use Office equipment only for its intended purpose and shall not damage, abuse or lose assigned equipment.
- 2) Reporting damage and loss of equipment: Employees shall immediately report to the immediate supervisor any damage or loss of Office issued equipment. All incidents shall be documented in writing.
- 3) Optional equipment: In response to the different jobs and positions within the Office, other equipment may be authorized and/or issued by respective divisions.
- 4) Unauthorized equipment: At no time shall employees carry illegal weapons or equipment to include "Billy clubs", saps, sap gloves or unauthorized ammunition.
- 5) Surrender of equipment: Employees shall surrender to a supervisor, all Office issued equipment, uniforms and property within 72 hours of resignation or termination, or when requested to do so by a higher authority. Employees transferring from one section or division to another shall surrender all specialized uniforms, equipment and property when requested to do so by a higher authority.

F. Badge Retention:

- 1) A police employee's badge of Office symbolizes the employee's dedication, service and public trust. When awarded to employees upon retirement, they will be reminders to the retirees and their families of their years of dedicated service. They also represent the gratitude of the Office and its personnel.
- 2) If an employee dies, either on duty or off duty, prior to retirement, his/her badge will be awarded to the employee's spouse or next of kin.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: FIREARMS CRITERIA AND INSPECTION

Policy No: 602

Effective Date: 01/22/2012

Reference:

Standards: CLEPS

- I. **PURPOSE:** To provide guidelines for weapons that may be carried by authorized Office employees.
- II. **DEFINITIONS:**
 - RANGE INSTRUCTOR/OFFICER: That employee after having appropriate training and assigned/appointed by the Sheriff to instruct firearms subjects for the Office.
 - BACK-UP WEAPON: A secondary weapon kept by an employee for incidents where his primary weapon may fail, be out of ammunition or have been lost or taken away from him.
- III. **POLICY:** The Office will specify authorized weapons that are to be carried by sworn personnel both on and off duty. Furthermore, the Office shall identify the appropriate ammunition as well as the qualification course to ensure proficient use of the weapon.
- IV. **PROCEDURE:**
 - A. **Duty Weapons- Uniformed Employees:** Employees are authorized to carry an approved weapon system. Semi-automatic pistols must be double action, double action only, safe action, or a squeeze cock design. The minimum barrel length for semi-automatic pistols is three and one half (3 ½") inches. Only the following caliber weapons are authorized for duty or off duty use:
 1. .40 cal as on duty weapon and secondary weapon must be same caliber
 - B. **Plain Clothes Deputies:** Plain clothes employees are subject to the same requirements as described for uniformed deputies.
 - C. **Secondary Weapons:**
 1. Employees are authorized to carry one (1) pistol/revolver as a secondary weapon while on duty.
 2. Secondary weapons will be inspected and approved by the Sheriff. They will be qualified with prior to being carried for duty purposes. The serial number will be recorded and kept on file.
 3. Employees who carry a secondary weapon while on duty will utilize a holster that is safe, secure and concealable.
 - D. **Duty Shotguns:**
 1. Employees who are qualified to carry a shotgun will be issued a shotgun by the Sheriff's office.
 2. Shotguns will be carried with the magazine tube fully loaded and the chamber empty with the safety in the fire position.

3. The only ammunition authorized for duty use is filed slugs. Less than lethal rounds may be issued depending on training.
4. The security of issued shotguns is the responsibility of the employee concerned. When carried in vehicles, the weapons will be secured in an agency installed, locking shotgun rack. If a locking type rack is unavailable, the weapon will be secured in a manner that conceals it from view. No vehicle that contains a shotgun will be left unlocked and unattended.

E. Off Duty Weapons

1. Employees who have been authorized by the Sheriff and have/or have attained a POST certification as a level one peace officer are authorized as described under CRS 18-12-105 to carry their weapon off duty. The weapons authorized for off duty are outlined in this policy.
2. Employees who carry a weapon while off duty will utilize a holster that is safe, secure and concealable. Employees will also make every effort to keep weapons concealed and not display them in a manner calculated to cause harm.
3. Employees who carry a weapon while off duty must have their badge and ID card in their possession.
4. Off duty weapons must be inspected and approved by the Sheriff. They will be qualified with prior to being carried.

F. Ammunition:

1. Ammunition used for both on and off duty purposes is restricted to only those calibers and manufacturers that are approved by the Office. Ammunition for duty weapons will be issued. Ammunition for off duty weapons and secondary weapons must be purchased by the employee concerned. This includes rifles and carbines.
2. Reloads are not authorized except for training, practice and certain qualification courses.
3. When in uniform, employees will carry the loaded duty weapon and one (1) additional magazine
4. While on duty, plain clothes employees will carry their loaded duty weapon and one (1) additional magazine.
5. Employees who carry a weapon while off duty are required to carry one (1) reload for the weapon concerned.

G. Inspection and Registration of Weapons:

1. All firearms used for on and off duty purposes will be inspected and approved by the Sheriff prior to being carried. This is required in order to insure that the weapon is serviceable and suitable for law enforcement purposes.
2. All firearms will be inspected annually by the Sheriff. There will be random inspections by the Sheriff and Undersheriff.

3. Handguns, shotguns, rifles and carbines will be inspected annually by the Sheriff. A record will be maintained of all weapons that are submitted for inspection and registration. That record will include the make, model, caliber and serial number of the weapon.
4. Weapons carried by employees must be safe and reliable. Therefore, only firearms produced or marketed by the following manufacturers are authorized for on and off duty use:
 - a. Berretta
 - b. Colt
 - c. Heckler and Kock
 - d. Ruger
 - e. Sig Sauer
 - f. Walther
 - g. Browning
 - h. Glock
 - i. Mossberg
 - j. Remington
 - k. Smith and Wesson
 - l. Winchester
 - m. Others may be approved by a range instructor and Sheriff on a case by case basis.
5. Modifications to weapons that affect their adherence to factory specifications, their safety or their reliability will cause for rejection by the Sheriff.
6. The cost of repairing a private weapon is the responsibility of the owner.
7. When the weapon is repaired it will not be returned to active service until the Sheriff has inspected it and verified its serviceability.
- I. No requirement to carry a firearm while off duty: While carrying of off duty weapons and ammunition by commissioned employees is permitted, it is not mandatory.
- J. Possession of a Firearm While Intoxicated: Pursuant to CRS 18-12-106(1) (d), no employee shall possess a firearm while consuming or under the influence of alcohol.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: Use and Care of Office Vehicles

Policy No: 603

Effective Date: 01/22/2012

Reference:

Standards: CLEPS

- I. **PURPOSE:** To provide guidelines for employees on the use of Office vehicles.
- II. **DEFINITIONS:**
 - EMPLOYEES:** Those sworn and non-sworn employees of the Office to include Posse, Reserves, Search and Rescue and Explores, and any other Office volunteer.
 - OFFICE VEHICLES:** Those vehicles that are owned by the County and assigned to the Office.
 - OFFICIAL BUSINESS:** Those functions commonly associated with law enforcement, to include detentions operations. This includes those activities performed by the Victims Advocate Program, Citizens Ride-Along program and any other program officially sanctioned by the Sheriff.
- III. **POLICY:** It is the policy of the Office that employees will only use Office vehicles for official business or as prescribed by the Sheriff. Vehicles are provided to employees of the Office to facilitate service to the community. These vehicles are provided for our use by the citizens of the County we service and they have a right to expect they will be used in the most efficient manner possible. Sworn employees have a 24 hour statutory responsibility to serve and protect the residents and resources of the County from criminal acts. Vehicles are necessary equipment to accomplish that responsibility. With these factors in mind, this policy provides a common sense approach to guide decisions employees must make when operating and Office vehicle.
- IV. **PROCEDURE:**
 - A. Responsibility:
 1. The provisions of this policy shall not relieve the driver of an Office vehicle from the duty of driving with due regard for the safety of all persons, nor shall such provisions protect the driver from the consequences of his disregarding the safety of others.
 2. The employee assigned a vehicle will be responsible for checking fluid levels (oil, water, air, etc) and inspecting the vehicle and its equipment for serviceability and damage. Damage and defective equipment shall be reported to the Sheriff or Undersheriff. The vehicle will be taken to C & K for routine maintenance as scheduled by the employee.
 3. Operations employees will assure that their patrol vehicles are fueled prior to going off shift.

