



Indianapolis Metropolitan Police Department

GENERAL ORDER

LAW ENFORCEMENT ROLE AND AUTHORITY

1.1

POLICY

The primary duty of a police officer is to uphold and enforce the law. Members of the Indianapolis Metropolitan Police Department (IMPD) must accept the responsibility of being held to a higher standard and must be able to enforce the laws and protect the rights of citizens. The application and enforcement of the law must be accomplished in the spirit set forth by the framers of the United States Constitution.

It is the policy of IMPD to comply with the highest standards of legal and professional conduct in dealing with a person's constitutional rights. Officers will be mindful of the rights and protections afforded all persons by the United States Constitution and the Indiana Constitution. Coercion or threats, real or implied, will not be used during interviews or interrogations to obtain confessions.

PROCEDURE

I. Oath of Office

All sworn officers must meet with the Chief of Police, or designee, prior to assuming sworn status, to receive the oath of office. The oath of office is as follows:

I, _____, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Indiana, and I will faithfully discharge my duties as an officer of the Consolidated City of Indianapolis, under this appointment, according to law, and city ordinances, to the best of my ability, so help me God.

II. Legal Authority

- A. The Indianapolis Metropolitan Police Department is created and authorized under Section 279-102 of the "Revised Code of the Consolidated City and County" and IC 36-3-1-5.1.
- B. Sworn officers are employees of the City of Indianapolis – Marion County and shall be assigned their duties by the Chief of Police or as required by law. There are three (3) categories of sworn officers:
 - 1. Merit Officers;
 - 2. Park Rangers; and
 - 3. Reserve Officers.
- C. Each member of the department has the powers set forth in IC 36-8-3-6 (Police officers; powers and duties)



III. Authority to Carry and Use Weapons

Sworn officers are authorized to carry and use any weapon authorized and/or issued by IMPD in the performance of their duties, so long as the officer has completed proficiency training authorized by the department and IC 5-2-1 (Mandatory Training for Law Enforcement Officers).

IV. Constitutional Rights when Interviewing and Interrogating

- A. Miranda warnings are required when a person is subjected to custodial interrogation, whether in a field interview or more formal interrogation.
- B. Officers shall use the following procedures for administering Miranda warnings:
 - 1. Miranda warnings shall be given to persons using an Advisement of Rights and Waiver of Rights form or reading from Miranda warning cards.
 - 2. Officers must ensure the person understands the Miranda warnings, but officers are not required to obtain an express waiver.
 - 3. If the person refuses to sign the form, the officer will note the refusal in the signature block on the form and initial the entry. The officer should also sign the form documenting the date and time. If possible, a second officer should sign the witness section.
- C. If during any stage of the interrogation the person invokes the right to consult with an attorney, the **interrogation will stop** and no further questioning will be attempted.
 - 1. Access to counsel will be provided before any further questioning.
 - 2. If the person reinitiates communications relevant to the interrogation, officers may continue questioning after re-advising the person of the Miranda warnings and obtaining a waiver.
- D. If during any stage of the interrogation the person invokes the right to remain silent, but has not requested an attorney, officers must scrupulously honor that request.
 - 1. If the person reinitiates communications relevant to the interrogation, officers may continue questioning and Miranda warnings do not need to be given a second time.
 - 2. Depending on the totality of the circumstances, officers may be able to reinitiate communications relevant to the interrogation after an invocation of the right to remain silent (See *Michigan v. Mosley*, 423 U.S. 96 (1975)). Officers should stay current on applicable state and federal court rulings to ensure a person's invocation of the right to remain silent is scrupulously honored.
- E. An electronic recording of an interrogation is required when conducted:
 - 1. In a felony criminal investigation;
 - 2. During a custodial interrogation; and
 - 3. In a place of detention.



V. Code of Ethics

All sworn officers of the IMPD, in order perform their duties and maintain the integrity of the department with the public, must strive to maintain a high degree of both moral and ethical standards. In addition to the Code of Ethics for all City-County employees, the police department has adopted the following Law Enforcement Code of Ethics by which all sworn officers must abide:

LAW ENFORCEMENT CODE OF ETHICS

"As an Indianapolis Metropolitan Police Officer, my fundamental duty is to serve mankind; 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 men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the 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, 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 as long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession ... law enforcement."



Indianapolis Metropolitan Police Department

GENERAL ORDER

1.2

BIAS-FREE POLICING

POLICY

The Indianapolis Metropolitan Police Department (IMPD) is dedicated to providing law enforcement services in an unbiased, equitable, and respectful manner. This policy is intended to reaffirm IMPD's commitment to bias-free policing and to clarify the circumstances in which agency personnel can consider race, national origin, citizenship, religion, ethnicity, age, gender, disability, socioeconomic status, gender identity, or sexual orientation when carrying out duties.

DEFINITIONS

Biased Policing – The inappropriate consideration of specified characteristics in carrying out duties.

Specified Characteristics – Race, national origin, citizenship, religion, ethnicity, age, gender, disability, socioeconomic status, gender identity, or sexual orientation in relation to making law enforcement decisions.

PROCEDURE

I. Officer Responsibilities

- A. Agency personnel may only consider the specified characteristics when credible, timely intelligence relevant to the locality link a person or people of a specified characteristic to a specific unlawful incident(s), or criminal pattern(s) or scheme(s). In those circumstances, personnel may rely on these specified characteristics only in combination with other appropriate factors.
- B. It is biased policing if an officer's decisions/actions are based on the fact the individual's demographics (e.g., race, income, etc.) are different from the demographics of the majority of the residents in the area in which the individual is found.
- C. These restrictions on the use of these specified characteristics do not apply to law enforcement activities designed to strengthen the department's relationship with its diverse communities.

II. Training and Compliance

- A. Personnel shall receive annual training in bias-free policing, including the legal and psychological aspects of it and the content of this policy.
- B. All IMPD members shall perform their duties in a bias-free manner and are responsible for promptly reporting any known instances of bias-based policing to a supervisor. Where appropriate, officers are encouraged to intervene at the time the biased policing incident occurs.
- C. Supervisors shall ensure all personnel in their command are familiar with the content of this policy and will be alert and respond to indications that biased policing is occurring.
- D. There shall be an annual administrative review of agency practices including citizen concerns.



III. Complaints of Biased Policing

- A. The department will investigate all complaints of alleged biased policing against its employees/members. Those found to be in violation of this policy are subject to discipline in accordance with this department's disciplinary policy.
- B. A report of biased policing may be filed in person, in writing, on Citizens Complaint Form, IMPD Form No. 6-5-32 R5, or by telephoning the department.
 - 1. Such complaints shall be investigated by an uninvolved supervisor of rank greater than the accused member/employee, as outlined in IMPD General Order 3.16 – *Compliments and Complaints Regarding Employees*.
 - 2. If an uninvolved supervisor determines the reporting person is satisfied their complaint required nothing more than an explanation regarding the proper implementation of department policy, procedure or law, a complaint need not be taken.
 - 3. If a complainant is not satisfied with the outcome of an initial investigation, the complainant may file a complaint in accordance with IMPD General Order 3.16.
 - 4. All complaints, as well as a record of the disposition or finding of any investigation, shall be maintained in accordance with established policy as described in General Order 3.16.
- C. The Internal Affairs section shall prepare an annual summary report for the chief of police and disseminate copies to all division commanders as well as the Deputy Chief of the Performance and Policy Division. The annual summary report shall include, but not be limited to, the following:
 - 1. A list of each complaint;
 - 2. An explanation of any action taken;
 - 3. Recommendations regarding training needs; and
 - 4. Recommendations for policy changes.



Indianapolis Metropolitan Police Department

Jurisdiction and Mutual Aid

General Order 1.4

POLICY

It shall be the policy of the Indianapolis Metropolitan Police Department to provide reasonable assistance to any law enforcement agency, whether federal, state, or municipal, who requests assistance in the investigation or enforcement of criminal laws over which the requesting agency has jurisdiction.

DEFINITION

Disaster: An occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any phenomenon or human act. (*See all examples listed in IC 10-14-3-1*)

PROCEDURE

I. Jurisdiction <2.1.1>

- A. The primary area of jurisdiction for officers of the Indianapolis Metropolitan Police Department shall be the geographical boundaries of the incorporated City of Indianapolis/Marion County, Indiana.
 - 1. The department has the authority to enforce *felony* and *misdemeanor* laws in those incorporated municipalities located within Marion County, Indiana.
- B. A detailed official map of Marion County, including jurisdictional boundaries, shall be available to all officers of the department.

II. Concurrent State Jurisdiction <2.1.2>

- A. Primary responsibility for law enforcement services in the incorporated municipalities lies with the respective police department of those jurisdictions.
- B. The Indianapolis Metropolitan Police Department may provide law enforcement services within a municipality by contract, request, or in exigent circumstances justifying immediate action.
- C. Law enforcement assistance requested by a municipal law enforcement agency shall be provided efficiently and expeditiously. The services of specialized units, e.g. Marine Patrol, E.O.D., S.W.A.T., K9, SCUBA, Tactical Air Patrol, or any other specialized units, shall be approved and provided pursuant to the policies and procedures of the Indianapolis Metropolitan Police Department.
- D. The department is responsible for the enforcement of Indianapolis City Ordinances and Indiana State Statutes within its service area. Other agencies that have jurisdictional authority within the boundaries of Marion County include, but may not be limited to, the following:
 - 1. Indiana State Police;
 - 2. Indiana Department of Natural Resources (Law Enforcement Division); and



3. Federal Agencies that have enforcement powers by virtue of the United States Code.

- E. It is this department's policy to offer to agencies with concurrent jurisdiction complete cooperation in the exercise of their authority within Marion County.

III. Inter-agency Cooperation

- A. Effective law enforcement and investigation of criminal activity is a cooperative effort within law enforcement agencies. The Indianapolis Metropolitan Police Department supports this effort and will fully cooperate with other agencies in the discharge of these duties.
- B. Indiana Code 10-11-2-21 grants the Indiana State Police general law enforcement authority throughout the State of Indiana, including Marion County.
- C. Indiana Code 36-8-3-6 and Section 279-102 of the "Revised Code of the Consolidated City and County" (as added G.O. No. 110, 2005) grants the Indianapolis Metropolitan Police Department general law enforcement authority.
- D. Nothing prohibits members of the department from taking enforcement action in situations that may occur in their presence within any municipality located in Marion County.
- E. In any situation where a question concerning jurisdictional authority within Marion County is made, the responding officer will make every attempt to resolve the matter in the most professional manner possible. If this is not possible, the matter will be turned over to an IMPD supervisor for resolution. If a resolution cannot be made at the supervisor level, the IMPD will handle the matter and a report will be generated by the supervisor outlining the situation and that report will be forwarded to the Chief of Police.

NOTE: At no time will public safety be jeopardized by the Indianapolis Metropolitan Police Department because of a jurisdictional dispute.

IV. Mutual Aid <2.1.3>

- A. Mutual aid is agreed upon by this department with other local departments utilizing current Indiana law under the following Indiana Codes:
1. IC 10-14-3
 2. IC 10-14-5
 3. IC 36-1-7-7

V. Requesting Federal Assistance <2.1.4>

- A. The use of federal law enforcement agencies, including the military and/or National Guard, during disasters or states of emergency, will be at the request of the Mayor of the City of Indianapolis.
1. The Mayor may request from the Governor of the State of Indiana the assistance of National Guard troops during a disaster or state of emergency.
 2. The Governor may request from the President of the United States the assistance of federal law enforcement agencies if the circumstances necessitate it.



Indianapolis Metropolitan Police Department

GENERAL ORDER

1.5

COURT APPEARANCE

POLICY

Court room appearance and testimony is an important law enforcement responsibility. It is the policy of the Indianapolis Metropolitan Police Department (IMPD) that all department personnel respond to subpoenas, appear in court prepared to testify, and project a professional image in compliance with the department's personal appearance and dress code (General Order 3.10).

Department personnel will not provide expert or opinion testimony in any court case, civil, criminal or administrative hearing, except when required by law, departmental order or when properly served with a subpoena. This policy does not apply when the employee/member is a party of, or testifying on behalf of, the city/county or the department.

DEFINITIONS

Employee – Those persons employed and regularly compensated by the department (e.g., police officers and civilian employees).

Member – Those persons, who are non-compensated, and have an official and recognized capacity in the department (e.g., reserve police officers and volunteers).

Personnel – A term that includes all persons described within the terms “Employee” and “Member.”

Officer – For the purposes of this general order, this term applies to all sworn peace officers (employed and regularly compensated officers and reserve officers), as well as those civilian employees authorized to wear a department uniform.

PROCEDURE

I. New Cases

- A. Only those officers necessary and essential to a case will be subpoenaed to court or allowed to collect overtime.
- B. Officers who have received a subpoena for a jury trial, but who have not yet been contacted by a representative from the prosecutor's office, should contact the assigned prosecutor at least one week prior to the trial date to find out what time the officer will be needed in court to discuss his/her testimony.
- C. Officers are not permitted to intentionally alter their regular work schedule by trading days off, taking leave time, or flexing work hours to obtain paid overtime or earn accumulated time off for court hearings or meetings with court officials.



II. Subpoenas

- A. Delivery of all subpoenas will be directed to the Court Coordinator's office.
- B. When a subpoena is received by the Court Coordinator's office, it will be forwarded to department personnel by inter-department mail. If necessary, the Court Coordinator's office will e-mail or fax a copy of the subpoena, then forward the original by inter-department mail.
- C. The Court Coordinator's office will be available to receive subpoenas during the hours of 0800 to 1600 hours, Monday through Friday, excluding holidays.
- D. The Court Coordinator's office will e-mail or fax "short-notice subpoenas" to the officer's attention when delivered less than 72 hours from the scheduled appearance date. The Court Coordinator will also attempt to contact the officer by phone and/or pager to relay the pertinent information of the subpoena.
- E. All subpoenas will be time-stamped upon receipt by the Court Coordinator's office and a copy will be retained on file for a period of one year.

III. Continuances and Call Offs

- A. Officers made aware of continuance dates via email, pager, or phone call are responsible for appearing at such court sessions, regardless of whether or not subpoenas were issued.
- B. All officers are responsible for checking their subpoena list at least three (3) times during the officer's scheduled work week, and prior to the officer's next series of regular days off. Officers will also check their e-mail a minimum of three (3) times each week to check for messages from the Marion County Prosecutor's Office (MCPO) for updates pertaining to active cases. This system is designed to eliminate an officer from appearing in court when a case has been continued. The MCPO is responsible for the following:
 - 1. When a case is removed from the docket prior to the day of trial, the assigned deputy prosecutor is responsible for notifying all witnesses. The MCPO will utilize all reasonable efforts to make notification.
 - 2. When a case is removed from the docket less than seven (7) calendar days prior to trial, officers are notified by e-mail and pager. If the officer has provided the deputy prosecutor with a cell phone number, notice to that number may be given instead of paging. The Communications Center may be utilized to notify officers if there is no paging system available.
 - 3. When a case is removed from the docket more than seven (7) calendar days prior to trial, officers will be notified by e-mail only; no other notice will be made.
 - 4. A case removed from the docket prior to the day of trial will automatically be removed from the officer subpoena lists when the disposition or continuance is entered into JUSTIS.
 - 5. The MCPO documents and maintains a file with the date and manner of call off.