4. It is the responsibility of the employee to see that their assigned vehicle is clean inside and out.
 5. When vehicles are taken to C & K for maintenance, all weapons will be removed.
 6. Fleet maintenance will not be responsible for items left in the vehicle when it is left at the shop for service.
 7. The assignment of vehicles may be changed, at any time, at the discretion of the Sheriff or Undersheriff after proper coordination.
 8. Neither the Officer nor the County will assume liability for unauthorized personnel riding in an Office vehicle.
 9. Employees shall not alter, remove or modify any equipment associated with or attached to any Office vehicle without the express consent of the Sheriff.
 10. During vacations or leave, vehicles will be made available to other employees during the absence.
- B. Operation Guidelines:
1. Employees operating Office vehicles must have a valid Colorado driver's license.
 2. Anytime a vehicle is left out of sight of the assigned employee, the doors will be locked.
 3. Employees shall be required to wear seat belts unless the circumstances surrounding an event clearly indicate the necessity not to. Prisoners are required to be seat belted unless the circumstances surrounding and event clearly indicate the necessity not to.
 4. The exceptions granted herein or by law to an authorized emergency vehicle shall apply only when such vehicle is making use of audible and visual signals. Except that while in actual pursuit of a suspected traffic violator, the employee need not display nor make use of audible and visual signals so long as such pursuit is being made to obtain verification of or collection evidence of the guilt or a suspected violator.
 5. To prevent wind damage, thefts and allow emergency lights to be fully seen, patrol vehicle trunk lids shall be closed except when actually placing and removing items.
 6. Routine driving. Under normal, non-urgent conditions and while responding to routine calls for service, employees will adhere to all existing traffic laws, driving defensively and in a safe and courteous manner.
 7. Parking. Employees will comply with all parking regulations when parking their vehicles and will not double park or otherwise block traffic lanes except:
 - a. In inspection of premises believed to be in violation of laws, where inadequate parking and the need for prompt entrance necessitates relation of parking regulations.
 - b. When responding to a call for service where the circumstances preclude proper parking.

- c. When police vehicles are strategically parked in roadways to protect crime scenes, injured persons, or where an employee is directing traffic flow when such use is done with emergency lights activated.
- 8. Urgent response. Urgent response calls are short of an emergency but require attention to prevent a potential hazard from escalating. Again employees will adhere to all existing traffic laws, driving defensively and in a safe and courteous manner.
- 9. Emergency Response: Per CRS 42-4-108(2)(a-d), an emergency vehicle may disregard traffic regulations and/or exceed the lawful limits “when responding to an emergency call”
 - a. An emergency call is defined as:
 - i. A personally reported assault and/or felony in progress.
 - ii. Any incident that involves an imminent life-threatening event, illness or injury.
 - iii. A request for immediate law enforcement assistance from any emergency response agency.
 - iv. Initial response to a reported death where there are legitimate crime scene concerns.
 - b. Responding deputies shall take into consideration the following factors when deciding to initiate, or discontinue an emergency response:
 - i. Status change in or personal knowledge of, the event where it no longer meets the requirements of an emergency call as defined above.
 - ii. Conditions that affect the surface of the roadway (ice, debris, etc.) weather (fog, snow, heavy rain, etc.) traffic (heavy or slow-moving traffic, construction areas, etc.) the emergency vehicle operator (inexperience, fatigue, etc.), making a full emergency response unsafe or impractical.
 - iii. Limited distance to travel to the incident making full emergency response unnecessary.
 - c. Speeds when responding to an actual emergency should not, with few exceptions, ever exceed the following:
 - i. Fifteen miles per hour (15mph) above the posted speed limit in any municipality, residential area, or on any unimproved road (dirt or gravel).
 - ii. Forty miles per hour (40mph) above the posted speed limit on any secondary road or state highway.
 - iii. Any safe speed dictated by the width, curves, roadway condition, weather, visibility or traffic conditions.
 - d. Any deputy responding to an emergency call will utilize all available emergency visual and audible equipment so as to alert other traffic and

pedestrians. Sirens will be used in conjunction with visual equipment whenever there is any actual or likely conflicting traffic or pedestrians.

- e. Instances may arise where use of audible equipment may prematurely announce the presence of law enforcement before deputies can arrive to a position of advantage. In the interest of officer safety, sirens may be discontinued in such situations. However, the deputy should take additional steps to delay discover, such as shutting off visual signals more easily seen in low-light conditions, decreasing speed to lessen engine, braking and squealing tire noise, as well as to be observant of potential suspects/suspect vehicles, evidence or officer safety concerns. Deputies should change to a routine response and in no instance should exceed the posted speed limit by more than ten miles per hour (10mph).
 - f. Patrol units will not drive against traffic on one-way roadways except for very short distances and then only so as to safely access and emergency scene.
 - g. Under no circumstances when responding to an emergency will a deputy proceed through a stop sign at a speed greater than ten miles per hour (10mph) in a municipality or residential area, or twenty miles per hour (20mph) on any other highway or roadway.
10. Employees assigned a vehicle will use the vehicle as transportation to and from work because of their "on call" status.
11. Office vehicles will not be driven outside the County except in the performance of official business and the permission of the Sheriff or Undersheriff.
- C. Accidents/Damage:
- 1. Any employee damaging a vehicle and failing to report that damage may be disciplined according to policy.
 - 2. Any Office vehicle involved in a traffic accident, that has been damaged, or where the air-bag has deployed, will immediately be reported to dispatch, the appropriate law enforcement agency, and the Sheriff or Undersheriff.
 - 3. An accident report shall be completed by an outside agency when an Office vehicle is involved in a traffic accident. As soon as feasible, the employee shall contact the Sheriff or Undersheriff.
 - 4. Employees will not leave the scene of an accident until cleared to do so by his supervisor unless extreme circumstances exist that require such action.
- D. Required Equipment and Markings:
- 1. Equipment:
 - a. Red and blue lights
 - b. Siren
 - c. Mobile radio
 - 2. Markings:
 - a. Exterior mounted lights – unless unmarked

- b. Agency's name – unless unmarked
- c. Emergency phone number
- d. Reflective markings on the sides and rear



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: TELEPHONE USE

Policy No: 700

Effective Date: 01/01/2012

Reference:

Standards:

- I. **PURPOSE:** To provide guidance on the use of telephones and ensure that the service given through telephone communications is one of professionalism, courtesy and helpfulness.
- II. **DEFINITIONS:** NONE
- III. **POLICY:** Employees shall, when using phone service, incorporate practices that best accomplish the ideals of the office.
- IV. **PROCEDURE:** The procedures involving the use of wired and cellular phones are markedly different since the nature of the use is remarkably different. The wired phone will have a phone number associated with it that readily identifies it to the client as being associated with the office. The cellular phones that are presently in use by the office are not readily available to the citizenry and hence not subject direct contact with the public on an incoming call basis. Etiquette for wired phone use will be accomplished as follows:
 - A. **PHONE ANSWERING:** The employee shall courteously identify the office, and where appropriate, their name.
 - B. **CELLULAR PHONE USE:** Conversations shall be restricted to brief necessary communication.
 1. Use of the cellular phone is to enhance call/case resolution and foster goodwill through direct phone contact with the citizenry that we serve.
 2. Use of cellular phones creates a financial responsibility for the office. Personal use should be drastically limited. Excessive use for personal calls can result in the employee being held responsible for the cost of personal calls. Disciplinary action may be warranted after warning or excessive use.
 3. Any phone use between and employee and a citizen that results in the initiation of a contact shall be radioed to dispatch as it address and nature per office protocol.
 4. Cellular phone use can cause significant distraction while driving. It is encouraged that an employee using the phone while driving should pull over and stop to complete the call.
 - C. **RECORDED NUMBERS:** Some telephones within the office may be recorded. This also includes an automated listing of numbers called from any phone within the facility.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: ADVERSE WEATHER REPORTING

Policy No: 701

Effective Date: 01/01/2012

Reference:

Standards:

- I. **PURPOSE:** To provide guidance to employees for reporting for duty during periods of dangerous or adverse weather conditions.
- II. **DEFINITIONS:**

ESSENTIAL PERSONNEL: Patrol deputies, detention specialists, master control operators, and other employees needed to maintain the safety and well being of the public and the incarcerated are considered essential personnel.

NON-ESSENTIAL PERSONNEL: Those personnel not meeting the definition of essential personnel and identified by their Undersheriff or Sheriff as non-essential personnel.
- III. **POLICY:** As a public service agency, the office is committed to providing service even during periods of adverse weather. All essential personnel are expected to report to duty on all scheduled duty days regardless of the weather. When all Cheyenne County Offices are officially closed, non-essential personnel are not required to report.
- IV. **PROCEDURE:**
 - F. On days when adverse weather might indicate a possible hazard to the employees, the Sheriff or Undersheriff may announce a partial closure or delayed reporting time. Upon the decision, arrangements for notification of the news media will occur prior to the beginning of the workday.
 - G. All patrol deputies, detention specialists, master control operators, and other employees needed to maintain the safety and well being of the public and the incarcerated are required to report unless personally excused by a supervisor. Essential personnel will be designated by their Sheriff or Undersheriff.
 - H. Non-essential employees are not required to report during adverse weather when Cheyenne County Offices are officially closed, or when the Sheriff or Undersheriff announces partial closure due to weather. Employees will be advised by phone by their shift supervisor.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: EMPLOYEE GRIEVANCES		Policy No: 702
Effective Date: 01/01/2012	Reference:	
Standards:		

- I. **PURPOSE:** To establish policy concerning the appropriate handling of employee grievances in a quick and equitable manner.
- II. **DEFINITIONS:**
 - GRIEVABLE: Issues that fall into categories that can be redressed by an employee through a formal process.
 - GRIEVANCE: A formal complain on the part of an employee, that an action or omission violates the office policy in such a way as to adversely affect the employee.
 - GRIEVANT: The employee that files the complaint.
- III. **POLICY:** The office shall have a formal and open grievance procedure designed to improve management practices, increase employee confidence and reduce personnel dissatisfaction, coordinated by the Undersheriff.
- IV. **PROCEDURE:** Operational matters such as disagreements over performance appraisals, personality or supervisory/subordinate relationships, FLSA and issues related to the Americans with Disabilities Act of 1990 (ADA) are all grievable by an employee. The grievance procedures are not to be used as an appeal process in disciplinary actions or replace any portion of the disciplinary process.
 - G. Employees with grievances will be encouraged to resolve the matter as close to its point of origin as possible. Grievances will first be addressed to the immediate supervisor. If the grievance concerns the immediate supervisor, the next supervisor in the chain-of-command will receive the grievance for resolution. Grievances must be presented in writing and include a statement of facts and allegation and the harm done along with the remedy or adjustment sought.
 - H. Grievances must be filed within five working days of the incident for which relief is sought. In the event that a series of events or cumulative conduct is grieved, the last single incident may be used as the date of incident leading to the grievance. At each level of the chain-of-command that the grievance is presented for resolution, there will be an additional five working day period for resolution of that grievance.
 - I. Each supervisor receiving a grievance shall acknowledge receipt by noting the time and date, signing the written grievance, then providing the employee with a photocopy of the acknowledgment. The grievance will be analyzed and the facts or allegations investigate. The supervisor must affirm or deny the grievance within a five working day period and identify any adjustment or remedy to be made.

- J. In the event that resolution of the grievance is not met to the satisfaction of either party (supervisor and/or grievant), appeal to the next step in the chain-of-command may be made within five working days, by either party.
- K. The Sheriff shall be the final authority in grievances and must rule in writing on any appeal within ten days. Prior to a decision on any appeal. The Sheriff will schedule a meeting with the grievant, for the purpose of determining factual information concerning the grievance. Those in attendance at the meeting shall include the grievant, supervisors involved in the grievance process, and any representative from within the office selected by the grievant or the Sheriff.
- L. All original documents concerning grievances will be forwarded to the Sheriff who is responsible for maintenance, control and security of grievance records. Only the Undersheriff shall have immediate access to grievance records. The grievant shall have access through the Sheriff to only those grievances that the grievant is directly associated. This will only be for the purpose of review and/or copy.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: EMPLOYEE ALCOHOL/DRUG USE POLICY & TESTING PROGRAM

Policy No: 703

Effective Date: 01/01/2012

Reference: CTSI

Standards:

- I. **PURPOSE:** To provide all office employees with notice of the provisions contained in the office drug-testing program.
- II. **DEFINITIONS:**
 - DRUG TEST: The compulsory production and submission of urine by an employee in accordance with office procedures, for chemical analysis to detect prohibited drug usage.
 - EMPLOYEE: All applicants, probationary, sworn, and non-sworn employees, reserves, posse members, volunteers, search and rescue, and dive team members.
 - RANDOM DRUG TESTING: Used to refer to an unpredictable method of referring a portion of all employees for drug testing on a random neutral selection process that ensures that all employees have equal possibility of being selected for random testing
 - REASONABLE SUSPICION: The quantity of proof or evidence that is more than a hunch, but less than probable cause. Reasonable suspicion must be based on specific, objective facts and any rationally derive inferences from those facts about the conduct of an individual that would lead the reasonable person to suspect that the individual is or has been using or is under the influence of drugs while on or off duty.
 - SUPERVISOR: Those employees assigned to a position having day-to-day responsibility for supervising subordinates, or who are responsible for commanding a work element.
- III. **POLICY:** It is the policy of the office that the critical mission of law enforcement justifies the expectations of a drug-free work environment through the use of a reasonable suspicion employee drug-testing program. The law enforcement profession has several uniquely compelling interests that justify the use of employee drug-testing. The public has a right to expect that those who protect them and serve them are, at all times, both physically and mentally prepared to assume these duties. There is sufficient evidence to conclude that the use of controlled substances and other forms of drug abuse will seriously impair an employee's physical and mental health, and thus, their job performance. If law enforcement officials participate in illegal drug use and drug activity, the integrity of the law enforcement profession and community confidence is destroyed. This confidence is further eroded by the potential for corruption created by drug use. Therefore, in order to ensure the integrity of the Office, and to preserve public trust and confidence in a fit and drug-free law enforcement profession, this office shall implement a drug testing program to detect prohibited drug use by its employees.
- IV. **PROCEDURE:**
 - I. **Prohibited Activity:** The following rules shall apply to all employees, while on and off duty:

1. No employee shall illegally possess any controlled substance.
 2. No employee shall ingest any controlled or other dangerous substance, unless prescribed by a licensed medical practitioner and used in the manner prescribed.
 - a. Employees shall notify their immediate supervisor when required to use medicine that they have been informed, are aware or should have been aware has the potential to impair their job performance. The employee shall advise the supervisor of the known side effects of the prescribed medication and prescribed period of use.
 - b. The supervisors shall document this information through the use of a memorandum and forward it through the chain of command to Undersheriff and/or the Sheriff who shall determine whether the employee will be permitted to work in their assigned duty.
 - c. The employee may be temporarily reassigned to other duties, where appropriate or placed on sick leave.
 3. Any employee having a reasonable basis to believe that another employee is illegally using, or in possession of any controlled substance shall immediately report the facts and circumstance to their supervisor .
 4. Violation of this policy may result in disciplinary action up to and including dismissal.
 5. Employees will not drink alcoholic beverages while on-duty, either in or out of uniform, except in an approved performance of duty (e.g. undercover duty)
- J. Use of Alcohol Off-Duty:
1. Employees, while off-duty, shall refrain from consuming intoxicating beverages to the extent that the consumption results in behavior which tends to discredit the Sheriff's Office or renders them unfit to report for the next tour of duty.
 2. Employees shall not publicly consume alcoholic beverages in uniform or in partial uniform where association with the Sheriff's Office is apparent.
 3. In a public place, off-duty employees shall not possess any type of firearm while consuming intoxicating beverages.
- K. Applicant Drug-Testing:
1. Applicants applying for a position within the office shall be required to take a drug test as a condition of employment during a pre-employment medical examination.
 2. Applicants shall be disqualified from further consideration for employment under the following circumstances:
 - a. Refusal to submit to a required drug-test; or
 - b. A confirmed positive drug-test indicating drug use prohibited by this policy.
- L. Employee Drug Testing: Employees will be required to take drug tests as a condition of continued employment in order to ascertain prohibited drug use as provided below:
1. A supervisor may order an employee to take a drug test upon reasonable suspicion that the employee is or has been using drugs. A summary of the facts supporting the order shall be made available to the employee prior to the actual test.
 2. Testing done immediately after any traffic accident.

3. At anytime during an administrative/internal investigation. This could include incidents such as an officer involved shooting or an accident involving serious bodily injury.
4. Random testing is regularized period testing of all employees conducted in compliance with a valid neutral selection process.