IV. Officers Requesting Continuances

A. When an officer is unable to honor a subpoena, the officer shall:

1. Send an e-mail message to the appropriate MCPO court administrator (as listed below in E-Mail Account List Box below) as soon as possible, preferably at least ten (10) business days prior to the court appearance, giving the reason the officer is not able to attend court.
 - a. Ten days is not sufficient notice to request a continuance for some courts and is no guarantee that the request will be granted. In some cases, such as when defendants are in custody and have asked for a speedy trial, the MCPO may ask for an earlier trial date rather than a continuance.
 - b. Officers shall provide detailed information regarding the reason for the schedule conflict. Officers who will be out of state or on vacation shall indicate the entire time frame they will be gone. Should the schedule conflict involve training, officers shall include the nature of the training and any available alternate dates.

Court Administrator E-Mail Accounts

S0001 Criminal Division Major Felony Courts: 1-6, 20, 22 & 23

M0001 Misdemeanor and D-Felony Courts: 7-19 (includes Traffic), 21, 24 & 99

J0001 Juvenile Court

2. Officers should print and retain a copy of their request.
3. Officers should carbon-copy (cc:) the Court Coordinator at "**IMPD Court Coordinator**" only for statistical purposes. It is the officer's responsibility to ensure the administrators within the Marion County Prosecutor's Office have been properly notified of the officer's reason for court conflict. Officers shall be aware of the following contact procedure:
4. When an officer attempts to correspond by e-mail with a MCPO court administrator and receives an "Out of Office" notification, it is the officer's responsibility to make contact with an alternate MCPO court administrator or other employee to ensure the message is passed on to the proper personnel. This is especially important if immediate attention to the matter is required.
5. If an officer is sick or injured, and less than ten (10) days notice is given, the same procedure must be adhered to by one of the following methods:
 - a. The officer may notify the appropriate Marion County Prosecutor's Office court administrator (above) directly by e-mail message using either a personal e-mail account through their personal internet service provider, in which case the full e-mail address of the addressee (i.e., S0001_Prosecutor@indy.gov) is required, or by using the internet to access the enterprise's Outlook Web Access <https://mymail.indy.gov>; or
 - b. The officer may notify their immediate supervisor or the Court Coordinator who will make the proper e-mail notification to the MCPO court administrator for the officer.



B. When unable to make a court appearance, the officer notifying the Marion County Prosecutor's Office court administrator must provide the following information in the e-mail message, the required form of communication:

1. Name and identification number of the officer;
2. IMPD Case number or UTT number;
3. Cause number or JUSTIS case ID number (preferred);
4. Defendant's name;
5. Court number;
6. Session scheduled;
7. Court date; and
8. Reason for court conflict.

NOTE

For documentation purposes, officers shall "Blind Copy" themselves, and then print a hard copy of the e-mail for future reference.

C. If an officer is unable to appear for a deposition, conference, or other court-related matter, it is the officer's responsibility to notify the issuing official and deputy prosecutor. Any questions regarding an appearance other than by subpoena should be directed to the assigned deputy prosecutor, rather than the court coordinator.

D. The **Officer Witness Deletion Request Form** is used to request that non-critical officer/witnesses be deleted from active case witness lists. The form is available on the shared drive of the LAN system at <S:\Common\IPD Forms\Misc. IMPD>. Completed forms should be submitted to the Court Coordinator's office at least ten (10) business days before the court appearance.

NOTE

Officers are reminded that a request to delete an officer from the witness list is not a guarantee for the MCPO to delete the officer from the list. The assigned deputy prosecutor will contact the requesting officer by e-mail or pager to inform the officer of the decision. ***The Court Coordinator does not have the authority to have a witness deleted or continue a case.***

V. Testifying for the Defense

- A. Officers testifying independently, on behalf of a criminal defendant as a witness, expert or otherwise, are not authorized to wear the department uniform while testifying.
- B. Officers are authorized to wear the department uniform in response to a subpoena when their testimony is in connection with a matter arising out of the officer's course and scope of official duties. However, officers are not authorized to wear the department uniform when their testimony involves employment for, or provides benefits to a private individual or business.

Example: An officer who receives a subpoena to a board hearing at the Alcoholic Beverage Commission (ABC) is authorized to wear the uniform in a case where the officer is representing the City of Indianapolis in its attempt to have a license revoked. An officer is not authorized to wear the uniform when giving testimony on behalf of a private individual or business that is attempting to have an ABC license renewed.



C. In cases where a subpoena is issued, an officer shall forward an inter-department memorandum with a copy of the subpoena attached explaining the anticipated nature of the testimony, via chain of command to his/her commander in the following circumstances:

1. When the officer is subpoenaed by the defense in a criminal trial or proceeding;
2. When the officer will be providing testimony or information for the plaintiff in a civil proceeding against any city, any county or their officers and employees; or
3. When the officer is testifying on an issue that might be adverse to the city/county's best interests and the officer represents himself as an Indianapolis Metropolitan Police Officer.

VI. Court Attire and Appearance

- A. All officers appearing in court or other court-related proceeding are required to adhere to all personal appearance and grooming requirements listed in General Order 3.10 – *Uniform and Equipment Requirements*.
- B. Exclusions may apply based on the officer's assignment (i.e., undercover narcotics investigators), as specifically approved by the officer's commander.

VII. Punctuality

- A. Officers shall appear in court no later than the indicated court time, unless prior arrangements are made with the court.
- B. If an officer is delayed in appearing for a scheduled court session due to official police business or personal emergency, the officer is responsible for notifying the Court Coordinator of the reason for the delay and the officer's estimated time of arrival. The officer should also attempt to contact the court.

VIII. Overtime Slips

- A. Overtime slips shall be time-stamped, except for times when a time stamp machine is unavailable. In those instances, the officer must have a court administrator write in the time-in and time-out then sign the overtime slip.
- B. Overtime slips shall not be signed by Marion County Prosecutor's Office employees in court if the case for which the officer was subpoenaed is not on the court's slate, unless the MCPO employee has personal knowledge that the officer was not called off. Officers may be paid for these appearances only if proper documentation is provided to the department proving they were not properly called off.
- C. Officers who have appeared on cases not listed on the court slate may appeal for overtime payment directly to the Court Coordinator. If the Court Coordinator determines overtime should be approved, the Marion County Prosecutor's Office shall be contacted to request a deputy prosecuting attorney's signature on the overtime slip.
- D. Officers shall conduct themselves in a professional manner regarding overtime slips. Officers shall not question an MCPO employee who refuses to sign an overtime slip. All questions regarding overtime will be directed to the Court Coordinator's office.

IX. Related Information

For further information regarding overtime, court time, clocking in and out, and filling out court time and overtime slips, officers should refer to General Order 3.23 – *Leave, Overtime and Attendance*.



Indianapolis Metropolitan Police Department

GENERAL ORDER

1.6

WARRANT AND FORCED ENTRY PROCEDURES

POLICY

The Constitution of the United States protects citizens against all unreasonable searches, seizures, and intrusions into their homes and property. This freedom must be zealously safeguarded by all members of the Indianapolis Metropolitan Police Department (IMPD).

There are times, however, when an officer has reason to believe immediate entry to a non-public area is necessary to protect the health, safety, or well-being of a person, to serve a warrant, or to continue a pursuit. Any decision to forcibly enter a dwelling or other non-public place must be based upon the information available to the officer on the scene and at the time of the incident and must comply with all laws.

DEFINITIONS

Exigent Circumstances: Factual situations in which the officer forcing entry to a dwelling has probable cause to believe immediate entry is necessary to:

- A. Prevent injury to a person in the dwelling or address an ongoing medical emergency;
- B. Prevent destruction of material evidence involving a felony (e.g., flushing narcotics down a toilet);
- C. Prevent the escape of a felon; or
- D. Complete an arrest (e.g., fresh or hot pursuit), or in situations when the pursuit is immediate and entry is part of an uninterrupted process of pursuit. **Officers require a minimum of the following to support a warrantless forced entry while in hot pursuit:**
 - 1. Probable cause to believe the person pursued has committed a felony; and
 - 2. Some visible or audible command or signal that could reasonably be expected to be understood.

Forced Entry: Entry into an area not publicly accessible against the will of an individual who has authority over the area. Forced entry can be made without physical damage or force (e.g., resident standing in the doorway stating "you cannot enter" and, in turn, you walk around this individual without permission or use of any physical force).

Knock and Announce: A law enforcement officer's actions of clearly knocking on a door of the dwelling named or listed on the warrant and announcing his/her authority and purpose loudly enough that the occupants can reasonably hear and understand. The officer must give inhabitants a reasonable opportunity to respond before forcing entry into a private dwelling.



PROCEDURE

I. Warrants

- A. Only sworn police officers may execute a criminal warrant.
- B. No civilian, bondsman, rider, etc. will be allowed to assist in the search for, or physically assist in the arrest of, a wanted individual by IMPD personnel.

NOTE

Nothing in this section shall preclude a non-sworn officer or civilian, in cases of emergency, from aiding a police officer in need.

- C. Whenever a bondsman contacts Communications to request IMPD assistance with serving a warrant, Communications will dispatch an officer(s) to the scene. Upon arrival, the officer(s) will determine if the bondsman has an active warrant for the person named, and whether the address on the warrant matches the address the bondsman has identified.
- D. The bondsman will not assist the officer(s) in the apprehension of the wanted person. The bondsman will wait for the officer(s) at a nearby location, and will be advised by the officer(s) of the results of the warrant service. Any arrests, paperwork, and prisoner transportation generated by the warrant service will be the responsibility of the IMPD.
- E. Sworn officers may execute verified and valid criminal warrants outside of Marion County with a supervisor's approval.
 - 1. Officers will, if practical, notify the agency of primary jurisdiction when serving or attempting to serve legal processes outside of Marion County.
 - 2. It is recommended that an officer serving a warrant outside of Marion County always have an officer of the proper jurisdiction present, if practical.

II. Forced Entry Without a Warrant

- A. If forced entry is necessary, and time and circumstances permit, a supervisor must be requested. If possible, officers must wait for the arrival of the supervisor before attempting the forced entry. **However, nothing in this general order prohibits officers from making forced entry without a supervisor present, if exigent circumstances exist.**
- B. Warrantless forced entries to a location not publicly accessible are presumed invalid until proven valid by evidence of an exigent circumstance. Therefore, forced entry may only be made under the following limited circumstances:
 - 1. When an officer has probable cause to believe a person has committed or attempted to commit, or is committing or attempting to commit a felony, and an exigent circumstance exists at the time of forced entry; or
 - 2. When an officer has probable cause to believe a person in the residence is in immediate need of medical care.
- C. Absent the above circumstances, officers must secure the location and obtain warrants prior to making forced entry.



- D. After the exigency is mitigated, the scene must be secured for the supervisor to complete the investigation.

NOTE

A search warrant is not necessary if consent to enter an area not publicly accessible is granted by an authorized agent, unless another person with authority over the premises objects. Officers must, when conditions permit, have a valid Consent to Search Form signed by the authorized agent of the property to assist in establishing that the search was voluntary.

III. Forced Entry With a Warrant

- A. When possible, officers should have a warrant in their possession prior to forcing entry.
- B. Before serving any arrest warrant not freshly obtained, officers must check with Communications to verify the warrant is still valid.
- C. Officers must have a valid arrest warrant containing the name and address of the suspect before attempting forced entry of the suspect's residence.
- D. Officers must have a valid search warrant for any location not publicly accessible other than the wanted person's place of residence before any forced entry.
- E. A search warrant must also be obtained prior to searching for any object not in a publicly accessible location.
- F. Officers must knock and announce their presence by statute unless stipulated otherwise in the search warrant.
- G. In serving any arrest or search warrant, officers may break open any outer or inner door or window in order to execute the warrant if they are not admitted after complying with the knock and announce policy.

IV. Identification Procedure

- A. If officers locate an individual they have probable cause to believe is the person named in an arrest warrant, but the suspect gives another identity, the officer(s) may:
 - 1. Detain the individual for a reasonable period of time to determine his/her identity.
 - 2. Transport the individual directly to the Identification and Records Branch, in custody (i.e., handcuffed), to have a fingerprint comparison completed. While in Police Headquarters, detained individuals must be escorted at all times.
 - 3. If the individual is not the person named in the arrest warrant and no other custodial arrest is applicable, officers must immediately transport the individual back to the location from which they were originally located, or a location that is deemed reasonable by the detaining officer or supervisor, to release the individual. The use of handcuffs is the option of the detaining officer on the return trip.
 - 4. An appropriate incident report must be completed as detailed in Reporting Procedures below.



- B. Officers may use a portable fingerprint reader to conduct an on-scene fingerprint comparison when the officer has reasonable, articulable suspicion that the person has committed a crime or has an outstanding warrant.

V. Reporting Procedures

- A. IMPD is only responsible for the investigation and reporting of forced entry when:
 - 1. Completed by members of the department; or
 - 2. Death, possible death, criminal, or possible criminal circumstances are discovered upon forced entry by another agency.
- B. The primary officer must prepare an incident report detailing the circumstances of the forced entry, including:
 - 1. Name, address, and telephone number of person assuming responsibility for the property;
 - 2. How and where entry and/or damage was made;
 - 3. Why entry was made; and
 - 4. How the property was secured.
- C. If no damage or injury is incurred during the forced entry, only an incident report must be prepared as described above. Any additional investigation of the incident will be at the discretion of the supervisor on the scene.
- D. If injury to a person or damage to property results from the forced entry the primary officer must also complete a Blue Team entry detailing the above circumstances. The Blue Team entry must be completed within seventy-two (72) hours.
 - 1. The supervisor on the scene shall review and forward the primary officer's Blue Team entry through the chain-of-command.
 - 2. IMPD is not always liable for damage caused by forced entry incidents; therefore, no officer should advise any citizen that IMPD will repair or reimburse for damage done as a result of forced entry.
 - 3. IMPD does not arrange for or make repairs.
- E. Officers must make every reasonable effort to locate someone (e.g., owner, neighbor, friend, relative, etc.) to take responsibility for the property and list this individual in the incident report. If no one to take control of the property can be located, officers must secure the structure to the best of their ability.
- F. Forced entry must be made with a minimum amount of damage. Officers must consider all means of safely gaining entry, depending upon time available, etc.
- G. Photographs must be taken of the point of entry, other areas of the dwelling entered while inside, and any subsequent damages.



- H. If a person is transported to the Identification and Records Branch to compare fingerprints and it is determined the person is not wanted, officers shall prepare an incident report. The report shall use the offense code "All other non-criminal incidents," list the person under Other Incident Name section, and select the appropriate role (e.g., driver, passenger, other contact person). The report shall include the following:
1. Brief explanation of the officer's probable cause as to why this person was believed to be the individual named on the arrest warrant;
 2. The Identification and Records employee comparing the prints;
 3. The amount of time the individual was detained; and
 4. The location the individual was released.