M. Drug-Testing Procedures:

1. No drug or alcohol testing is conducted without an employee's consent, but refusal to provide a sample within the required time frames will be considered a positive drug test followed by appropriate disciplinary action(s).
2. The testing procedures and safeguards provided in this policy are to ensure the integrity of this office and shall be adhered to by any personnel administering drug tests.
3. Testing personnel shall conduct a pre-test interview with each employee in order to ascertain and document the recent use of any prescription or non-prescription drugs, or any indirect exposure to drugs that may result in a false positive test result.
4. The bathroom facility of the testing area shall be private and secure.
 - a. Authorized testing personnel shall search the facility before an employee enters it to produce a urine sample, and document that is free of any foreign substances.
 - b. Testing personnel of the same sex as the employee shall observe production of the urine sample.
5. If the employee appears unable or unwilling to give a specimen at the time of the test, testing personnel shall document the circumstances on a drug-test report form. The employee shall be permitted no more than two hours to give a sample, during which time he/she shall remain in the testing area, under observation. Reasonable amounts of water may be given to the employee to encourage urination. Failure to submit a sample shall be considered a refusal to submit to a drug test.
6. Employees shall have the right to request that their urine sample be split and stored in the event of a legal dispute. The urine samples must be provided at the same time and marked and placed in identical specimen containers by authorized testing personnel. One sample shall be submitted to immediate drug screening.
7. If a positive result occurs, the specimen samples shall be sealed and labeled. Samples shall be delivered to the testing lab representative usually by mail.
8. Whenever there is a reason to believe that the employee may have altered or substituted the specimen to be provided, a second specimen shall be obtained immediately under direct observation of the testing personnel.
9. With random testing, in the event a selected employee is on vacation, sick leave or otherwise not at work, another random selection may be substituted or the first drawn employee may be tested when the employee returns to work.

A. Drug-Testing Confirmation:

1. The testing or processing phase shall consist of a two-step procedure:
 - a. Initial screening test, and
 - b. Confirmation test.
2. The urine sample is first tested using the initial drug screening procedure. An initial positive test result will not be considered conclusive; rather it will be classified as "confirmation pending" Notification of test results to the undersheriff shall be held until the confirmation test results are obtained.
3. A confirmatory test will be conducted after a positive initial screening result. The confirmation procedure shall be technologically different and more sensitive than the initial screening test.
4. The drug screening tests selected shall be capable of identifying marijuana, cocaine, and every major drug of abuse, including heroin, amphetamines and barbiturates. Personnel utilized for testing will be adequately trained in collection procedures.
5. Concentrations of a drug at or above the following levels shall be considered a positive test result by using a technologically different method than that used in the initial screening.

Confirmatory Test	(Level ng/ml)
Marijuana Metabolite	15 (1)
Cocaine Metabolite	150 (2)
Opiates:	
Morphine	300
Codeine	300
Phencyclidine	25
Amphetamines:	
Amphetamine	500
Methamphetamine	500

6. The laboratory selected to conduct the analysis shall be experienced and capable of quality control, documentation, chain-of-custody, technical expertise, and demonstrated proficiency in urinalysis.
 7. Employees having negative drug test results shall receive a memorandum stating that no illegal drugs were found. If the employee requests such, a copy of the letter will placed in the employee's personnel file.
 8. Adulterated and/or tampered samples will be considered a positive drug test and treated and such.
 9. Any employee who breaches the confidentiality of testing information shall be subject to discipline.
- B. Chain of Evidence-Storage: Each step in the collecting and processing of the urine specimens shall be documented to establish procedural integrity and the chain of custody.
- C. Drug-Test Results: All records pertaining to department required drug tests shall remain confidentially placed in the Undersheriff's possession and shall not be provided to other

employers or agencies without the written permission of the person whose records are sought.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: INFORMATION SYSTEMS/INTERNET/E-MAIL

Policy No: 704

Effective Date: 01/21/2012

Reference:

Standards:

- I. **PURPOSE:** To set forth policy and procedure governing the Office's system of data collection, storage and retrieval; and Internet and email use.
- II. **DEFINITIONS:**
 - COMPUTER RESOURCES: Any and all equipment or programs available to Office personnel, including data entry and data report information.
 - INFORMATION SYSTEM MANAGER (ISM): Is an employee of the Cheyenne County Communications Center and is responsible for the Office's information system.
- III. **POLICY:** Policies and procedures relating to Office electronic records and information management systems will be accomplished in conformance with all applicable laws concerning records, privacy and storage; and to provide employees with guidance on the proper use of computers and electronic messaging systems utilized in the Office for purpose of disseminating email, utilizing services of the internet and related electronic message transmissions, recording and storage devices.
- IV. **PROCEDURE:**
 - A. Computer Resources
 1. Responsibilities :
 - a. The information system manager will abide by the County Information Services guidelines, policies and procedures.
 - b. A coordinated process between the Cheyenne County Communications Center and the Office will establish priorities for data collection, hardware, and software requests which coincide with Office goals and objectives.
 - c. The Information System Manager will control the utilization of the computer resources, including software, hardware, and access levels.
 - B. Protocols
 - a. Information system program requests, hardware requests and requests for medications to existing programs or software must be submitted in writing to the Undersheriff for submission to the ISM.
 - b. Access to the system for a newly hired employee is provided by the ISM upon request by the Sheriff or Undersheriff.

- c. All personnel actions relating to transfers, promotions and terminations shall be reported immediately to the ISM by the Undersheriff.
- d. The Sheriff, Undersheriff can restrict the use of the computer by any employee of the Office at anytime.
- e. A field training officer will do a training curriculum for employees on the use of the computer and related equipment.
- f. All software is the property of the Office and shall not be copied, used or laded on any unauthorized computer. Likewise, only software owned by the office will be used or loaded on Office computers.

3. Security

- a. The Sheriff or Undersheriff may authorize the ISM or designee to periodically monitor all text files and documents for unauthorized use.
- b. Initial computer security is the responsibility of the individual user.
- c. Use of computer programs and access to data stored in the computer files shall be controlled by individually assigned passwords.
- d. Each employee is responsible for all reports generated, data displayed and data changes while signed on to the computer under their password.
- e. Employees should not divulge their own or another's password to anyone and will not sign onto any terminal using another's password.
- f. Employees knowing, or having suspicion, that they password has been compromised shall request a new password from the ISM.
- g. All password and computer security violations shall be reported to a supervisor immediately.
- h. Employees will not breach or attempt to breach confidential or secure/unsecured files or those belonging to another employee.

B. Outside Information Systems (NCIC/CCIC) / Internet/ Email Use:

- 1. The transmission of electronic messages and information on computers provided by the Office shall be treated with the same degree of propriety, professionalism, and confidentiality as official written correspondence.
- 2. The computers, outside systems access, and Internet/Email systems are provided by the Office or in agreement with the Office and are therefore the Office's property and /or concern.
- 3. Although employees have to use certain codes and passwords to restrict access to computers and email to protect the system against external parties or entities obtaining unauthorized access, employees should understand that the system is intended for business use and all computer information and email messages are preemptively considered the Office's records. The Office maintains the right to obtain access to all email

messages left on or transmitted over the system. Therefore, employees should not assume that such messages are private and confidential or that the Office will not have a need to access and review this information. Employees should also have no expectation that any information stored on their computer hard drive, computer disks, or in any other manner, will be private. Information that has been deleted from the computer may be retrievable.