Indianapolis Metropolitan Police Department

GENERAL ORDER

CRITICAL INCIDENT RESPONSE TEAM (CIRT)

1.7

POLICY

The purpose of the Critical Incident Response Team (CIRT) is to ensure the prompt, professional, thorough, and consistent investigation of all critical incidents. This team is responsible for investigating the following critical incidents:

- Deadly force and/or attempt deadly force when used by or against an employee/member of IMPD;
- Deadly force and/or attempt deadly force when used by a suspect against any public safety employee (i.e., police officer, firefighter, civilian IMPD employee, etc.) who is engaged in performing their official duties;
- Serious bodily injury or death occurring to a person in the custody of IMPD; or
- Any other incident assigned by the chief of police, assistant chief of police, deputy chief, or designee (i.e., any police action resulting in serious bodily injury).

DEFINITIONS

Deadly Force (IC 35-41-1-7) – Force that creates a substantial risk of serious bodily injury.

Serious Bodily Injury (IC 35-41-1) – Bodily injury that creates a substantial risk of death or that causes: (1) serious permanent disfigurement; (2) unconsciousness; (3) extreme pain; (4) permanent or protracted loss of impairment of the function of a bodily member or organ; or (5) loss of a fetus.

Public Safety Statement – Statement made by an officer substantially involved in an officer-involved shooting (OIS) to a supervisor, immediately following an OIS incident, for public safety purposes. Refer to IMPD General Order 1.31 – *Officer Involved Shootings* for additional information.

PROCEDURE

I. CIRT Sections and Responsibility

A. Investigative Section

This section will be directed by the commander of the Homicide and Robbery Branch, who will appoint one team leader, one lead investigator, and necessary support criminal investigators.

1. This section will have the responsibility for the entire investigation of a critical incident.
2. During an investigation, additional personnel from IMPD or other agencies, such as the coroner's office, prosecutor's office, city legal, etc., may be requested to assist.

**B. Review Section**

1. This section should be directed by the chief of police, assistant chief of police, or designee.
2. This section should consist of the assistant chief of police, deputy chief of the Criminal Investigations Division, the commander of the involved district, the CIRT team leader, the public information officer, and the IMPD legal advisor.
3. This section will conduct an administrative review and coordinate the department's public and community relations efforts in each incident.
4. Additional personnel from IMPD or other agencies may be requested to assist as needed.

II. On-Scene Responsibility

Officers and supervisors are directed to refer to General Order 6.31 – *SWAT Operational Policy*, General Order 6.32 – *Barricaded Situations* and General Order 6.33 – *Hostage Situations*, for specific on-scene responsibilities under those conditions.

- A. When an officer arrives on scene and concludes CIRT may be required in situations other than those as described in SWAT General Orders 6.31, 6.32 and 6.33, the officer will:
 1. Take measures to make the scene safe and provide medical assistance for the injured;
 2. Isolate the scene, establish an inner and outer perimeter with a single control point and preserve evidence;
 3. Establish Incident Command (see General Order 1.9);
 4. Request a supervisor;
 5. Detain and separate any persons with knowledge of the incident; and
 6. Request any additional personnel needed to accomplish necessary tasks.
- B. The first supervisor to arrive on the scene will assess the situation and confirm that CIRT is required. In situations other than those as described in General Orders 6.31, 6.32 and 6.33 the supervisor will:
 1. Assume incident command and obtain a public safety statement from the involved officer(s) for public safety purposes, to include necessary information to secure the scene and pursue a suspect(s);
 - a. Information obtained from the public safety statement will be in accordance with department policy. (Refer to IMPD General Order 1.31 – *Officer-Involved Shootings*, for additional information.)
 - b. Provide Communications with updated suspect and other associated information (including command post and staging locations).
 2. Reevaluate the control points of the inner and outer perimeter and reconfigure as required for scene security and to contain and limit any suspect(s) movement and opportunity to escape as required;



3. Request CIRT (by telephone or MDT/MDC, if possible);
4. Immediately designate a critical incident recorder to staff the inner perimeter control point. In addition to limiting access to authorized personnel, the critical incident recorder must begin a written log of all persons entering and leaving the inner perimeter and their purpose (e.g., EMTs, firefighters, etc.) A copy of the completed log shall be given to the CIRT team leader at the conclusion of the incident once the critical incident recorder has been released from his/her responsibility by the CIRT team leader;
5. Request additional personnel as needed and assign specific duties;
6. Allow no unauthorized personnel to enter the crime scene;

NOTE

The term "unauthorized personnel" is defined as anyone, regardless of rank or position, who is not involved with processing the crime scene.

7. Supervise the location and separation of any witnesses, both police and civilian;
 8. Ensure civilian and police witnesses talk only with homicide or CIRT personnel about the incident; and
 9. Brief Homicide investigators as to the status of the investigation.
- C. The Communications supervisor will:
1. Immediately designate an "Incident Tactical Channel" and ensure all involved persons are advised of the correct channel;
 2. Dispatch all necessary personnel and provide assistance as directed by on-scene officers, on-duty field supervisors, as well as other personnel. This may include, but is not limited to:
 - a. EMS/Fire department;
 - b. Backup/Assisting units;
 - c. Critical Incident Response Team/Homicide section commander or designee;
 - d. Professional Standards Division/Internal Affairs commander or designee;
 - e. Chief of Police and executive staff;
 - f. Specialty units as directed by the supervisor, including, but not limited to, Police Officer Support Team (POST), public information officer (PIO), police chaplain, legal advisor, FOP on-call attorney;
 - g. Crime Lab technician with video.

NOTE

Any request for information on the incident, other than from the above listed personnel, will be directed to the command area at the incident scene.



D. On-Scene Investigation Responsibilities

1. The first Homicide investigator to arrive will:
 - a. Ensure that an outer and inner perimeter has been established;
 - b. Check the status of all witnesses and victims and take appropriate action; and
 - c. Upon arrival of the assigned CIRT team leader and members, provide a briefing.
2. The CIRT team leader will:
 - a. Supervise and direct the investigation, and assign specific tasks to all persons involved;
 - b. Establish and maintain contact with the CIRT/Homicide section commander or designee; the public information officer, and the outer perimeter supervisor;
 - c. Request additional personnel and equipment as needed;
 - d. Establish the basic facts of the case; and
 - e. When possible, provide the public information officer with a brief statement of facts for release to the media.

E. Related Investigation Responsibilities

The Homicide section commander or designee shall retain the primary criminal investigative role in all CIRT activations as explained herein. In addition to this responsibility, he/she will coordinate the CIRT investigative responsibilities with other agencies, departments and investigative personnel assigned to the incident. This may include, but is not limited to, the prosecutor's office, coroner's office, city legal, Special Investigations unit and Internal Affairs section.



Indianapolis Metropolitan Police Department

GENERAL ORDER

1.8

AUTHORIZED WEAPONS, STORAGE, AND CARE

POLICY

Officers are authorized to carry only those firearms and ammunition types specifically designated by the Firearms Training Section and approved by the Chief of Police or designee. This includes on-duty, off-duty and backup firearms for use in an official law enforcement capacity. Proficiency in the use of firearms is a basic job requirement and all officers of the Indianapolis Metropolitan Police Department (IMPD) must meet minimum standards of qualification and proficiency as established by the Firearms Training Section and approved by the Chief of Police or designee. Only those officers who meet the minimum standards of qualification and proficiency in the use of firearms will be approved to carry such firearms.

Every officer on the IMPD must successfully complete Nexus firearms training and receive training in the "Use of Force" as established by department directives. Use of any non-approved firearm, accessory, or ammunition is prohibited for use in an official law enforcement capacity.

Nothing in this general order precludes an officer from having other firearms or types of ammunition when the officer is in an off-duty capacity and involved in the legal and/or recreational use of such firearms.

Officers may also carry a handgun under the authority of a State of Indiana-issued handgun license. Administrative limits on approved/authorized handguns do not apply under this authority, but officers should carefully consider the personal liability that may attach by the carry or use of an unauthorized firearm.

DEFINITIONS

Authorized Firearm – Any department-owned, issued, or personally-owned handgun, shotgun, or patrol rifle that has been approved by the Firearms Training Section and authorized by the Training Commander, or designee. Each individual firearm is only considered authorized for carry after the officer has met qualification standards and demonstrated proficiency with that firearm, as outlined in this general order.

LESO – Law Enforcement Support Office

Officer – All sworn members of IMPD. This includes full-time merit officers, park rangers, reserve officers, SWAT medics, IFD Arson investigators, and any other full-time officers who have been issued special police powers.

Secured Firearm – Any weapon that is locked in a department-approved lock box, locked rack, locked vehicle trunk, locked interior compartment of a vehicle (e.g., locked console/glove box, etc.), or locked metal container that is secured to the vehicle itself by an approved method.

PROCEDURE

I. Officer Responsibility for Firearms, Control Devices, Electronic Control Devices, and Body Armor

- A. All officers are responsible for the safe and secure retention of all firearms, control devices (CDs), electronic control devices (ECDs), and body armor issued to them by the department, as well as any personally-owned authorized, off-duty or backup firearms, CDs, ECDs, and body armor being carried in an official capacity and/or department vehicle. This requirement applies to all officers, whether on-duty or off-duty.



- B. Officers are responsible for routine cleaning and basic maintenance of all firearms, CDs, ECDs, and body armor used in an official capacity whether on or off-duty regardless if the item is department-issued or personally-owned.

NOTE

The Firearms Training Section may assist officers with the servicing of personally-owned firearms; however, the section is only responsible for providing reasonable service and/or repairs for personally-owned firearms used in the performance of law enforcement duties.

- C. All firearms, CDs, ECDs, and body armor must be stored safely and securely away from all other persons when not in use. Officers are responsible and personally liable for the safe storage and retention regardless of whether at home or away, in a vehicle, or within any public safety office or facility.
- D. Any firearm, CD, ECD, or body armor left in an unattended vehicle must be locked in a department-approved rack, lock-box, trunk, glove box or other locked container. Personally purchased security devices must be approved by the Administrative Deputy Chief or designee.
- E. Officers must remove all firearms, CDs, ECDs and body armor from the passenger compartment of the vehicle in the officer's assigned police vehicle if the officer is to leave a person non-restrained and/or alone in the vehicle.
- F. Officers are prohibited from leaving a handcuffed prisoner alone and unattended in a police vehicle. (Refer to IMPD General Order 8.1 - *Prisoner Handling, Transportation, and Escape* for additional information.)
- G. Whenever a department-owned firearm, CD, ECD, or body armor is lost or stolen, all procedures outlined in *General Order 9.12 – Department Property-Issuance, Control and Loss* must be followed. After completion of the required paperwork, the reporting supervisor shall immediately send e-mail notification to the Firearms Training Section **supervisor** prior to marking 10-42. The following information must be included in the e-mail message: **Weapon type, brand, caliber, model, serial number, and any other distinguishing characteristics**. *Note: This applies to department-owned articles only.* The Firearms Training Section supervisor will be responsible for ensuring the item is entered into NCIC/IDACS, as necessary.
- H. Any officer, detective, or supervisor who violates this policy shall be subject to discipline and may be held accountable for the financial loss of the firearm, CD, ECD, or body armor should it become lost, damaged, or stolen.
- I. The alteration of any department-issued or personally-owned weapon used in an official law enforcement capacity is prohibited. The Firearms Training Section or the weapon manufacturer's personnel are the only authorized parties for repairs/alterations. This includes, but is not limited to, the following:
1. Refinishing;
 2. Stamping or engraving;
 3. Modifying any parts or mechanisms;
 4. Making repairs;
 5. Making any adjustments; and/or
 6. Adding/removing accessories.
- J. A firearm needing repairs or adjustments must be taken to the Firearms Training Section. The weapon must be unloaded and rendered safe prior to being taken into the building. The Firearms Training Section will maintain an armory for the safe and secure storage of all police firearms, including temporarily-issued (loaner) department firearms.



- K. Officers needing immediate repairs after normal business hours must report to the Property Section to obtain a loaner firearm.
1. Property Section personnel will issue a loaner firearm. The Firearms Training Section will be notified the next business day by Property Section personnel so arrangements can be made for pickup and servicing of the firearm.
 2. Officers issued a loaner firearm must report to the Firearms Training Section the next regular business day to exchange the loaner firearm for a replacement duty firearm and complete a duty qualification course with the newly-issued firearm. The loaner firearm will be returned to the secured firearms storage area within the Property Section by Firearms Training Section personnel.
 3. Upon completion of service to the firearm, the Firearms Training Section will return the weapon to the officer and take charge of the loaner firearm.
 4. Loaner firearms must be stored in a properly secured area within the Property Section at all times. This includes anytime the firearm is maintained in storage, awaiting pickup for service by the Firearms Training Section, or returned by an officer after normal business hours.
- L. The use of any department-owned firearm for sport/recreational use, or by anyone other than the assigned officer unless approved by the Firearms Training Section supervisor, is prohibited.

II. Storage of Department Weapons

- A. It is imperative that all department-issued weapons be properly maintained and stored in a secure location at all times. These weapons include, but are not limited to, the following department-owned weapons: Handguns; Shotguns; Patrol Rifles; and ECDs. Officers are strongly encouraged to utilize a safe, lockbox, trigger-lock, or other form of security device in securing department-issued and personally-owned firearms in their residences and/or private vehicles. Proper storage is proven to reduce the number of firearms related accidents in the home and the number of firearm thefts. The Firearms Training Section is available to assist officers in selecting good quality security devices.
- B. Any officer, detective, or supervisor taking control of any department weapon that will **not** be held for evidence (e.g., officer injured in car crash) shall place it in the Property Section for safe-keeping. The Claimant and Status shall be determined by the submitting person. This is only necessary if the weapon cannot be immediately returned to the officer. For additional guidance see General Order 3.32 – *Issued Property Control: Members on Leave*.
- C. If the department weapon is taken into custody and seized as **evidence**, it shall be transported to the Property Section by the investigating officer and submitted as evidence. The investigating officer will be listed as the responsible officer on the Property Form.
- D. At no time shall a department weapon be stored at roll call, an administrative or investigative office, or other location not specifically authorized by department directives.
- E. Whenever an officer is on extended leave (military, illness, pregnancy, etc) or is on vacation, the issued LESO patrol rifle must be returned to the Armory for secure storage. This is a mandatory policy of the LESO program and must be followed.



FIREARMS

III. Authorized Firearms and Ammunition

- A. The Firearms Training Section, with approval from the Chief of Police or designee, will establish the types and specifications for all firearms and ammunition to be carried and used in an official capacity, regardless of whether the officer is on or off-duty.
- B. The *Authorized Firearms, Ammunition and Equipment Addendum* serves as a supplement to this general order and contains information regarding approved firearms, ammunition, and accessories officers are allowed to carry and use. Any firearm not specifically approved as described in this addendum is prohibited from carry or use by officers in an official law enforcement capacity.
- C. Officers are required to have department-approved or department-issued ammunition in any authorized firearm the officer intends to carry, whether on-duty or off-duty. This applies to department-issued and authorized personally-owned firearms. Officers will be provided duty ammunition for issued duty handguns, issued/authorized shotguns, and rifles as authorized by the Firearms Training Section supervisor. Training ammunition will be provided for issued duty handguns, issued/authorized shotguns, and rifles during sanctioned department training and as authorized by the Firearms Training Section supervisor. All issued duty handguns, issued/authorized shotguns and rifles used for official use must be carried loaded with issued duty ammunition only. Officers must supply training ammunition for authorized personally-owned off-duty or back-up handguns that require a caliber other than the issued duty ammunition. Duty ammunition for off-duty weapons will be provided by the agency as available. Ammunition guidelines are described in the addendum to this general order.
 - 1. During regular business hours officers must report to the Firearms Training Section, 5820 North High School Road, to obtain replacement duty ammunition for the issued handgun and issued/authorized shotgun and patrol rifle. Officers will be supplied with reasonable amounts of duty ammunition as specified by the Firearms Training Section.
 - 2. During non-business hours officers must report to the Property Section in Headquarters for replacement duty ammunition. Replacement ammunition will only be issued in the same quantity as used by the officer during an official police action (e.g., destruction of an animal).

IV. On-Duty Firearms

- A. **The department-issued handgun is the only firearm authorized for carry in a duty holster while the officer is wearing the department uniform.** The handgun and all issued magazines must be fully loaded with department-issued duty ammunition and properly holstered, regardless of the officer's assignment.
- B. Officers working in a detective or undercover capacity have the option of carrying a non-issued handgun, as long as the firearm meets the criteria listed in the current *Authorized Firearms, Ammunition and Equipment Addendum* for the department, which is provided as a supplement to this general order.
- C. With the exception of emergency conditions, exigent circumstances, or when officers are working undercover in specific-duty situations, the officer will ensure the handgun is secured in a safe holster at all times. A safe holster is described as a holster that prevents the handgun from easily falling out if the holster is inverted and covers the trigger.
- D. One department-issued or personally-owned shotgun may be carried at the officer's discretion, as long as the shotgun is in the current list of authorized firearms for the department.



- E. One department-issued or personally-owned patrol rifle may be carried at the officer's discretion, as long as the patrol rifle is on the current list of authorized firearms for the department and the officer has successfully completed the approved training course.

NOTE

The only exceptions to these rules must be established by current department directive or be specifically authorized in writing by the Chief of Police or designee.

V. Off-Duty and Backup Firearms and Ammunition

- A. Officers have the option of carrying an authorized, personally-owned handgun as a backup weapon or while in an off-duty capacity.
1. The personally-owned firearm, ammunition and any accessories will only be considered authorized if it meets the criteria listed in the current *Authorized Firearms, Ammunition and Equipment Addendum*, which is provided as a supplement to this general order. Any backup weapon must be carried concealed from public view.
 2. Officers wishing to carry a personally-owned firearm as a backup or off-duty handgun must first submit an inter-department memorandum to the Firearms Training Section supervisor requesting permission to do so. The inter-department memorandum must include the following information:
 - a. Manufacturer;
 - b. Model;
 - c. Caliber or gauge;
 - d. Barrel length;
 - e. Serial number; and
 - f. ATF registration number (*if required*).
 3. Approved requests will be forwarded to the Human Resources office for inclusion in the officer's personnel file. Disapproved requests will be returned to the officer along with a copy to the officer's commander.
 4. Firearms shall be inspected by the Firearms Training Section prior to the officer being permitted to carry the firearm. If the Firearms Training Section finds a firearm to be unsafe or in an unacceptable condition, the officer will be denied permission to continue carrying that firearm until it is repaired to acceptable standards.
 5. The content and standards of training and ammunition for personally-owned firearms will be recommended by the Firearms Training Section and approved by the Chief of Police or designee. All ammunition must be of good quality and manufactured by a company listed on the current *Authorized Firearms, Ammunition and Equipment Addendum*.
- B. An officer carrying a personally-owned firearm for law enforcement duties is responsible for the condition of the firearm. The department assumes no liability for the safety, security, or maintenance beyond standard inspections and/or minor repairs and adjustments of personally-owned firearms. Personally-owned firearms in need of service must be brought to the Armory for inspection. If the repair cannot be completed at the Armory, the Firearms Training Section staff will direct the officer to an appropriate authorized manufacturer's service facility.

NOTE

Regardless of manufacturer, model, or caliber, if a weapon does not function reliably, or if an officer cannot demonstrate proper safe handling and proficiency with the weapon, the weapon will not be authorized for use.



VI. Qualification

- A. Officers are required to qualify with all firearms intended for carry and use in an official law enforcement capacity, whether on or off-duty. This includes department-issued firearms, as well as personally-owned firearms.
 - 1. Officers using authorized personally-owned backup or off-duty handguns to complete department qualifications must provide their own ammunition if the caliber is other than the issued duty ammunition. Officers may not use any reloaded ammunition for training or qualification purposes. All ammunition must be of good quality and manufactured by a company listed in the current *Authorized Firearms, Ammunition and Equipment Addendum*.
 - 2. Only those officers trained and certified in the use of a patrol rifle will be allowed to qualify with this firearm. (See IMPD General Order 1.23 - *Patrol Rifle Procedures*.)
- B. Officers must attend firearms training and qualify as directed by the Chief of Police or designee. Qualification and training dates and times will be determined by the Firearms Training Section. Officers who demonstrate unacceptable weapon skills will be required to attend additional training.
 - 1. Officers must be on full-duty status to attend firearms qualification and training. Officers on limited duty status may attend classroom only training sessions.
 - 2. Officers who are unable to qualify during any of the required qualification periods due to illness, injury, or other leave, must contact their training coordinator and supervisor, who will then arrange for a testing date immediately upon the officer's return to full duty.
 - 3. Notification will be made to the Training Commander and the respective division commander of any officer who fails to attend the required in-service training and qualification. Written documentation will be made for both failure-to-qualify and any missed firearms training.
- C. During qualification and training with issued and personally-owned firearms, the officer must demonstrate not only proficiency with the firearm, but also the ability to safely handle and utilize the firearm in situations that are consistent with law enforcement duties. Each specific type of personally-owned firearm may require a specific level of training, as determined by the Firearms Training Section and approved by the Chief of Police or designee.
- D. Officers attending firearms proficiency training and/or qualifications will be monitored at all times by certified firearms instructors of the Firearms Training Section.

VII. Failure to Qualify

- A. Should an officer fail to qualify with their duty firearm, the Firearms Training Section will retain custody of the firearm(s). Remedial training and testing will be scheduled at the earliest opportunity to avoid an unnecessary delay in returning the officer to full-duty as soon as possible.
- B. Officers failing to qualify with a firearm are prohibited from carrying that firearm until such time as the firearms qualification course is successfully completed. This requirement applies to each firearm the officer is authorized to carry for either on or off-duty use.
 - 1. Officers will only be authorized to utilize or carry weapons with which they have successfully qualified.
 - 2. Other authorized firearms may only be carried once the officer completes training and successfully qualifies with the individual firearm being considered.



- C. The Firearms Training Section will notify the Training Commander and the officer's commander whenever the officer fails to qualify with the department-issued firearm, as well as any off-duty or backup firearm(s) with which the officer has obtained previous permission to carry.
1. Any officer failing to successfully qualify with the department-issued handgun will be placed in assignments not requiring law enforcement responsibilities until remedial training is completed and the officer has successfully qualified with the department-issued handgun.
 2. Any officer failing to qualify with a personally-owned firearm, or a department-issued shotgun or patrol rifle, will not be allowed to carry that firearm until remedial training is completed and the officer successfully completes qualification with that firearm.
- D. Any officer failing to qualify with the department-issued handgun will not be allowed to operate a police vehicle until successfully passing remedial firearms training and re-qualification. If the officer is assigned a police vehicle, the Firearms Training Section will contact an on-duty supervisor from the officer's division, who will arrange for transportation of the officer and the police vehicle.
1. If an on-duty supervisor from the officer's division is not available, the Firearm Training Section will contact the nearest district and request a supervisor for transportation.
 2. If the officer is assigned to a district, the vehicle may be secured at district headquarters or at the Firearms Training Section. Otherwise, the vehicle will be secured at Fleet Services.
- E. If the officer successfully passes remedial training and is able to re-qualify with the department-issued firearm(s), it will be returned to the officer. The Firearms Training Section will notify the officer's division commander, who in turn will release the officer to full-duty.
- F. If the officer is unable to re-qualify with the department-issued handgun, the Firearms Training Section will retain custody of the handgun and make written notification to the officer's division commander through the Training Commander. The Training Commander will then make written notification to the Chief of Police with a recommendation for a termination hearing.

Related Reference

The current *Authorized Firearms, Ammunition and Equipment Addendum* serves as a supplement to General Order 1.8 and may be independently updated as firearms and equipment requirements change. Therefore, the effective date for this list may differ from the effective date of this general order.

NOTE

Department-approved weapons and equipment not addressed in this general order will be covered in written directives for the specific sections and/or units permitted to use them. This includes, but is not limited to, SWAT and ERG weapons and equipment, which will be covered in their respective unit SOPs.

LESS LETHAL WEAPONS

VIII. Review, Inspection, and Approval of Control Devices

- A. Department armorers and/or Use of Force instructors will maintain current records depicting the types and specifications of all less lethal weapons approved for use under their direction and control.
- B. Department armorers and/or Use of Force instructors will maintain current records depicting the types and specifications of all projectiles, canisters and other ordinance used in the approved launchers and/or systems under their direction and control.



- C. Department armorers and/or Use of Force instructors will conduct appropriate inspections of assigned control devices and maintain a consistent department-wide process to remove unsafe equipment under their direction and control.
- D. The Training Division will maintain current records of those officers approved to use those control devices in which they have provided the training, certification, and/or recertification for use. Officers who successfully complete training related to control devices shall forward a copy of the certification to the Training Division.

IX. Certification and Training

- A. Only officers who have completed proper department training shall utilize any authorized control device.
- B. The Training Commander may authorize other impact weapons at his or her discretion. The use of an authorized baton or any other authorized impact weapon shall be governed by current training guidelines and approved tactics.
- C. Only qualified officers who have successfully completed an approved department training course taught by a certified instructor shall be authorized to carry or use a control device. The initial proficiency training and recertification proficiency training shall be monitored by a certified Use of Force instructor who shall ensure the course of instruction includes a review of the required manufacturer's training materials, safety warnings, and updates as well as the laws and safe-handling procedures concerning the use of the control device.
- D. Recertification for all officers who carry the ECD shall occur annually and consist of proficiency training, device retention, changes in department policy, and any required manufacturer's safety warnings and updates.
- E. Training for all other control devices should occur no less than every two years.
- F. Officers failing to demonstrate proficiency with the control device or knowledge of the Use of Force policy will be provided with remedial training. If after two additional attempts an officer is unable to demonstrate proficiency with the control device or knowledge of this agency's Use of Force policy, the officer will no longer be authorized to use the control device and may be subject to discipline.
- G. All training and proficiency for control devices will be documented in an officer's training file.
- H. The IMPD Training Commander, or designee, will maintain a record for documentation purposes of:
 - 1. The lesson plan used for each control device training class with corresponding class roster; and
 - 2. The required training material, safety warnings, and updates for control device manufacturers whose product is being used by IMPD officers.

X. Maintenance

- A. ECDs
 - 1. Only authorized department ECDs and their corresponding support equipment shall be utilized by IMPD officers. This includes, but is not limited to: battery packs, air cartridges and holsters.
 - 2. Prior to an officers shift he/she shall ensure that his/her issued ECD is in proper working condition and conduct a spark test.
 - 3. Officers assigned ECDs shall maintain the weapon and all associated components with care as required by the manufacturer and as instructed through department training and directives.



4. Any damage or malfunction of an ECD or cartridge other than those resulting in discharge/deployment, shall be reported to the officer's immediate supervisor as soon as possible. After notification of the malfunctioning device to the officer's supervisor, the officer shall be responsible for taking the ECD to the armory for repair as soon as possible.
5. The replacement of an expended cartridge is available at the department's Property Section or the armory.
6. The primary responsibility for maintaining and caring for all departmental ECDs shall rest with the department armorer(s) assigned to the Training Branch/Firearms Training Section.
7. The armorer will be responsible for inspecting, repairing, and replacing ECD components as required.
8. The Firearms Training Section Supervisor will be responsible for the safe and proper storage, ordering and maintaining adequate munitions, maintenance supplies and maintaining an inventory and data record for each ECD.
 - a. An officer's ECD will have its data downloaded and maintained as a department record by the Training Branch/Firearms Training Section through a department audit process as follows:
 - b. Data downloading of the ECD will occur during firearms qualifications and training sessions. Armory staff will download the data as part of the regular maintenance cycle of the device.
 - c. Data downloads will also be completed as requested during departmental investigations or when ordered by subpoena.

B. Chemical Spray

Chemical spray canisters involved in any type of malfunction or damage shall be turned in to the Property Section or the Armory for exchange.

C. Chemical Agent Impact Launchers

1. Maintenance, charging, and cleaning of chemical agent impact launcher equipment/systems shall remain the responsibility of the assigned personnel issued the equipment/system.
2. All damaged, inoperative, and/or expended equipment shall be returned to the (ERG) office for repair or replacement.
3. ERG armorers/instructors are authorized to repair and/or replace all department chemical agent impact launcher system components and control the department's inventory.

XI. Equipment Wear and Carry

- A. Uniformed officers working patrol or any uniformed assignment shall carry on their equipment belt one working canister of chemical spray and an ECD, if issued.
- B. Chemical spray and the ECD, if issued, must be carried in an approved holster on the equipment belt by officers of any rank while in uniform in the field. All other officers are required to have it available as part of the standard uniform.
- C. The ECD must be either worn on the officer's support side, or set up for a support hand draw.
- D. Plainclothes and non-field personnel may carry any control device as authorized, consistent with the needs of their assignment or at the direction of their supervisor.



Indianapolis Metropolitan Police Department



UPDATED: APRIL 21, 2015

AUTHORIZED FIREARMS, AMMUNITION AND EQUIPMENT

AUTHORIZED HANDGUNS

The departmental issued hand gun is the Glock Gen 4 model 22 in .40 caliber. The Firearms Training Section strongly recommends officers use the same type of hand gun for both on-duty and off-duty carry and use. Officers have significant training and experience with the duty hand gun and will be able to transfer those skills to a similarly functioning weapon.

All models made by Glock are extremely similar in function, while size varies from model to model. If an officer chooses to carry a different style weapon or manufacturer it is the officer's responsibility to ensure he or she completes sufficient training to ensure proper proficiency and safe handling skills with their weapon of choice.

IMPD officers choosing to carry a backup handgun are required to adhere to the following specifications and restrictions:

- All handguns must first be inspected by the Firearms Training Section.
- Caliber must be a minimum of .380 caliber and no larger than .45 caliber.
- Barrels may not be longer than five (5) inches.
- Single action handguns are prohibited.
- Semi-automatic pistol double action trigger pull weight shall not be lighter than (4) pounds. Semi-automatic single action trigger pull may not be altered from factory standards.
- Double action/single action semi-automatic weapons must be equipped with a manual de-cocking lever.
- Semi-automatic pistols must be equipped with a slide stop or slide lock mechanism.
- Any engraving, re-finishing, stickers, or other personal markings must first be approved by the Firearms Training Section.
- Authorized accessories:
 - Night sights
 - A single weapon mounted light

RECOMMENDED HANDGUN MANUFACTURERS:

• Glock	• Heckler & Koch	• Smith & Wesson
• Beretta	• Kahr	• Springfield Armory
• Colt	• Ruger	• Walther
• Fabrique Nationale	• Sig Sauer	



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If an officer is considering a purchase of a non-Glock firearm, the officer should clarify the weapon's performance history with the Firearms Training Section **PRIOR TO PURCHASE**. The Firearms Training Section will make weapon recommendations to officers based on past performance and experience, mindful that the firearm industry changes daily.