4. The Office may inspect the contents of computers or emails in the course of an investigation
5. The contents of computers and email are subject to the Open Records Act, court orders, or properly obtained for some legitimate business purpose, and may be disclosed by the Office.
6. At the discretion of the Sheriff, the contents of any employee's computer or email may be subjected to search without an employee's consent
7. Only designated computers will have access to the Internet for limited purposes. Incidental and occasional personal use of the Internet and Email is permitted.
8. Accessing or transmitting materials (other than that required for police business) that involves the use of obscene languages, images, jokes, sexually explicit materials, or messages that disparage any person, group, or classification of individuals is prohibited whether or not a recipient is consented to or requested such material
9. Employees will not use the internet for persona entertainment.
10. Because of software compatibility and virus problems, the downloading of software will only occur with specific authority.
11. Modification or destruction of system data, actions that cause loss of computer system processing capability, and loss of computer system processing capability, and loss by theft of any computer media system is expressly prohibited by this policy.
12. Violation of the policy contained herein could subject the violator to civil, criminal charges based on state law and or Office discipline based on policy.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: LIGHT DUTY

Policy No: 800

Effective Date: 01/01/2012

Reference:

Standards:

- I. **PURPOSE:** The purpose of this policy is to provide guidance for personnel requesting light duty while recovering from a non-duty related injury or illness.
- II. **DEFINITIONS:**
 - LIGHT DUTY: Duty performed by an employee who is recovering from a long term non-duty related injury or illness. Duty is performed in a position authorized by the Sheriff.
 - NON-DUTY INJURY/ILLNESS: An injury or illness that does not occur while in the performance of duty and would not be covered under worker's compensation.
- III. **POLICY:** It is the policy of the Sheriff's office to provide employees guidelines concerning temporary duty assignments while recovering from a non-duty related injury or illness.
- IV. **PROCEDURES:**
 - A. Responsibility:
 1. The Sheriff will decide on the application process and duty assignments that are appropriate for light duty.
 2. The Sheriff will notify the Undersheriff about light duty statuses to avoid duty, scheduling or procedural conflicts.
 - B. Procedure:
 1. The employee must notify their immediate supervisor as soon as possible following a non-duty injury or illness.
 2. Employees requesting light duty must be recovering from an extended illness or injury from a non-duty medical problem that can be verified by a competent medical authority.
 3. A light duty request will not be considered until adequate time has elapsed to accommodate recovery.
 4. The application will give the following information:
 - a. A description of the limitations
 - b. The anticipated duration of light duty status
 - c. The anticipated date of total recovery
 - d. The anticipated physical limitations after recovery
 5. Prior to being considered for light duty, a medical statement will be required from the employee's doctor identifying the need and indicating any physical limitations.
 6. The Sheriff or Undersheriff will determine if there is light duty "work" available before approval of the application.
 7. Personnel on light duty will:
 - a. Be paid at their normal base salary
 - b. Not be eligible to work overtime or office volunteer activities.

- c. Not be allowed to work off-duty employment
- d. Meet dress requirements appropriate for the position assigned
- e. Provide an update to their physical condition and recovery status at least on a bi-weekly basis.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: LINE OF DUTY INJURY/DEATH/SURVIVOR SUPPORT

Policy No: 801

Effective Date: 01/01/2012

Reference:

Standards:

- I. **PURPOSE:** To provide guidance for the handling of a duty death or serious injury.
- II. **DEFINITIONS:**
LIAISON EMPLOYEE: An employee appointed to assist the family of an employee seriously injured or killed in the line of duty.
- III. **POLICY:** This policy is meant to support families of employees who die or are injured in the line of duty and to prepare the office to handle serving families as professionally and compassionately as possible. It is to be used as a guide in dealing with spouses and families, and to provide a standard of professionalism in critical incidents.
- IV. **PROCEDURE:**
 - M. INITIAL ASSIGNMENT OF A LIAISON EMPLOYEE:
 3. The Undersheriff or Sheriff should contact the victims advocate as soon after the incident as possible. The purpose of this is to provide the family assistance with paperwork, benefits and questions that they might have.
 4. The Victims advocate shall assist with any diversion of the media. Victims Advocates should be at the hospital at the time of incident, and provide a liaison between the family and medical staff, if necessary.
 5. The Victims advocate can also assist with information to the family on how the office will proceed with investigation, arrests, and trial, as well as the offices wishes for any involvement in the funeral, which comes secondary to the wishes of the family.
 - N. GUIDELINES FOR NOTIFICATION OF THE SPOUSE:
 1. The Sheriff or Undersheriff will arrange for two (2) employees (preferably one (1) who knows the family) to make **personal notification** and provide any assistance required.
 2. It is preferable to transport the spouse or family employee or to arrange for transportation.
 - O. GUIDELINES FOR ASSISTING THE FAMILY AT THE HOSPITAL:
 1. A staff level employee should be at the hospital when the spouse arrives.
 2. There should be a medical update for the family as soon as they arrive.
 3. This medical update may be performed by hospital personnel when certain hospital policies are in question. This may include visitation the injured employee, and/or visitation with the body following the demise and an explanation of why an autopsy may be necessary.

4. Arrange for all medical bills to be forwarded to the office. None should go to the injured or deceased employee's residence.
 5. Arrange transportation for the family back to their residence.
- P. SUPPORT OF THE FAMILY DURING THE WAKE AND FUNERAL:
1. This is an important time for the Victims Advocate. The Victims Advocate will meet with the family and let them know what their responsibilities will be during this time.
 2. The Victims Advocate should provide as much assistance as possible. They should know information concerning the investigation and death to answer the family's questions and help screen media calls or interviews.
 3. Let family know of possible office wishes for the funeral, (21 gun salute, Honor Guard, etc.) Suggest, if appropriate a church large enough to accommodate attendance at the funeral.
 4. Make available office vehicles if they desire transportation to the funeral and back home. Make available support groups such as the office counselors for help immediately following the death. This is not for long term therapy.
 5. Provide routine residence checks on the survivor's home for several weeks. There are often large amounts of money passing through the residence, and survivors are spending a good deal of time away on legal matters. Check with survivors for any possible harassing phone calls that they may have received.
 6. If criminal violations surround the death, the family should be informed of all new developments prior to any press release.
 7. If there will not be any court proceedings surrounding the circumstances of the employee's death at its earliest opportunity, the office should relay all details of the incident to the family.
- Q. PROVIDING INFORMATION AND ASSISTANCE ON BENEFITS:
1. The Victims Advocate or a Benefit Coordinator should gather information on all benefits and/or funeral payments available to the family.
 2. The Victims Advocate must have the offices support in filing appropriate paperwork for insurance policies, and other death benefits.
 3. The Victims Advocate must follow through to insure that these benefits have been received.
 4. The Benefits Coordinator should visit with the family to discuss the benefits they receive within a few days following the funeral.
 5. A written list of benefits and/or funeral payments, listing of named beneficiaries, contacts at various benefits offices, and when they can expect to receive the benefits should they be provided.
 6. This procedure should be repeated within a month following the initial contact to ensure the family understands the benefits. Another check should be made in about six (6) months to make sure the family is receiving or has received every payment possible.

7. The Benefits Coordinator should pay special attention to the problems with revocation of health benefits to the family. Many are given a 30 day grace period before being canceled from the coverage or of being responsible for monthly payments for coverage.
8. If there are children from a former marriage, the guardian should be informed of what benefits the child or children will be receiving.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: ENDING EMPLOYMENT		Policy No: 802
Effective Date: 01/01/2012	Reference:	
Standards:		

- I. **PURPOSE:** The Sheriff's office strives to make the process of ending employment an uncomplicated procedure.
- II. **DEFINITIONS:** NONE
- III. **POLICY:** The Sheriff's office shall provide guidelines for employees ending employment. The guidelines shall create an organized and uncomplicated process to benefit the employee, the office and other county offices.
- IV. **PROCEDURE:** There are a number of ways to end employment with the Sheriff's office. The methods are designed to assist the employee, Sheriff's office staff, County Human Resources and County payroll. All employees, at the end of their employment, must follow these procedures to receive their final paycheck.
 - R. REASON FOR ENDING EMPLOYMENT
 1. Retirement: Employees who have worked for a least a year and one-month will have an amount in the retirement account. Details on receiving that money can be obtained by calling the Payroll Department. There are multiple avenues available.
 2. Resignation: An employee has the right to resign at any time. The Sheriff's office expects at least a two week notice be provided by the employee. Employees are to provide, to their supervisor, a work schedule identifying their last day of work and any compensatory, vacation or sick time to be used.
 3. Termination: The Sheriff's office is an "employment at will" employer. Sworn employees serve "at the pleasure" of the Sheriff. Both the employee and the Sheriff's office have the right to end employment at any time. Employees may also be dismissed for disciplinary action.
 4. Death: If an employee dies, County Payroll will work the person indentified as the "Emergency contact" to insure that the final paycheck, insurance benefits and all necessary forms are completed.
 - S. EXIT INTERVIEWS ARE REQUESTED UPON SEPARATION:
 1. The Undersheriff conducts and exit interview. The Sheriff may conduct another interview at his discretion.
 2. The County Personnel Office also conducts and exit interview.
 - T. SEPARATION PAPERWORK:
 1. In order to receive an accurate final paycheck, the employee must give his supervisor the following:
 - a. Final time sheet for hours worked