The determining factors as to whether a weapon is ultimately authorized will be the weapon's functionality and the officer's ability to safely handle and demonstrate appropriate proficiency with the weapon. Regardless of manufacturer, model or caliber, if a weapon does not function reliably, or if an officer cannot demonstrate proper safe handling and proficiency with the weapon, the weapon will not be authorized for use.

AUTHORIZED SHOTGUN

The Remington Arms model 870 12-gauge is the authorized model of shotgun. All shotguns must adhere to the following specifications and restrictions:

- All shotguns must first be inspected by the Firearms Training Section.
 - Barrels may not be greater than twenty-two (22) inches.
 - Magazine extensions may not extend past the muzzle more than one (1) inch.
 - The trigger pull weight shall not be lighter than three (3) pounds.
 - Any shotgun with a barrel less than eighteen (18) inches **must** be registered with the NFA Branch of the Bureau of Alcohol, Tobacco, and Firearms. A copy of the paperwork must be presented to the Firearms Training Section.
 - The shotgun must be equipped with a quality sling.
- | | |
|--|---|
| <ul style="list-style-type: none">• <u>Authorized accessories:</u><ul style="list-style-type: none">▪ Single weapon mounted light▪ Side-saddle shell carrier▪ Stock mounted shell carrier | <ul style="list-style-type: none">• <u>Authorized sight options:</u><ul style="list-style-type: none">▪ Front Bead▪ Ghost Ring▪ Rifle-type front/rear▪ Night sights |
|--|---|

AUTHORIZED PATROL RIFLES

IMPD officers authorized to carry a patrol rifle are required to adhere to the following specifications and restrictions:

- All rifles must first be inspected by the Firearms Training Section.
- Barrels shall not be less than ten (10) inches in length and no longer than twenty (20) inches in length.
- All rifles must have approved fixed sights or flip-up type back-up sights.
- Any rifle with a barrel less than sixteen (16) inches in length must be registered with the NFA branch of the Bureau of Alcohol, Tobacco, and Firearms. A copy of the approved paperwork must be presented to the Firearms Training Section.
- Full-automatic patrol rifles are strictly prohibited for use by any non-SWAT officer while acting in a law enforcement capacity.



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- The rifle must be equipped with a quality sling.
- The barrel twist rate shall not exceed a rate of 1/7 to 1/12.
- The trigger pull weight shall not be lighter than four (4) pounds.
- The rifle shall be equipped with a flash suppressor device.
- Bipods are prohibited.

AUTHORIZED PATROL RIFLE ACCESSORIES:

- A quality sling
- A single weapon mounted light
- A stock-mounted or receiver-mounted magazine holder
- Night sights
- An approved red dot or non-magnified optical sight. The optic shall absolute co-witness or lower 1/3 co-witness with the fixed or flip-up type back-up sights.
- Magazine couplers
- Vertical foregrip
- Free-floating handguards

RECOMMENDED MANUFACTURERS:

• Armalite	• Heckler & Koch	• Rock River Arms
• Bushmaster	• JP Enterprises	• Sig Sauer
• Colt	• Larue Tactical	• Smith & Wesson
• Daniel Defense	• Lewis Machine & Tool	• Stag Arms
• DPMS	• Noveske	• Wilson Combat

APPROVED OPTICAL SIGHTS:

• Aimpoint	• Bushnell	• Leupold
• Burris	• Eotech	• Trijicon

Any optical sight made by a manufacturer not shown on the list above must be inspected and approved by the Firearms Training Section prior to installation. It is highly recommended to contact the Firearms Training Section before purchasing any sighting system to verify the intended model is approved.

NOTE

Regardless of manufacturer, model or caliber, if a weapon does not function reliably, or if an officer cannot demonstrate proper safe handling and proficiency with the weapon, the weapon will not be authorized for use.

Officers are encouraged to contact the Firearms Training Section/Armory PRIOR TO PURCHASE of any accessory, sighting system or replacement part. This will avoid an officer purchasing an unauthorized accessory or part. This applies to any type of authorized weapon.



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AUTHORIZED AMMUNITION

Duty and training ammunition for the issued departmental pistol, issued and approved personally owned shotguns and patrol rifles will be issued by the Firearms Training Section.

Officers are authorized to purchase duty and training ammunition for personally-owned authorized off-duty and back-up handguns. The duty ammunition listed below has been tested and approved by the Firearms Training Section:

• .40 S&W	Federal LE40T3 165 gr
• 9 mm	Federal LE9T5 135 gr
• .45 ACP	Federal P45HST1 +P 230 gr
• .38 Special	Speer 53921 Gold Dot 135 gr
• .357 Magnum	Federal C357B 125 gr
• .357 Sig	Federal P357SHST1 125 gr
• .380	Federal P380HSIG 90 gr

Duty ammunition for personally owned and authorized off-duty and back-up handguns will be provided by the Firearms Training Section when available. If ammunition is not available to the department and an officer cannot obtain the approved ammunition listed above, the officer shall use a good quality hollow-point type bullet from any of the below listed manufacturers in their off-duty or back-up weapons for duty and/or off-duty purposes:

• Black Hills	• Remington
• Federal	• Speer
• Hornaday	• Winchester

No reloaded, remanufactured or poor quality ammunition may be used for training or qualification purposes. Poor quality or improperly loaded ammunition can cause serious damage to a weapon and may cause serious injury or death to the shooter.

Inspection Requirements

Officers shall inspect their ammunition, magazines and weapons weekly. If damage, corrosion, unusual wear or other deterioration is observed the affected equipment must be brought to the Armory for inspection, repair or replacement immediately.

Officers should consult **IMPD General Order 1.8 – Authorized Firearms** for additional information regarding training and qualification to carry firearms. Officers are responsible for compliance with all department directives and regulations regarding the carry and use of any department or personally Owned/authorized firearm(s) while serving in any law enforcement capacity.



Indianapolis Metropolitan Police Department

GENERAL ORDER

1.9

INCIDENT COMMAND

POLICY

The Incident Command System (ICS) is a management tool used for the command, control, and coordination of emergency responses of all sizes. ICS allows the Indianapolis Metropolitan Police Department to work on scenes of all complexities, in conjunction with other governmental agencies, both local and Federal, public utilities and private entities. In addition, the ICS will allow for the use of common terminology and operating procedures for the control of personnel, facilities, equipment, and communications. The mandatory use of ICS is outlined in the National Incident Management System (NIMS).

Incident Command is a nationally recognized system which functions as the foundation for emergency planning and response. It may be used during special events requiring extensive deployment of department personnel and equipment or when establishing an on-scene Incident Command Post. It is also used during unplanned incidents, such as natural or man-made disasters, weather emergencies or large-scale civil disturbances.

The policy of the Indianapolis Metropolitan Police Department is to utilize the Incident Command System for command, control and coordination of scenes of various complexities, with the common goal of stabilizing an emergency in an effort to protect life, property and the environment.

DEFINITIONS

Emergency Operations Manual –The department's manual defining the policies, procedures and guidelines for the mobilization of department resources in emergency situations.

Incident Commander (IC) –The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post –The field location at which the primary tactical level, on-scene incident command functions are performed. The Incident Command Post may be collocated with the incident base or other incident facilities.

Incident Command System (ICS) – An organizational plan which allows the department to efficiently and effectively manage an incident, as described in the department's Emergency Operations Manual.

Span of Control – The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Unity of Command –The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.



PROCEDURE

I. Procedural Guidelines

- A. In most cases, the highest-ranking member on the scene of an incident will be the Incident Commander (IC). However, ICS is designed to allow experience and training to be the primary factor for determining the Incident Commander. Accordingly, there may be times when the IC may not be the highest-ranking member.
- B. Establishing Command is the preferred action on scenes:
 - 1. Involving more than one (1) Division, District or Unit;
 - 2. Spanning more than one (1) shift;
 - 3. Involving multiple government agencies;
 - 4. Involving more than four (4) responding public safety units;

Note: For purposes of this directive, units are defined as police, fire, EMS, or any other resource actively involved in the incident.

- 5. During any special event, as directed by the Chief of Police;
 - 6. Any other incident, as directed by a supervisor.
- C. In all cases, the preferred span of control for any one supervisor should be no more than one (1) supervisor to seven (7) subordinates.

II. Initial Response

- A. Officer(s) arriving on the scene of an incident will evaluate existing conditions, advise Communications of the situation via radio channel of the involved district, and immediately request a district supervisor.

Note: Nothing in this directive prohibits the establishment of Incident Command by the first arriving Patrol Officer on the scene of an incident.

- B. Request any additional resources necessary to respond to provide for preservation of life and treatment of serious injuries.
- C. If there is substantial risk of serious injury or death due to existing conditions, evacuate the area and advise Communications and responding officers of all location changes.
- D. Update Communications with the location, providing any pertinent details regarding safest route of entry to the scene (i.e., blocked streets, power wires down, hazardous chemical areas, etc.).

III. Establishing Incident Command

- A. The first arriving supervisor shall determine the need for Incident Command based upon situational awareness known at the time. The first supervisor will formally establish **Incident Command** (if not already done), as outlined in the ***Emergency Operations Manual***, and/or assume the role of **Incident Commander**. Communications shall be advised at the time Incident Command is established.



- B. Contact Communications and request a dedicated radio channel for the incident. Ensure responding personnel have been directed to switch to that channel. On-duty officers should mark out-of-service on their assigned district channel prior to switching to the incident channel.
- C. Provide a title and brief summary of the incident and immediately determine incident objectives.
- D. Request Communications make the appropriate notifications to executive staff and command personnel with specific information regarding the incident.
- E. Request a Public Information Officer (PIO) to be dispatched to the scene, when necessary.
 - 1. The IC must approve the release of all incident-related information.
 - 2. Only one (1) PIO shall be designated for any one particular incident.
 - 3. In a Unified Command incident, assistants to the PIO may be assigned from other agencies or departments involved.
- F. Continually provide updates regarding any changes to the situation. Communications personnel are responsible for notifying and briefing executive staff of the situation until they arrive at the scene.
- G. Establish inner and outer perimeters and relay this information to Communications.
- H. An incident command post shall be established at a safe location. Communications should be advised of the command post location, staging area location (if different), and best route of entry for additional responding personnel.
- I. Contact Communications and request any additional personnel and/or equipment needed both internal and external resources. This may include (but is not limited to) the following:
 - 1. Special Weapons and Tactics (SWAT)
 - 2. Crisis Negotiation Unit (CNU)
 - 3. Mobile Field Force (MFF)/Event Response Group (ERG)
 - 4. Critical Incident Response Team (CIRT)
 - 5. Police Officer Support Team (POST)
 - 6. Fatal Alcohol Crash Team (FACT)
 - 7. Explosives Ordinance Disposal team (EOD / Bomb Squad)
 - 8. Appropriate state or federal authorities, if required (i.e., plane crash, train crash, explosion)
- J. Identify an individual to serve as an Event Recorder. This officer will begin a written log of all on-scene activities, listing date, time, and personnel involved. This written diary of events will be important for future prosecution, debriefing after the incident, and training purposes.



IV. Transferring Incident Command

- A. Command of incidents and involved personnel may change one or more times as the incident progresses in size, complexity, duration, and/or changes in jurisdiction(s). To properly transfer command, the incoming Incident Commander shall ensure the following steps are adhered to:
 - 1. Assess the situation with the outgoing Incident Commander;
 - 2. Receive a briefing from the outgoing Incident Commander and document the transfer of command;
 - 3. Determine appropriate time for transfer of command;
 - 4. Advise Communications of the change in Incident Commander using the primary radio channel established for that incident; and
 - 5. Assign the outgoing Incident Commander to another position in the incident command structure, or relieve them of duty so they can leave the area.
- B. The person assuming incident command shall then review the existing incident objectives and determine if changes to the incident's strategies are needed.

V. Terminating Incident Command

- A. Incident Command should be terminated when the incident has de-escalated to a point where Command is no longer necessary, as determined by the Incident Commander. The Incident Commander shall ensure the following steps are adhered to:
 - 1. Ensure all incident objectives have been accomplished;
 - 2. Ensure all resources have been released from the Incident;
 - 3. Ensure all documentation requirements have been assigned; and
 - 4. Notify Communications that command has been terminated using the primary radio channel established for that incident. Advise all personnel to return to their regularly assigned radio channels if marking back in service.
 - 5. Following a major incident or when otherwise appropriate, arrange for a debriefing of key personnel involved in the incident at a suitable time and location. The officer serving as the event recorder should be included so the activity log will include information discussed during debriefing.

VI. Reporting Procedures

- A. A checkbox has been added to the Tiburon Reporting System to track instances where Incident Command was established. Reporting officers should ensure this checkbox is properly marked when typing reports into the system.
- B. When completing the Supervisor Special Report, the Incident Command box must be checked. A supplemental Incident Command page shall be completed with necessary information from the incident.



Indianapolis Metropolitan Police Department

GENERAL ORDER

1.10

SEARCH AND SEIZURE

POLICY

It shall be the policy of the Indianapolis Metropolitan Police Department (IMPD) to effectively enforce criminal laws while protecting the constitutional rights of all persons. Officers understand the search warrant requirement of the Fourth Amendment is fundamental to protecting individuals' rights; any warrantless search must be justified by one of the recognized exceptions. The purpose of this directive is to provide general guidelines and procedures for officers to follow in conducting searches and seizures that have not been reviewed and authorized by a judicial officer.

DEFINITIONS

Exigent Circumstances – Factual situations in which the officer forcing entry to a dwelling has probable cause to believe immediate entry is necessary to:

- A. Prevent injury to a person in the dwelling;
- B. Prevent destruction of material evidence involving a felony (e.g., flushing narcotics down a toilet);
- C. Prevent the escape of a felon; or
- D. Complete an arrest (e.g., fresh or hot pursuit), or in situations when the pursuit is immediate and entry is part of an uninterrupted process of pursuit. **Officers require a minimum of the following to support a warrantless forced entry while in hot pursuit:**
 - 1. Probable cause to believe the person pursued has committed a felony; and
 - 2. Some visible or audible command or signal that could reasonably be expected to be understood.

Frisk – A limited search of a person's outer clothing aimed at discovering weapons.

Strip Search – Having the arrestee remove or rearrange some or all of his or her clothing to permit a visual inspection of the genitals, buttocks, anus, and female breasts or undergarments of such person.

PROCEDURE

I. Search By Consent

- A. Officers may conduct a search without a warrant if they have proper consent.
 - 1. Consent to search, whether it is made orally or in writing, is valid.
 - 2. Officers must, when conditions permit, have a valid Consent to Search form signed by the person with authority over the property.



3. Consent to enter a premises is not consent to search that premises.

B. Key points for search by consent are:

1. The consent must be **voluntary**;
2. The scope of the search is limited to the exact words or meaning of the consent;
3. The person giving the consent must have authority to do so; and
4. Consent may be withdrawn at any time.

C. When a person in custody is requested by an officer to provide consent, the officer must advise the person of his/her right:

1. To deny consent; and
2. To the presence of counsel.

II. Stop and Frisk

- A. Stop and frisk are two (2) separate actions, each requiring individual justification.
- B. Officers may stop a person, even though there is insufficient cause to arrest, if the officer has knowledge of facts that reasonably lead him/her to believe the person is involved in criminal activity and/or may be armed and dangerous.
- C. A frisk is only justified when the officer can articulate reasonable suspicion to believe the subject is armed and dangerous to himself or others.

III. Searches of Vehicles

A. Automobile Exception

1. An officer can make a warrantless search of a vehicle if:
 - a. The officer has probable cause; and
 - b. The vehicle was moving or about to be moved.
2. A vehicle search founded on probable cause may extend to any part of the vehicle, including closed containers found inside, in which the object of the search can be concealed.

B. Protective Sweep

1. Officers need no level of suspicion to ask the occupant(s) of a vehicle to exit.
2. If an officer has reasonable suspicion to believe an occupant of a vehicle is armed or otherwise dangerous to himself or others, the officer may search the passenger compartment of the vehicle for weapons. The search must be limited to areas where a weapon might be placed or hidden within the driver's and/or passengers' scope of reach.



C. Search Incident to a Lawful Custodial Arrest

Officers may search a vehicle incident to the lawful, custodial arrest of a recent occupant only when it is reasonable to believe:

1. The arrestee might access the vehicle at the time of the search; or
2. The vehicle contains evidence of the arrested offense.

IV. Crime Scene Search

- A. The search of a crime scene where there is no expectation of privacy (e.g. public street, public park, non-fenced open field or place of public resort) can be made without a warrant or consent.
- B. Crime scene searches of private property where there is a reasonable expectation of privacy can be made with consent.
- C. Absent exigent circumstances or consent, a warrant will be required.

NOTE

If there is any question about the need for a warrant or consent to search the scene of a crime, the prosecutor's office should be contacted.

V. Emergencies and Exigent Circumstances

Officers may conduct a forced entry and search in exigent circumstances as defined above. See General Order 1.6 – *Warrant and Forced Entry Procedures* for additional information.

VI. Vehicle Inventories

Any vehicle impounded by IMPD must be inventoried to protect the owner's/occupant's property while it remains in police custody. See General Order 7.3 – *Towing/Impounding Vehicles* for additional information.

VII. Strip and Body Cavity Searches

A. Strip Searches

1. A strip search, if conducted, shall only be completed incident to a lawful, custodial arrest. The authority to conduct this type search is permitted under current federal and state case law.
2. No arrestee shall be strip searched unless there is a reasonable belief that the arrestee is concealing a weapon, a controlled substance, or contraband.
3. All strip searches conducted under this section shall be performed by a person of the same sex as the arrestee and where persons not physically conducting the search cannot observe the search.

B. Body Cavity Searches



1.10

SEARCH AND SEIZURE

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1. No search of any body cavity other than the mouth shall be conducted without a valid search warrant.
 2. No member of IMPD will perform a body cavity search; this type of search will be conducted by appropriate medical personnel and only at a hospital.
- C. Every officer or employee conducting a strip or body cavity search shall prepare an incident report (initial or supplement to the initial report) of the search, to include:
1. Name of person subject to the search;
 2. Name of person conducting the search;
 3. Time, date, and place of search; and
 4. Narrative explaining the reason for the strip search.



Indianapolis Metropolitan Police Department

GENERAL ORDER

1.11

ARREST PROCEDURES

POLICY

It is the policy of the Indianapolis Metropolitan Police Department (IMPD) to arrest, when probable cause and statutory authority exists, those persons who have committed crimes. However, the department gives police officers the authority to use alternatives to custodial arrests in order to more effectively address the variety of problems they may encounter. Officers shall use good judgment and take into account all legal requirements and the degree and severity of the violation committed when determining which alternative to use.

SCOPE

This policy pertains only to the arrest of adult offenders. See General Order 1.17 – *Juvenile Arrest Procedures* for the arrest of juvenile offenders.

DEFINITIONS

Arrest – Per IC 35-33-1-5, the taking of a person into custody, that he/she may be held to answer for a crime.

PROCEDURE

I. Arrest Procedures

Whenever an arrest has been made by an officer, the arresting officer shall, after necessary processing, turn the person arrested over to the custody of the APC (Arrestee Processing Center, 327-7731) who will then assume the obligation, under IC 35-33-7, to present the person arrested to the court having jurisdiction of the offense.

II. Arrest With and Without a Warrant

A. Warrant Arrest

1. Sworn officers of IMPD will execute any verified and valid criminal warrant (i.e. correct address listed on warrant, correct person named on warrant, etc.) which is presented to them or which comes to their attention while they perform their duties.
2. Officers attempting to serve criminal warrants outside of Marion County will make a reasonable attempt to inform the agency with primary jurisdiction of their intent to serve a warrant and will make a reasonable attempt to have an officer of that jurisdiction present, prior to service.
3. If a person with a criminal warrant is believed to be in the residence of a third party, a search warrant must be obtained before entering the residence, unless the resident consents to the officer's entry or exigent circumstances exist.

B. Warrantless Arrest – In accordance with IC 35-33-1-1, a law enforcement officer may arrest a person when the officer has:



1. Probable cause to believe the person has committed, or attempted to commit, a felony;
2. Probable cause to believe the person has committed, or attempted to commit, a misdemeanor in the officer's presence; or
3. Probable cause to believe the person has committed, or attempted to commit:
 - a. Leaving the Scene of an Accident (IC 9-26-1-1.1);
 - b. Operating a Vehicle While Intoxicated (IC 9-30-5);
 - c. Battery Resulting in Bodily Injury (IC 35-42-2-1), or Domestic Battery (IC 35-42-2-1.3);
 - d. Invasion of Privacy (IC 35-46-1-15.1) or Violation of No Contact Order (IC 35-46-1-15.3);
 - e. Undisclosed Transport of a Dangerous Device (IC 35-47-6-1.1);
 - f. Carrying a Handgun Without a License (IC 35-47-2-1) or Counterfeit Handgun License (IC 35-47-2-22);
 - g. A Probation Order violation (IC 35-50-7);
 - h. Interfering with the reporting of a crime involving domestic or family violence (as defined in IC 34-6-2-34.5) (IC 35-45-2-5); or
 - i. Theft (IC 35-43-4-2).

C. Reporting

1. The arresting officer must complete an incident report and detailed probable cause affidavit for every outright warrantless arrest.
2. The arresting officer must complete either a new or supplemental incident report for all warrant arrests. If the warrant can be associated to an existing original incident report, a supplement to that report must be made.
3. Officers shall refer to General Order 4.25 – *Incident Reporting* for additional reporting procedures.

NOTE

The rules of arrest are perpetually under review by the legislature and the courts. It is incumbent upon members of the department to maintain a contemporary understanding of the laws of arrest in order to fulfill the obligations and mission of the department.

- D. For a warrant to be active in IDACS/NCIC, each of eight required identifiers for the wanted subject must be readily available. Accordingly, when a person is arrested each of the following eight identifiers must be included in any probable cause affidavits, Uniform Traffic Tickets (UTT), and Officer's Arrest Reports (OARs):

1. Name;
2. Date of Birth;
3. Race;
4. Sex;



5. Height;
6. Weight;
7. Eye Color; and
8. Hair Color.

III. Officer's Arrest Report

A. The Officer's Arrest Report (OAR) becomes a permanent record and plays a continual role in identifying suspects in future incidents.

1. Officers must completely and accurately complete the form.
2. All information on the form must be written in black ink and be legibly printed.

NOTE

The APC and the Detention Ward at Eskenazi Hospital will only accept prisoners with a completed Officer's Arrest Report/Book-In Slip.

B. When making an arrest, the arresting officer must complete the OAR in the following manner:

1. Prisoner Information

- a. Booking Type – Check correct box or boxes;
- b. Prisoner Name – Complete last, first, middle name and generation (e.g., Jr. or II);
- c. Other Names – Include any alias subject is known to use;
- d. Race, sex, age, DOB (numerical sequence, e.g., 05/17/47), and SSN;
- e. Address (number, direction, street, and suffix), city, state, zip; and
- f. Cash on hand.

2. Arrest Information

- a. Arrest location (number, direction, street, and suffix), city, state, zip code;
- b. Offense location (number, direction, street, and suffix), city, state, zip code;
- c. Arrest date and time (military time);
- d. Offense date;
- e. Arresting officer; and
- f. Transporting officer.

3. Offense Section

- a. The officer must write in the appropriate offense and corresponding IC code on the front of the OAR.



- b. Any UTT (Uniform Traffic Ticket) issued to a subject arrested on outright charges must be completed in accordance with General Order 7.5 – *UTT and Warning Ticket Procedures*.
- c. If the arrest is the result of an outstanding warrant, the following information must be written on the OAR:
 - i. The cause number;
 - ii. Bond Amount;
 - iii. Court Number; and
 - iv. State/County issuing the warrant.
- d. A separate OAR is needed for each warrant served.
- e. Officers who wish to add or change charges may do so depending on the stage of processing of the prisoner, but this can only be done in person. No phone calls will be accepted to make changes.

NOTE

When a warrant arrest is made, the officer should write “warrant” in the Offense Box followed by the charge on the warrant.

IV. Alternatives to Arrest

- A. Officers shall exercise good judgment and take into account the degree and severity of the violation committed when determining whether an alternative to a custodial arrest is appropriate. Such considerations may include, but shall not be limited to, the following:
 - 1. The risk that the suspect will commit another crime;
 - 2. Prior criminal record;
 - 3. The risk that the suspect is a danger to him/herself or others;
 - 4. Applicable laws and court decisions; and
 - 5. Goals and objectives of the department.
- B. Alternatives may include, but may not be limited to, the following:
 - 1. Tickets or UTTs;
 - 2. Summons arrests;
 - 3. Warnings; and
 - 4. Referrals.
- C. In accordance with the guidance of General Order 1.12 – *Use of Discretion*, officers should consider the following factors when determining whether an immediate custodial arrest of a hospitalized offender is prudent:



1. Anticipated length of hospital stay;
2. Nature of the crime;
3. Severity of the crime; and
4. Likelihood of the offender committing another crime.

V. Eskenazi Hospital

- A. Sick, injured, or disabled prisoners must be handled in accordance with General Order 8.1 – *Prisoner Handling, Transportation, and Escape*.
- B. The arresting officer must complete and deliver the OAR to the deputy at the Marion County Sheriff's Office Detention Ward at Eskenazi Hospital.



Indianapolis Metropolitan Police Department

GENERAL ORDER

1.12

USE OF DISCRETION

POLICY

Exercise of police discretion should be the product of sound law enforcement policies, training, and supervision. No single written directive could possibly cover all circumstances involving officer discretion. The use of police discretion involves the power to exercise judgment in the selection of a proper course of action consistent with department goals and objectives. This general order should be used only as a guide for determining the proper course of action.

PROCEDURE

I. Discretion

- A. Although every officer must enforce the law, an arrest may not be appropriate in all circumstances.
- B. Unless department directives, state statutes, case law, or orders of a supervisor require an arrest or other action, the officer's discretion to choose an appropriate course of action is explicitly recognized.
- C. Officers are accountable for their discretionary exercise of authority. In order to guard against abuse of discretion, the following guidelines apply:
 1. In dealing with situations that appear to be disorderly or irregular, rather than dishonest or violent, an officer may decide to advise, warn, cite, or defuse the situation in a manner other than an arrest.
 2. Generally, more latitude is allowed with infractions and misdemeanors as opposed to felonies, provided the offense poses no immediate threat to public safety.
 3. Although violations of the law may occur in some circumstances, proper discretion may be used if law enforcement objectives can be served by an action other than arrest.

II. Special Considerations – Hospitalized Offenders

In accordance with the significant amount of discretion afforded officers in the determination of whether or not to arrest an offender for a particular crime, the Indiana General Assembly has enacted Indiana Code § 34-13-3-3 *Immunity of governmental entity or employee*. The statute includes a section (sec. 8) which grants immunity from liability for police officers for failure to enforce a law.

Furthermore, the cost of medical care and hospitalization for an arrestee must be borne by Marion County taxpayers, regardless of the cause of the injury or reason for incarceration. Accordingly, the following additional guidelines should be considered when determining whether an immediate custodial arrest of a hospitalized offender is prudent.



A. Anticipated length of hospital stay

Officers should always consider the anticipated length of hospitalization, based on the opinion of a doctor or other qualified hospital professional, when deciding whether to arrest an offender. Extended hospitalization both drastically reduces the possibility of the offender committing another crime and creates a significant financial burden for taxpayers.

B. In addition to considering the anticipated length of hospital stay, officers should consider the factors below regarding the particular type of arrest.

1. Warrant arrests – In considering whether to arrest a person who is in need of hospitalization and medical care, and who has an outstanding warrant, officers should consider:
 - a. The severity of the crime (i.e., misdemeanor or felony);
 - b. The nature of the crime (i.e., property crime or crime of violence); and
 - c. The date of the warrant, which could be an indication of the likelihood of the offender committing another crime.
2. Outright arrests – In considering whether to conduct an outright, custodial arrest of a person who is in need of hospitalization and medical care, officers should consider:
 - a. Severity of the underlying crime (i.e., misdemeanor or felony);
 - b. Nature of the crime (i.e., property crime or crime of violence); and
 - c. Likelihood of the offender committing another crime, retaliatory or otherwise.

C. Offenders whose injuries were sustained in the course of resisting law enforcement should be placed under immediate custodial arrest.

D. Officers are encouraged to discuss the above guidelines with a supervisor when deciding whether or not to arrest an offender who requires extended hospitalization and medical care.



Indianapolis Metropolitan Police Department

Foreign Nationals & Diplomatic Immunity

General Order 1.13

POLICY

The Indianapolis Metropolitan Police Department will follow all guidelines set by the United States Department of State regarding the arrest or detention of foreign nationals and those persons with diplomatic immunity.

DEFINITION

Consular: A consular is a citizen of a foreign country employed by a foreign government and authorized to provide assistance on that governments behalf.

Foreign National: Any person whom is not a legal citizen of the United States of America.

PROCEDURE

I. Foreign Nationals/Consular Notification – *Generally*

A. The Vienna Convention on Consular Relations (VCCR) is an international treaty that sets out procedures to be followed when a foreign citizen is arrested or detained. Because the United States is a signatory to the VCCR, we must follow it.

1. The VCCR requires that when a foreign national is arrested or detained, they must be advised of their right to have their consular notified.
 - a. Depending on the country of citizenship, it may be mandatory to notify the consulate.
2. When foreign nationals are arrested or detained for an amount of time longer than necessary for a traffic stop, they must be advised of their right to have their consular officials notified.
3. If foreign nationals are being read their Miranda Warnings, they must also be notified of their right to contact their consulate at that time.
4. In some cases, the nearest consular official must be notified of the arrest or detention of a foreign national, regardless of the national's wishes.
5. When a government official becomes aware of the death of a foreign national, consular officials must be notified.
6. When a guardianship or trusteeship is being considered with respect to a foreign national who is a minor or incompetent, consular officials must be notified.
7. When a foreign ship or aircraft wrecks or crashes, consular officials must be notified.