- b. All issued equipment (****The replacement cost of damaged or missing equipment will be deducted from the final paycheck**)
- 2. The final paycheck may include other compensation. Refer to the county policy.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: OFF DUTY EMPLOYMENT

Policy No: 803

Effective Date: 01/01/2012 Reference:

Standards:

- I. **PURPOSE:** To establish policy concerning off-duty employment.
- II. **DEFINITIONS:**
OFF DUTY EMPLOYMENT: Employment for a private person or business, on a full or part-time basis, either compensated or non-compensate, or any employment outside the office.
- III. **POLICY:** Certain occupations inherently conflict with an employee's primary responsibility to the office. Accordingly, the office may impose conditions on outside employment or may prohibit it altogether. Determination of the degree of limitation will be based upon the interest of the office in furthering professionalism protecting the reputation of the officer and the office, and ensuring that office receives full and faithful service from the officer.
- IV. **PROCEDURE:**
 - U. **ELIGIBILITY REQUIREMENTS:** Employees who fall under the following situations shall not request or participate in off-duty employment if;
 1. During the initial observation period or while on probation for any reason, to include OJT/FTO when new to a job/division for nine (9) months; or
 2. On sick leave, administrative leave, injury leave or light duty status; or
 3. On suspension, or have been relieved of duty as a result of a disciplinary action, or pending disciplinary action' or
 4. Has failed to report the off-duty employment to the Sheriff or Undersheriff; or
 5. Ineligible to work the employment based on the employment's duties; or
 6. If it would interfere with the scheduling or duty status; or
 7. Where a conflict of interest exists. Any actual or potential conflict of interest shall be brought to the attention of the Sheriff or Undersheriff.
 - V. **OFFICE APPROVAL REQUIRED.** Employee's who wish to accept outside or part-time employment shall fist notify their Sheriff or Undersheriff. Notification shall be in memo from at least ten (10) days prior to employment and contain the following:
 1. Date of request
 2. Location of event / employment
 3. Telephone numbers for verification
 4. Description of duty requirements
 5. Uniformed or not
 6. Name of employer
 7. Dates and times of employment
 8. Category of employment

W. CATEGORIES OF EMPLOYMENT:

1. Part-time. Does not require use of law enforcement powers.
2. Regular off-duty. Is conditioned on the actual or potential use of law enforcement powers for an employer other than the department.
3. Temporary off-duty. Employment lasts for less than thirty (30) days.

X. PROHIBITED EMPLOYMENT:

1. Establishments that promote pornography or obscenity.
2. Where the principle business is the sale, manufacture, transport or dispensation of alcoholic beverages.
3. Where the owners have been convicted of a Felony.
4. Where obvious potential for illegal activities exists.
5. Work as a process server; participate in repossessions, debt collector or bondsman.
6. Personnel investigations for the private sector.
7. Conduct tasks in uniform that are not of a law enforcement nature.
8. Assist in preparing outside criminal or civil cases by working for an attorney.
9. Act as an independent contractor for police services.
10. Outside work done during on-duty time
11. Any job that would use confidential information from the office computer, NCIC, CCIC, official records, files or DMV records.

Y. LIMITS ON OUTSIDE EMPLOYMENT HOURS:

1. No more than twenty (20) hours per week.
2. No more than fourteen (14) hours total in both jobs in any 24 hour period.

Z. IF A DEPUTY WISHES TO WORK OFF-DUTY IN A JOB THAT REQUIRES PEACE OFFICER POWERS:

1. **The Sheriff must approve it.**
2. **He must work in full uniform with his official badge plainly visible or if in plain clothes, he must be specifically exempted, in writing, by the Sheriff.**



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: AWARDS

Policy No: 900

Effective Date: 01/01/2012

Reference:

Standards:

- I. **PURPOSE:** To provide a system of identifying and recognizing employees, volunteers and citizens whose actions are above and beyond the call of duty or shows exceptional bravery in the face of personal danger.
- II. **DEFINITIONS:** Classifications of Awards: Different awards are authorized for recognizing commendable and honorable deeds or acts by Sheriff's Office employees in the line of duty and citizens involved in critical incidents.
 1. **Medal of Valor:**
 - a. Employees who give their lives in the line of duty and the circumstances indicate an act of valor was performed, will be eligible for a posthumous award, or
 - b. Employees, who distinguish themselves conspicuously by gallantry and integrity at the risk of their lives above and beyond the call of duty, while engaged in the performance of duty, are eligible.
 - c. The employee must have been aware of great personal danger prior to the performance of the act and the act must have involved a risk of life.
 2. **Medal of Distinction:**
 - a. Employees, who distinguish themselves by extraordinary heroism, not justifying the Medal of Valor, are eligible.
 - b. Employees who were unaware of the great personal danger prior to the performance of the act, but performed in a commendable manner upon becoming aware of great personal danger are eligible.
 3. **Purple Heart:**
 - a. Employees who are injured in the line of duty, and
 - b. Are involved in activities that would qualify them for the Medal of Valor, Medal of Distinction, Commendation Medal or Life Saving Award.
 4. **Commendation Medal:**
 - a. Employees who have preformed above and beyond what is normally expected and who accomplished the actions by use of exemplary initiative rather than the successfully carrying out of an assigned task are eligible.
 - b. This award is for outstanding police action rather than unusual attention to duty.
 - c. Employees may receive this award in lieu of either the Medal of Valor or Distinction when it is determined that the circumstances surrounding a particular act do not warrant the other medals but does warrant a commendation.
 5. **Meritorious Service Commendation – "Shining Star Award":**

- a. Employees who display unusual attention to duty and the performance of assigned functions in an outstandingly effective manner are eligible.
- b. This award may be bestowed upon employees for an exceptional contribution to the progress of the Sheriff's Office, including the submission of an idea, service or method. The Sheriff's Office must have adopted the contribution.

6. Life Saving Award

- a. Employees through their own efforts save the life of another in the line of duty. (e.g. CPR, drowning, choking)

7. Letter of Recognition or Commendation: Employees, who through their own efforts perform their jobs in such a manner as to reflect high quality and professionalism in performance of their duties, are eligible.

8. Safe Driving Awards

- a. An employee will be eligible for a letter of commendation if he/she is not found to be the direct contributing cause of an accident for five (5) years.
- b. An employee will be eligible for a commendation medal if he/she is not found to be the direct contributing cause of an accident for 10, 15 or more years.

9. Longevity Awards

- a. For every 5 years there will be one (1) gold star awarded

10. Citizen Awards for Distinguished Service:

- a. Life Saving Commendation: Citizens through their own efforts saves the life of another in the line of duty. (e.g., CPR, drowning, choking)
- b. Eyes and Ears Commendation: Citizens who by performance render assistance to the office in solving significant crimes.
- c. Hero Commendations: Citizens who distinguish themselves by extraordinary heroism or actions that put them in personal danger while assisting an employee or another citizen.
- d. Volunteer of the Year: A citizen who provides consistent assistance to the office during a specified period of time.

III. POLICY: The Sheriff's office shall maintain an internal program to recognize those deserving individuals or groups of individuals.

IV. PROCEDURE:

A. Procedure for Recommending Awards:

- 3. Any employee may recommend another employee as a candidate for an award. The recommendation must be for a specific award. The circumstances of a particular act of duty or contribution to the Sheriff's office objectives must meet the prerequisites of the specific award.
- 4. Any third party may recommend an employee or citizen as a candidate for an award. The circumstances of a particular act of duty or contribution to the Sheriff's office objectives must meet the prerequisites of the specific award.
- 5. A detailed, written report must be prepared on each recommendation for an award. Written reports will be forwarded through the chain-of-command to the Sheriff.

6. The Sheriff will examine and evaluate the circumstances for which the employee has been recommended for an award.
- B. Approval and Presentation of Awards:
1. The Sheriff shall make the final decision on all awards after receiving the recommendation.
 2. The Sheriff shall make formal presentation of all awards.
 3. Office recipients of the Medal of Valor, Medal of Distinction, Commendation Medal, Meritorious Service Commendation and Life Saving Award shall be present a pin (as prescribed by the Sheriff) to be worn on the right side of the uniform shirt as prescribed by policy or on the left lapel of civilian clothing.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: CONCEALED WEAPONS PERMIT

Policy No: 1000

Effective Date: 01/01/2012

Reference:

Standards:

I. **PURPOSE:** To establish policy and procedures concerning concealed handgun permits; (1) to protect the safety of both the public and the permitted person by reasonably insuring that permitted person is capable, mentally and physically, of the proper conduct while handling a firearm; and (2) to provide a reasonable assurance that the permitted person is knowledgeable in the use of firearms and is informed of the statutory restrictions on such use of firearms; and (3) to prevent the permitting of persons who are prohibited by law from possession of such firearm.