NOTE: These are mutual obligations that also pertain to American citizens abroad. In general, you should treat a foreign national as you would want an American citizen to be treated in a similar situation in a foreign country. This means prompt, courteous notifications to the foreign national of the possibility of consular assistance, and prompt, courteous notification to the foreign national's nearest consular officials so that they can provide whatever consular services they deem appropriate.

II. Foreign Nationals – Arrested and/or Detained

- A. Determine the foreign national's country. In the absence of other information, assume this is the country on whose passport or other travel document the foreign national travels.
- B. If the foreign national's country **is not** on the mandatory notification list, provide the following: (for list, see Section V):
 1. Offer, without delay, to notify the foreign national's consular officials of the arrest or detention.
 2. If the foreign national asks that consular notification be given, notify the nearest consular officials of the foreign national's country without delay.
 3. If foreign national's country **is** on the list of mandatory notification countries (for list, see Section V.):
 - a. Notify that country's nearest consular officials, without delay, of the arrest or detention.
 - b. Tell the foreign national that you are making this notification.
 4. Keep a written record of the provisions of notification and actions taken.

III. Suggested Statements to Arrested or Detained Foreign Nationals

- A. **When consular notification is at the foreign national's option:** "As a non-U.S. citizen who is being arrested or detained, you are entitled to have us notify your country's consular representatives here in the United States. A consular official from your country may be able to help you obtain legal counsel, and may contact your family and visit you in detention, among other things. If you want us to notify your country's consular officials, you can request this notification now, or at any time in the future. After your consular officials are notified, they may call or visit you. Do you want us to notify your country's consular officials?"
- B. **When consular notification is mandatory:** "Because of your nationality, we are to notify your country's consular representatives here in the United States that you have been arrested or detained. After your consular officials are notified, they may call or visit you. You are not required to accept their assistance, but they may be able to help you obtain legal counsel and may contact your family and visit you in detention, among other things. We will be notifying your country's consular as soon as possible."

IV. Diplomatic Immunity

- A. When an officer is called to the scene of a criminal incident involving a person who claims diplomatic or consular immunity, they should first verify the status of the suspect.



1. Should the person be unable to produce satisfactory identification and the situation is one that would normally warrant an arrest or detention, the officer should inform the individual that he or she will be detained until his or her identity can be confirmed.
- B. In all cases, including those in which the suspect provides a State Department issued identification card, the law enforcement officer should verify the status with the U.S. Department of State, or in the case of the United Nations community, with the U.S. Mission to the United Nations.
 1. Once the status is verified, the officer should prepare a case report, fully describing the details of the incident.

NOTE: If the suspect has immunity, he or she may not be handcuffed, except when that individual poses an immediate threat to the officers safety, and may not be arrested or detained.

- C. Once all pertinent information is obtained, the suspect must be released.
- D. Stopping a mission member, foreign diplomat, or consular official (or dependents) and issuing a traffic citation for a moving violation does not constitute arrest or detention and is permitted.
<61.1.3d>
 1. The subject may not be compelled to sign the citation.
- E. In serious cases (e.g., DWI, DUI, personal injury accidents), telephone notification to the U.S. Department of State should be made.
 1. Officers should follow department guidelines with respect to the conduct of field sobriety investigation. The taking of test may not be compelled.
- F. If the officer determines that the individual is too impaired to drive safely, the officer will not permit the individual to continue to drive.
 1. The officer may, with the individual's permission, take the individual to another location where he or she may recover sufficiently to drive. The officer may summon, or allow the individual to summon, a friend or relative to drive.
- G. A vehicle that is owned by a diplomat, may not be searched, seized, impounded or towed.
 1. The vehicle may however be towed a distance necessary to remove it from obstructing traffic.



V. Mandatory Notification List

Algeria	Hong Kong ²	St Vincent and the
Antigua and Barbuda	Hungary	Grenadines
Armenia	Jamaica	Seychelles
Azerbaijan	Kazakhstan	Sierra Leone
Bahamas, The	Kiribati	Singapore
Barbados	Kuwait	Slovakia
Belarus	Kyrgyzstan	Tajikistan
Belize	Malaysia	Tanzania
Brunei	Malta	Tonga
Bulgaria	Mauritius	Trinidad and Tobago
China ¹	Moldova	Tunisia
Costa Rica	Mongolia	Turkmenistan
Cyprus	Nigeria	Tuvalu
Czech Republic	Philippines	Ukraine
Dominica	Poland	United Kingdom ³
Fiji	-Non-permanent residents	U.S.S.R. ⁴
Gambia, The	only	Uzbekistan
Georgia	Romania	Zambia
Ghana	Russia	Zimbabwe
Grenada	Saint Kitts and Nevis	
Guyana	Saint Lucia	

¹ Notification is not mandatory in the case of persons who carry "Republic of China" passports issued by Taiwan. Such persons should be informed without delay that the nearest office of the Taipei Economic and Cultural Representative Office ("TECRO"), the unofficial entity representing Taiwan's interests in the United States, can be notified at their request.

² Hong Kong reverted to Chinese sovereignty on July 1, 1997, and is now officially referred to as the Hong Kong Special Administrative Region, or "SAR." Under paragraph 3(f)(2) of the March 25, 1997, U.S.-China Agreement on the Maintenance of the U.S. Consulate General in the Hong Kong Special Administrative Region, U.S. officials are required to notify Chinese officials of the arrest or detention of the bearers of Hong Kong passports in the same manner as is required for bearers of Chinese passports--i.e., immediately, and in any event within four days of the arrest or detention.

³ British dependencies also covered by this agreement are Anguilla, British Virgin Islands, Bermuda, Montserrat, and the Turks and Caicos Islands. Their residents carry British passports.

⁴ Although the U.S.S.R. no longer exists, some nationals of its successor states may still be traveling on its passports. Mandatory notification should be given to consular officers for all nationals of such states, including those traveling on old U.S.S.R. passports. The successor states are listed separately above. ♦



Indianapolis Metropolitan Police Department

Mass Arrest Procedures

General Order 1.15

POLICY

The Indianapolis Metropolitan Police Department has a responsibility to coordinate and plan for incidents in which mass arrests are a possibility. In the event an incident results in mass arrests, the procedures set forth in this General Order will be followed.

DEFINITION

Mass Arrest: The arrest of twenty (20) or more individuals from one (1) location at or near the same time.

PROCEDURE

I. Planning – *Generally*

- A. Prior planning for events in which mass arrests are a possibility should greatly assist in the orderly processing of persons arrested. If there is advance knowledge of a disturbance or event and mass arrests are likely, the following actions are recommended under the direction of the Incident Commander:
 1. Notify the Arrestee Processing Center (APC) Commander of the possibility of a mass arrest situation as soon as possible.
 2. Plans should be made in advance for a processing point away from the incident scene in the event it is deemed necessary by the Incident Commander.
 - a. If a field processing point is established away from the incident scene, coordination with all agencies that may have jurisdiction is necessary. However, the “processing point” and the incident location could be the same place based on the volatility of the crowd or persons arrested.
 3. The IMPD has an agreement with the Marion County Sheriff’s Department to provide an adequate supply of jail wagons and/or mass transport vehicles. [<46.1.3h>](#)
 4. Ensure an adequate supply of cameras (and film if necessary) with instant photographic capabilities.
 5. Coordinate with the initial hearing court and the prosecutor’s office for persons not released on a summons to appear. [<46.1.3j>](#)
 6. Prepare arrest packets to include an Officer Arrest Report, flex cuffs, self-seal property bags, and property room vouchers.

II. Arrest Procedures [<46.1.3a>](#)

- A. Any person arrested will be removed from the general area of the disturbance or protest to a designated ‘processing point’.
 1. Juvenile offenders shall be segregated and processed separately from adult prisoners. [<46.1.3b>](#)



- B. All persons arrested will be handcuffed (preferably with flex cuffs) and searched. [<71.2.1>](#)
- C. Any weapons or evidence found should be maintained by the searching officer, if practical. [<46.1.3e>](#)
 - 1. If an Evidence Technician is at the processing area, all properly collected evidence and forms shall be recovered by the Evidence Technician.
- D. APC staff, if needed, will be staged at the processing point to initiate processing, conduct a thorough search, and to collect and log personal property.
- E. If a prisoner has an injury or complains of pain, the arresting officer shall summons an EMS unit to respond to the processing area *prior* to transportation to the APC. [<46.1.3m>](#)
 - 1. If transportation to a medical facility is required, an officer shall accompany the EMS unit.
- F. The Incident Commander will decide whether persons arrested at the incident scene will be issued a misdemeanor summons and released or handled as a full custodial arrest.

III. Photographs and Identification – Processing Point [<46.1.3g>](#)

- A. If feasible, all persons will be photographed with a camera capable of producing instant photographs at the incident scene along with their property (i.e. backpacks, purses, etc).
- B. Identification should be obtained. If a person is uncooperative, list all information obtainable on the front or back of the picture. The prisoner's name, date of birth, and related charge(s) must be written on the picture as well as the arresting officer's name and ID number.

IV. Property Procedures

- A. APC personnel, if utilized, will remove all personal property from prisoners and assist in preparing property slips for property to go to the property room. The arresting officer or an officer designated by the Incident Commander will ensure that any personal property not appropriate for the APC will be transported to the Property Room.
- B. Evidence and contraband found on prisoners will be the responsibility of the arresting officer. If the arresting officer is unable to return to the processing point, he/she will designate an officer ensuring a documented chain of custody.

V. Transportation [<46.1.3c>](#)

- A. Efforts should be made in advance to secure mass transportation that can accommodate the highest expected number of arrested individuals.
- B. The mass transportation should be staged at the 'processing point'.
 - 1. If the processing point is different than the incident site, prisoner wagons should be utilized to bring the prisoners to the processing point.
 - 2. If circumstances do not permit, police vehicles may be used.
- C. Officers should be posted at the front and rear of the mass transportation vehicle during transport to the APC.



VI. Arrestee Processing Center <46.1.3d>

- A. When prisoners arrive at the APC, they will remain on the mass transportation vehicle until removed by APC staff for processing.
- B. Once at the APC, the APC will provide the following:
 - 1. Security; <46.1.3f>
 - 2. Ability to positively identify and process the prisoner;
 - 3. Food, water, and sanitation for the prisoner; <46.1.3i>
 - 4. Medical Treatment; and <46.1.3m>
 - 5. Availability for defense counsel visits per APC Standard Operating Procedures. <46.1.3j>

VII. Media Relations/Public Information (see Public Information General Order) <46.1.3k>

- A. When necessary, the Public Information Officer or designee shall be responsible for designating a 'media/press area' where all media and press personnel will be directed to assemble during mass arrest operations.
- B. Media briefings shall be conducted as the need for information arises.



Indianapolis Metropolitan Police Department

GENERAL ORDER

1.17

JUVENILE ARREST PROCEDURES

POLICY

It is the policy of the Indianapolis Metropolitan Police Department (IMPD) to properly handle the arrest, transportation, and paperwork associated with juvenile offenders. It is imperative that the procedures in this directive and the Indiana Juvenile Code are strictly followed in order to affect a proper arrest.

DEFINITIONS

Juvenile – A person seventeen (17) years of age or younger.

RSR – Receiving, Screening, and Release; the unit at the Juvenile Detention Center, located at 2451 N. Keystone Ave., that receives and processes juveniles placed under custodial arrest.

PROCEDURE

I. Custodial Procedures – Referral to Juvenile Court

- A. All juvenile offenders eligible for outright custodial arrest, regardless of the charges against them, will be transported to RSR.
- B. Subject to the restrictions below, juvenile offenders may be taken into custody for the following reasons:
 - 1. Pursuant to a Court Order (IC 31-37-4-1) (IC 31-37-5-2); and
 - 2. When the officer has probable cause to believe the juvenile committed a delinquent act that would be an offense if committed by an adult (IC 31-37-1-2) (IC 31-37-4-2).

NOTE

A person eighteen (18) to twenty-one (21) years old must be taken to RSR if the Juvenile Court has issued a detention order for the person's arrest. For new charges, the person will be taken to the Arrestee Processing Center.

- C. Statutory Restrictions on Outright Custodial Arrests – According to IC 31-37-5-3, officers may only arrest juveniles without a detention order if the officer reasonably believes:
 - 1. The juvenile is unlikely to appear before the juvenile court for subsequent proceedings;
 - 2. The juvenile has committed an act that would be murder or a Level 1-Level 4 felony if committed by an adult; or
 - 3. Detention is essential to protect the juvenile or the community.
- D. Additional Restrictions on Outright Custodial Arrests – The Marion County Juvenile Court has imposed the following additional restrictions on the custodial arrest of juveniles:
 - 1. Juveniles who are alleged to have committed a delinquent act and who are twelve (12) years old or younger shall not be arrested without permission from the Juvenile Court judge.



2. Juveniles who are alleged to have committed only public intoxication or minor in possession of alcohol shall not be arrested without permission from the Juvenile Court judge.

NOTE

Officers must not use the unavailability or unwillingness of a parent to take care of the juvenile to justify an outright custodial arrest.

- E. Officers making juvenile arrests must have the following information listed on the Juvenile Fact Sheet:

1. The IMPD case number;
2. Basic identifying and demographic data;

NOTE

If unusual circumstances prevent the officer from obtaining certain facts from the juvenile (e.g., date of birth, family, school information, etc.) the RSR caseworker will complete this information.

3. Offenses should be listed in order of seriousness and should include charge levels (Felony 1-6, Misdemeanor A-C). Most of the applicable offenses and codes are listed on the back of the Juvenile Fact Sheet;
4. The offense and arrest date, time, and location; and
5. A limited, but detailed, statement of facts substantiating the offense(s) charged.

NOTE

A Juvenile Fact Sheet is not required if the arresting officer has completed the Field Arrest report before the juvenile arrives at RSR.

- F. RSR personnel will complete and update the court information section of the Juvenile Fact Sheet.

- G. Eskenazi Hospital

1. Only juveniles placed under immediate detention or who are eligible for custodial arrest and transportation to RSR can be taken to Eskenazi Hospital Detention Ward. If there is a question about whether the juvenile will be accepted by RSR, officers are strongly encouraged to call RSR before the juvenile is admitted into Eskenazi Hospital Detention Ward.
2. If a juvenile who does not qualify for processing by RSR is left at Eskenazi Hospital Detention Ward, the arresting officer will be called back to the hospital to take custody of the juvenile. The officer must then make appropriate arrangements to transfer custody to either a parent/guardian or DCS.

- H. Arrests of juveniles charged with a felony or an arrest requiring follow-up investigation will be assigned to the appropriate detective(s).

- I. Juvenile courts do not have jurisdiction over juveniles, ages 16 and 17, charged with the following offenses:

1. IC 35-42-1-1 (murder or attempted murder);
2. IC 35-42-3-2 (kidnapping);
3. IC 35-42-4-1 (rape);
4. IC 35-42-5-1 (robbery), if:
 - a. It was committed while armed with a deadly weapon; or
 - b. It results in bodily injury or serious bodily injury;



5. IC 35-47-2-1 (carrying a handgun without a license), if charged as a felony; and
6. IC 35-47-10 (children and firearms), if charged as a felony.