II. **DEFINITIONS:**

CBI: Colorado Bureau of Investigation

CCIC: Colorado Crime Information Computer

CWP: Concealed Weapon Permit

FBI: Federal Bureau of Investigation

NCIC: National Crime Information Computer

III. **POLICY:** It is the policy of the office to deny concealed handgun permits to applicants who are likely to abuse such privilege or who present a danger to themselves or others because of their present or past conduct, they have demonstrated they are unsuited to be entrusted with such privilege. Accordingly, a permit will routinely be denied to those who fall outside office policy.

IV. **PROCEDURE:**

A. REASONS FOR DENIAL: Where the applicant,

1. Whose criminal record indicates convictions or charges involving felonies, misdemeanors or ordinance violations relative to physical violence; or
2. Who, at the time of the application, is under indictment for, or charged with any felony, misdemeanor, or ordinance violation with the exception of minor traffic violations; or
3. Who has a prior history of mental disorder or treatment thereof, which would indicate that the permitted person could be a danger to his or herself or others
4. Who, in the sole opinion of the Sheriff, the character, record and reputation of the applicant is such that it could constitute a hazard or risk to the safety and general

welfare of the public or otherwise renders a person unfit for the privilege of carrying a firearm.

- B. APPLICATION CRITERIA: The application packet is to be read thoroughly, printed or typed and completed in full. Upon completion, the application is to be mailed or delivered to the Sheriff for processing. Only an original application will be accepted. The application is not to be photocopied nor will photocopies, faxed copies or e-mail applications be accepted.
1. The applicant must meet the following criteria:
 - a. Must successfully complete a background investigation which includes, but is not limited to information obtained from NCIC, CCIC, FBI, CBI and other law enforcement agencies.
 - b. Must be a legal and physical resident of Cheyenne County and actually live in Cheyenne County.
 - c. Must be at least twenty-one (21) years of age.
 - d. Must demonstrate competency with a firearm by submitting proof of completion of an acceptable firearm safety or training course or class.
- C. PROCESS:
1. Application forms are available at the office and may be picked up during normal business hours. Applications will only be mailed upon written request. Upon receiving an application, the applicant will be notified of the dates the application and other paperwork maybe turned in.
 2. Applications are to be completed in full. Any applicant who knowingly and intentionally makes any false or misleading statement on the application or deliberately omits any material information required on the application commits the crime of perjury as defined in Section 18-8-503m CRS, in addition, the shall be denied the right to obtain or possess a permit and the Sheriff shall revoke any prior issued permit.
 3. The applicant must return fully completed application to the office, on the dates specified. The applicant must then produce a valid Colorado driver's license or other acceptable identification card.
 4. The completed application must be signed in person before the Sheriff, or his designee in his absence. The signature shall be given voluntarily upon a sworn oath that the information contained in the application is true and correct.
 5. In addition, upon submitting the application, the following shall be submitted;
 - a. For new and renewal applications, a processing fee of \$30.00 and an ID fee of \$10.00 shall be submitted in the form of a cashier's check, money order, person or business check (no cash), made payable to the "Cheyenne County Sheriff's Office". The processing fee is set and posted by the Sheriff and is non-refundable in the event the permit is denied.
 - b. New applicants must submit a money order with the application made payable to "Colorado Bureau of Investigation" as required by law. This for the cost of the

CBI/FBI background checked. This is non-refundable in the event the permit is denied.

- c. A copy of the applicant's training. The applicant's training
 - d. A copy of the applicant's drivers license
 - e. Two sets of legible fingerprints for the CBI/FBI fingerprint check and a photograph for the ID card. The photograph will be obtained from office personnel.
6. Within ninety (90) days of receipt of a completed application, and after a background and fingerprint check is completed, the Sheriff shall:
 - a. Approve the application and issue a permit to the applicant' or
 - b. Deny the application based solely on the ground that the applicant fails to qualify under the criteria outlined in Section 18-12-203 (2), CRS.
 7. If the application is denied, the Sheriff will notify the applicant in writing, stating the ground for denial.
 8. If the Sheriff does not receive the results of the CBI/FBI checks within ninety (90) days after receiving the application, the Sheriff shall determine whether to grant or deny the application without considering those results. If, upon receipt of such information, the Sheriff finds that the permit was issued or denied erroneously, based on the criteria specified in Section 18-12-203 (1) and (2), CRS, the Sheriff shall either issue or revoke the permit, whichever is appropriate.
- D. PERMIT FEE, EXPIRATION PERIOD AND PERMIT REVOCATION
1. Permit Fee: The non-refundable fee must accompany the application. This fee shall be paid in the form of a cashier's check, money order, personal or business check made payable to "Cheyenne County Sheriff's Office". Prior to the application being submitted, the applicant may request a "pre-background" meeting with the Sheriff's or his designee to discuss any questions the applicant by have about his/her background.
 2. Expiration Period: The permit is valid for at least five (5) years from the date of issuance. Upon renewal, the permit will be valid for the specified number of years. There will be a renewal fee for five (5) years payable at the time renewal.
 3. Permit Revocation: The Sheriff may revoke the concealed handgun permit at any time when the permitted person no longer meets the criteria for issuance or falls into a category for which the permit would not have been issued initially. Any peace officer in the State of Colorado may suspend or confiscate any concealed handgun permit issued by the office for delivery to the Sheriff, when the peace officer has reasonable suspicion that the permitted person falls into a category for which the permit would not have been initially issued. The revocation of the permit may be appealed directly to the Sheriff, if the permitted person believes the permit was unfairly confiscated or revoked.
- E. TRAINING REQUIREMENTS: The applicant must demonstrate competence with a firearm by any one of the following:

1. Completion of any hunter education or hunter safety course taught by instructors approved by the Division of Wildlife of the Department of Natural Resources or a similar agency of any other state.
 2. Completion of any National Rifle Association firearms safety or training course.
 3. Completion of any firearms safety or training course of class available to the general public offered by a law enforcement agency, junior college, college or university, or private firearms training facility.
 4. Completion of any law enforcement firearms training or safety course or class conducted by a state certified or National Rifle Association certified firearms instructor.
 5. Completion of any firearms training or safety course or class conducted by state certified or National Rifle Association certified firearms instructor.
 6. Military service discharge certificate (DD-214) that reflects pistol qualification within 10 years of the application date.
- F. PERMITS FOR NON-CERTIFIED OFFICE EMPLOYEES. Employees desiring a concealed handgun permit are required to meet the same requirements as a citizen applicant. The following are differences in the process for employees:
1. Employees will not be required to pay the application fee as long as they remain an employee. If an employee resigns or is otherwise separated.
 2. The fee for the CBI check will be required.
 3. It is the employee's responsibility to become familiar with the office policy and state laws regarding concealed weapon permits and weapons possession/usage, as outlined in the concealed handgun permit application packet and this policy.
 4. Non-certified employees who hold any concealed weapon permit will not be allowed to carry while performing any duty or function in the capacity of employee without the written permission of the Sheriff.
 5. No employee, who carries a concealed weapon pursuant to this policy and state law, will wear or display a CCSO issued or personally owned badge or office ID card any way that would give the impression that the employee is a peace officer.
 6. Any concealed handgun permit may be revoked at any time.



CHEYENNE COUNTY SHERIFFS OFFICE POLICY AND PROCEDURE MANUAL

Subject: VEHICLE PURSUITS		Policy No: 1001
Effective Date: 01/01/2012	Reference:	
Standards:		

- I. **PURPOSE:** To provide Deputies guidance of the Office policy concerning vehicular pursuits.
- II. **DEFINITIONS:**
- BOXING-IN:** Surrounding a suspect vehicle with pursuit vehicles in an attempt to slow it to a stop.
- EMERGENCY OPERATION:** The act of driving a marked or unmarked patrol vehicle with emergency lights and siren in operation while in pursuit of a violator or while en route to an emergency call. It will also include those times when an officer is in pursuit of a suspected violator and under the provisions of law is not operating emergency lights or siren.
- INVOLVED SHIFT COMMANDER:** The senior employee monitoring the pursuit.
- PURSUIT:** The use of a police vehicle in emergency operation to pursue someone who willfully and knowingly uses illegal or evasive driving tactics in an effort to avoid detection, apprehension or arrest.
- RAMMING:** Deliberately steering a pursuit vehicle into a suspect vehicle to stop it or force it off the roadway.
- ROAD BLOCKS:** Placing a patrol vehicle, barricade or other obstacle across the roadway to stop the suspect vehicle.
- STOP STICKS:** A three foot section of hardened plastic triangular tubing containing 36 Teflon coated steel quills designed to puncture the tires of a pursued vehicle.
- III. **POLICY:** It is the policy of this Office that deputies shall pursue known wanted criminal offenders and traffic violators who fail to yield upon receiving proper notice; however, good judgment and common sense shall be used in every pursuit, keeping in mind that it is of the utmost importance that the deputy attempt not to endanger the public, the deputy or others. No deputy shall ever be indifferent to the safety of the public, and every endeavor must be made to keep the hazards to a minimum.
- IV. **PROCEDURE:**
- E. EQUIPMENT CRITERIA:
1. To obtain verification or evidence of guilt, audible and visual signals need not be used. This will reduce the suspect's temptation to evade contact.
 2. Audible and visual signals must be activated in order to initiate contact with an actual or suspected violator or known or suspected criminal.
- B. PURSUITS PROCEDURES:

1. Think of Consequences. Deputies have a duty and responsibility to apprehend law violators. The Office does not intend, however, that pursuits of misdemeanor or traffic infraction violators be extended to the point that the lives of the community, deputies or suspect(s) are placed in jeopardy. The seriousness of possible consequences of a pursuit requires that a deputy weigh many factors when deciding whether or not to pursue. Some specific questions deputies must ask themselves include:
 - a) Does the seriousness of the crime warrant a pursuit at unsafe speeds?
 - b) What is the probability of apprehension?
 - c) Will the pursuit take place on residential streets, in a business district or on the freeway?
 - d) What are the traffic conditions?
 - e) What are the weather conditions?
 - f) What is the condition of the patrol vehicle?
 - g) Is the pursuing deputy alone, or does he have assistance of other law enforcement officers?
 - h) Does the pursuing patrol vehicle carry a non-sworn rider, if so the pursuit is unauthorized?
2. Equipment Requirement. When the pursued vehicle increases speed or drives in such a manner as to endanger the safety of others, the pursuing deputy shall immediately activate the siren and emergency lights and shall continuously use both throughout the pursuit.
3. Communication Requirement. When safe to do so, the pursuing deputy shall establish communication with dispatch, relaying information such as identify of the unit, location, direction of travel, exact reason for the pursuit, and other details which will enable other law enforcement officers to assist in the pursuit.
4. Radio Responsibility. In a two-car pursuit, the second pursuing vehicle will be responsible for all radio communications and will constantly coordinate all efforts between agencies and other officers.
5. Radio Traffic Content. To the fullest extent possible, detailed descriptions of the pursued vehicle, license plate information, the occupants and directions of travel shall be obtained and broadcast.
6. Following Distance. During the pursuit, deputies shall maintain a safe distance between vehicles enabling the pursuing deputy to duplicate any sudden turn or lessen the possibility of a collision in the event that the pursued vehicle stops suddenly.
7. Ramming. Deliberate physical contact between vehicles (RAMMING) will not be justified, except when deputies are in pursuit of know and extremely dangerous fleeing felon, who if allowed to escape, would

create a substantial risk of another person being killed or seriously injured, or except under the orders of competent authority.

8. Number of Close Pursuit Cars. During the pursuit, no more than two law enforcement vehicles will be operated in close pursuit.
9. Unmarked Car Rules. Any unmarked vehicle involved in the pursuit shall relinquish close pursuit to a marked unit as soon as possible.
10. Change to Foot Pursuit. If a suspect should abandon his vehicle in favor of escaping on foot, notify dispatch of the location, quickly check the suspect vehicle for additional suspects and remove the keys prior to foot pursuit.

C. TERMINATION OF PURSUITS: The pursuing deputy must at all times use the best judgment in evaluating and re-evaluating the pursuit, making continuous appraisals in deciding whether the pursuit should be continued. The deputy shall discontinue the pursuit when:

1. The hazards of exposing the deputy or the public to unnecessary dangers are significant; or
2. The environmental conditions indicate the futility of continued pursuit; or
3. The offense is a misdemeanor or traffic infraction and the identity of the suspect is known; or
4. The deputy is directed to do so by a higher ranking officer; or
5. The pursuing deputy knows, or is almost certain, the fleeing vehicle is operated by a juvenile, and the offense constitutes a misdemeanor or a felony that did not involve an actual or threatened attack, and the hazardous factors are involved obviously greater than a juvenile can cope with; or
6. When the pursued vehicle leaves the roadway, containment rather than pursuit should be initiated, unless a felony involving death or serious bodily injury has occurred; or
7. If radio communication ceases, the pursuit should revert to surveillance mode only.



CHEYENNE COUNTY SHERIFFS OFFICE ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Subject: DETENTION BOOKING AND RELEASE

Policy No: 2000

Effective Date: 04/04/2012

Reference: 29-29-101 CRS, 29-29-102 CRS, 29-29-103 CRS

Standards:

- I. PURPOSE:** This procedure details the requirements under Colorado law for Detentions Facility Staff to report suspected illegal immigrants to the Federal Immigration and Customs Enforcement Office (hereafter referred to as ICE) and establishes the guidelines for determining “reasonable belief” as it relates to an inmate’s suspected illegal status.
- II. POLICY:**
- A. Whenever an individual is booked into the jail, and we reasonably believe that they are in this country illegally, an official at ICE will be notified.
- B. In the event that the suspected illegal immigrant was arrested on domestic violence-related CHARGES, NO ice NOTIFICATION WILL BE MADE. This applies even if the suspected illegal immigrant is arrested on domestic violence and non-domestic violence related charges that all result from the same criminal episode. A Domestic Violence Conviction Suspected Illegal Immigrant form will be completed and forwarded to the Cheyenne County Combined Courts. Upon conviction for a domestic violence charge, the Judge will complete the form and return it is to the Detentions Facility. When the Detention Facility receives the form, ICE will be notified.
- C. ICE notifications will normally be completed via an IAQ entry in CCIC/NCIC. ICE will conduct whatever investigation they feel is necessary and, if appropriate, place a detainer on the individual.
- D. Whenever ICE is contacted regarding a prisoner who is a suspected illegal immigrant, that notification will be documented on the deputy’s Daily Activity Field Report (DAFR).
- III. PROCEDURE:**
- A. During the booking process, make a reasonable effort to determine if the inmate is in the United States illegally, should there be reasonable cause to believe that that may be the case. While some individuals will openly admit to being an illegal immigrant, in most instances, the decision will be based on your observations and the totality of circumstances. The following are some indicators that the person may reasonably be assumed to be here legally:
1. Possession of a foreign Visa / Passport that does not appear to be forged and has not expired.

2. Possession of a valid driver's license from any State. Most States require proof of legal residency before they will issue a driver's license.

3. They possess a legitimate Social Security Card.

4. A CCIC/NCIC "IAQ" query of the ICE database shows them to be here legally.

B. Although forged documents exist and are in use, unless the items presented are obviously fraudulent, they should be considered valid on their face. If the documents do appear to be fakes, then ICE should be contacted.

C. When ICE is contacted concerning a possible illegal immigrant, that initial notification will be documented on the deputy's DAFR.

D. Should information arise at a later date that causes Detention Facility staff to reasonably believe that an in-custody inmate is an illegal immigrant; the ICE notification will be made at that time.

E. In the event that an ICE notification has been made but no hold of any kind placed, the inmate will be allowed to post bond and be released from the Jail. The detention facility staff will accept a "pending" ICE hold for only enough time as reasonably necessary for ICE officials to provide the Detention Facility with the correct paperwork.

IV. Rules

A. Except as detailed in B below, any inmate who jail staff reasonably believes to be in this country illegally shall be reported to ICE for their disposition.

B. Suspected illegal immigrants arrested on domestic violence charges only will not be reported to ICE until such time as they have been convicted of a domestic violence crime.

C. All arrestees reported to ICE by Jail staff will be documented on the deputy's DAFR.

D. Inmates will be held on a "pending" ICE hold only as reasonably necessary to allow ICE officials to provide the DETENTIONS FACILITY with the appropriate paperwork.