NOTE

A juvenile arrested for one of the above listed offenses, or for an adult Criminal Court warrant, must still be taken to RSR, but officers must fill out an Officer's Arrest Report (OAR) instead of a Juvenile Fact Sheet.

- J. The juvenile should be transported to RSR as soon as reasonably possible.
- K. Officers should determine if a juvenile has been harmed or is in danger of being harmed.
- L. Personnel at the Juvenile Detention Center will attempt to notify the juvenile's parent/guardian as soon as possible that their child has been taken into custody.
- M. The arresting officer shall complete an incident report, including a detailed probable cause.
- N. Status Offenses – In accordance with IC 31-37-7-1, a custodial arrest is not appropriate when the juvenile has committed only one or more of the following status offenses:
 1. Leaving Home without Permission of Parent, Guardian, or Custodian (IC 31-37-2-2)
 2. Violation of Compulsory School Attendance Law (IC 31-37-2-3)
 3. Habitual Disobedience of Parent, Guardian, or Custodian (IC 31-37-2-4)
 4. Laws Concerning Minors and Alcoholic Beverages (IC 31-37-2-6)
 5. Laws Concerning Minors and Use of Consumer Fireworks (IC 31-37-2-7)
- O. Curfew violations – Unless an officer determines that detention is essential to protect a juvenile or the community, the officer who detains a juvenile for a violation of the curfew law under IC 31-37-3 shall make a good faith effort to release the juvenile to the juvenile's parent, guardian, or custodian within a reasonable time after the juvenile is detained (IC 31-37-5-3).

II. Handling Juvenile Offenders

- A. When dealing with juvenile offenders, officers shall use the least coercive among reasonable alternatives, consistent with preserving public safety, order, and individual liberty.
- B. Officers may release the juvenile to a parent, as described below.
 1. The juvenile may be released with no further action; or
 2. The juvenile may be released to a parent with the knowledge that they will receive a summons to appear in juvenile court.
 - a. For the juvenile to receive a summons to appear in juvenile court, the officer must complete a Juvenile Fact Sheet and a detailed probable cause.
 - b. The arresting officer shall forward these documents to the juvenile prosecutor.



III. Protection of Juveniles' Rights

- A. Officers must ensure juveniles' state and federal constitutional rights are protected at all times. A waiver of any non-emancipated juveniles' rights must be joined by the juvenile's attorney, parent, or guardian (IC 31-32-5-1) (e.g., *Miranda* rights, *Pirtle* rights, etc.).
- B. Custodial Interrogation
 - 1. Prior to any interrogation, the officer will read and explain the department's "Juvenile Advice and Waiver of Rights" form to the juvenile and parent/guardian. The juvenile and parent/guardian are entitled to a private conference after the advisement of rights.
 - 2. When interviewing juveniles in custody, the interviewing officer shall ensure the number of officers directly involved in the interview is limited. The interview shall be conducted for only a reasonable length of time.



Indianapolis Metropolitan Police Department

GENERAL ORDER

1.18

CHILD WELFARE INVESTIGATIONS

POLICY

The Indianapolis Metropolitan Police Department (IMPD) is committed to a thorough law enforcement response to ensure the health, safety, and welfare of children. The department recognizes the cycle of violence and abuse that can occur and the impact it has on families. IMPD officers will take appropriate law enforcement action to protect children and display the utmost regard for a child's physical and emotional well-being, this includes rendering aid, assisting the Department of Child Services (DCS), and following the statutory requirements outlined in Indiana Code 31-34-2.

Child Protective Investigations involve a child prior to their 18th birthday who is experiencing abuse (physical, sexual or mental) or neglect and the situation is unlikely to be remedied without the coercive intervention of the court. IMPD officers should be alert and observant to any conditions included in Indiana Code 31-34-1. These conditions impact the welfare of children and officers will take the necessary steps when such conditions exist.

PROCEDURE

I. Child Welfare Response

- A. IMPD officers will be dispatched by the Marion County Communications on all calls alleging child abuse or neglect investigations based on initial information.
- B. If it is determined that the allegations occurred outside of IMPD jurisdiction, officer should request Communications to assist in contacting the correct agency.
- C. Upon arrival, officers will attend to any injuries and order any appropriate medical resources, including Indianapolis Emergency Medical Services (EMS) and/or the Indianapolis Fire Department (IFD). If necessary, officers will facilitate transportation and have necessary resources respond to the hospital.
- D. Officers must determine if there is reasonable suspicion to believe that child abuse or neglect has occurred. An officer may determine that a child is in need of services based on numerous factors, including any of the following:
 1. The child's physical condition.
 2. The environment where the child is encountered.
 3. The time of day and situation where the child is encountered.
- E. If the officer determines that reasonable suspicion of neglect or abuse exists, the officer must:
 1. Secure the suspect and any known evidence at the scene until a detective has been advised.
 2. Notify Communications to contact the appropriate detective unit. Investigative authority will be determined by General Order 5.9 – *Investigative Authority*.



3. Request assistance from DCS through Communications, if necessary.
 - a. When an officer is unsure if a DCS response is necessary or appropriate, the officer can contact the on-call DCS supervisor through Communications. DCS Family Case Managers (FCMs) can assist the officer in determining whether a child should remain in the home, placed with an alternate caregiver, or taken into custody.
 - b. DCS must be called to the scene under any of the following conditions:
 - i. Marks and/or injury to a child.
 - ii. Endangering home environment.
 - iii. Parent/perpetrator is arrested for alleged abuse and/or neglect.
 - iv. Whenever it appears that a DCS FCM would benefit from an on-scene assessment to support any possible investigation.
 - c. When requesting the assistance of DCS through Communications, officers should provide:
 - i. The number of children at risk
 - ii. The ages of the children involved
 - iii. A brief description of the nature of the abuse or neglect.
- F. Officers should not attempt to interview the child beyond what information is immediately needed to contact a detective or DCS.
- G. If an officer does not have reasonable suspicion, but reasonably believes the child is still in need of services, officers will complete the appropriate incident report documenting their concern.
- H. Officers will not place a child in the custody of any individual other than a verified legal guardian unless directed by DCS. If no legal guardian can be located, DCS must be contacted to determine placement of the child.

II. Child in Need of Services (CHINS) Notification

- A. Through a collaborative effort between IMPD, DCS, Communications, a notification system has been developed to alert officers when they are dispatched to an address where children are present and under the supervision of DCS because of incidents of neglect or abuse.
- B. Officers will receive the information through the Computer Aided Dispatch (CAD) system. The information in the alert includes:
 1. The address of the location that has been flagged.
 2. The DCS case number.
 3. Information regarding the history of the case (domestic violence, mental health issue, history of substance abuse, etc.).
 4. Name, gender, race, age and other descriptive information for any adults involved in the case.



5. The age and number of children involved in the case. Children's names will not be listed and are confidential.
- C. When an alert is received, a supervisor will be dispatched to assist the officer.
- D. The CAD alert alone does not give the responding officer any authority beyond the original purpose of the call. The alert serves to give officers heightened awareness to be attentive to the entire situation.
 1. When the scope of the initial investigation allows, officers should observe the living conditions within the residence and check the wellbeing of the children present.
 2. The officer may not take any other actions beyond the scope of the original investigation. If the occupants do not want the officer to enter the residence, and no probable cause exists to allow such entry, the officer is limited to what is statutorily permitted (i.e., evidence in plain view, etc.).
 3. If evidence of neglect or abuse is present and obvious to the officer, further action may be taken in accordance with the CHINS Run Response.
- E. At the conclusion of the run, regardless of whether a report is taken or not, the IMPD supervisor is required to:
 1. Notify DCS of the incident. Notification is made by calling the DCS hotline at 1-800-800-5556.
 2. Note the time and date of the call in the CAD system.
- F. When making notification to DCS, the supervisor will include the following information:
 1. Status and welfare of the children, if able to be verified,
 2. IMPD CAD number,
 3. DCS case number,
 4. Names of the adult occupants at the location and if they were interviewed,
 5. IMPD Case Number, if a report was made, and
 6. A brief explanation of the situation.



Indianapolis Metropolitan Police Department

GENERAL ORDER

1.19

INDIGENT, ELDERLY, AND DEPENDENT ADULT WELFARE INVESTIGATIONS

POLICY

The Indianapolis Metropolitan Police Department (IMPD) is committed to the prevention, detection and intervention of incidents involving the abuse (physical, mental, sexual or financial) or neglect of dependent adults, elderly and indigent persons. IMPD officers will take appropriate law enforcement action to protect these persons and display the utmost regard for their physical and emotional well-being. This includes, but is not limited to, rendering aid, contacting Adult Protective Services (APS), and/or the enforcing the statutes outlined in Indiana Codes 35-46-1-12 and 35-46-1-13. Employees will be alert and observant and take the necessary steps if evidence of abuse or neglect exist.

PROCEDURE

I. Abuse or Neglect of Dependent Adults Run Response

A. An endangered adult is an individual who is:

1. At least 18 years of age, **and**
2. Incapable of managing or directing the management of their property or providing or directing the provision of self-care due to:
 - a. Mental illness,
 - b. Mental retardation,
 - c. Dementia, or
 - d. Other physical or mental incapacity.

B. IMPD officers will be dispatched by the Communications on all calls alleging abuse, neglect, or exploitation of a dependent adult.

1. Neglect includes incidents where the dependent adult is:
 - a. Placed in a situation that endangers their life or health,
 - b. Abandoned or cruelly confined, or
 - c. Deprived of necessary support.
2. Exploitation includes incidents where an individual recklessly, knowingly, or intentionally exerts unauthorized use of the personal services or property of an endangered adult.

C. Upon arrival, officers will attend to any injuries and order any appropriate medical resources, including Indianapolis Emergency Medical Services (EMS) and/or the Indianapolis Fire Department (IFD).



- D. Officers must determine if there is reasonable suspicion to believe that abuse, neglect, or exploitation has occurred. An officer may determine that an adult is endangered based on multiple factors, including any of the following:
 - 1. The person's physical condition.
 - 2. The environment where the person is encountered.
 - 3. The statements of individuals involved.
- E. If the officer determines that conditions verify the complaint and warrant the immediate removal of the dependent adult from the premises, officers should:
 - 1. Secure the suspect and any known evidence at the scene until a detective has been advised.
 - 2. Facilitate transportation to the hospital, if necessary, and inform EMS that the patient is an abused/neglected dependent adult so that hospital social workers will be alerted to the situation.
 - 3. Notify Communications to contact the appropriate detective unit. Investigative authority will be determined by General Order 5.9 – *Investigative Authority*.
 - 4. Request an evidence technician for photographs and evidence collection, when necessary.
 - 5. Request assistance from APS through Communications or through APS at 317-327-1403.
 - 6. Make an incident report, thoroughly detailing the conditions found and actions taken, under the National Incident-Based Reporting System (NIBRS) classification of "Family Offense."
 - 7. Request Victim Assistance, when necessary.
- F. If the officer determines that the conditions do not warrant any emergency action, but feels that follow-up services would be appropriate; the officer must make an incident report noting the conditions found.

II. Indigent or Elderly Persons in Crisis

- A. IMPD officers coming in contact with indigent or elderly persons who are in crisis (e.g., mental illness, dementia, etc.) must attempt to locate and return the person to their residence, or attempt to locate a responsible relative or guardian that can care for the person.
- B. If no address, responsible relative, or guardian can be found, officers will place the individual under Immediate Detention in accordance with General Order 4.7 - *Mental Health Crisis Response*.

III. Check Welfare

- A. When dispatched to check the welfare of an elderly person or dependent adult, IMPD officers will expeditiously respond to the complaint and attempt to make contact with the individual.
- B. Officers will make reasonable efforts to contact the individual, including knocking and checking the doors and windows of the residence, while making loud, verbal identifications.
 - 1. If contact is made, officers should ensure the safety of the individual and assess if any medical services are needed.



- a. If the individual is suspected to be the victim of abuse, neglect, and/or exploitation, the officer must follow the steps outlined in Section I of this general order.
- b. If the individual is determined to be safe, no incident report is required. Officers must respect and protect the confidentiality and wishes of the individual regarding their location and well-being when making notification to the initial complainant.
2. If unable to make contact with the individual and no reasonable concern for their well-being exists, no incident report needs to be made.
3. If unable to make contact with the individual, but reasonable concern remains for their well-being (e.g., home is unsecured, cries of pain, person down, etc.), officers may need to make forced entry to ensure the safety of a suspected vulnerable adult. When determining if forced entry is necessary, officers must:
 - a. Ensure compliance with IMPD General Order 1.6. – *Warrant and Forced Entry Procedures* prior to making forced entry.
 - b. Seek supervisor approval if the need for emergency forced entry is not evident.
 - c. Be prepared to provide emergency medical care pending the arrival of medical personnel, if not already present.



Indianapolis Metropolitan Police Department

GENERAL ORDER

1.21

INTERACTION WITH HOMELESS PERSONS

POLICY

The policy of the Indianapolis Metropolitan Police Department is to treat homeless persons in a manner that respects individual rights, human dignity, and community values while enforcing laws to protect life and property. Unless circumstances dictate otherwise, officers should use proper discretion and refer homeless individuals to the appropriate social service agencies whenever possible.

DEFINITIONS

Homeless – A person is considered homeless if he or she "lacks a fixed, regular, and adequate night-time residence; and has a primary night-time residency that is:

- (A) a supervised publicly or privately operated shelter designed to provide temporary living accommodations;
- (B) an institution that provides a temporary residence for individuals intended to be institutionalized; or
- (C) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings." (Stewart B. McKinney Act, 42 U.S.C. § 11301, et seq. 1994).

The term "homeless individual" does not include any individual imprisoned or otherwise detained pursuant to an Act of Congress or a state law." 42 U.S.C. § 11302(c).

Outreach – A process of engagement, assessing needs, defining service goals, and agreeing on a plan for delivering these services. It is the initial and most critical step in connecting, or reconnecting a homeless individual to needed health, mental health, recovery, social welfare, and housing services.

PROCEDURE

I. Contact

- A. Officers may approach homeless individuals just as they would any other citizen. The homeless individual is free to leave at any point during the consensual contact. Officers may provide any social service referral or literature.
- B. Officers may detain a homeless person and ask for identification based on the reasonable suspicion that the individual is violating the law. Being homeless, on its own, does not constitute reasonable suspicion.



II. Homeless Camps

- A. The preferred initial law enforcement response is to refer the location to the Coalition for Homelessness Intervention and Prevention (**CHIP**). CHIP will coordinate with an Outreach team to visit the location. Outreach is not an 'immediate response' organization and will schedule a visit to the indicated location during their normal route.
- B. Situations involving homeless camps, or individuals sleeping on private property, should initially be referred to CHIP if practicable. Subsequent law enforcement action should consist of a warning given to the individual(s) as a step toward the officer developing probable cause for an arrest.
- C. Homeless camps on public property (e.g., bridge underpasses) should initially be referred to CHIP. If complaints of criminal activity or health violations require the Department of Public Works to initiate a cleanup, the officer shall follow – and encourage DPW workers and other City employees to follow – the protocol outlined below:
 1. Internal Notice – If an officer requests or is present for a cleanup of a homeless camp on public property, that officer should notify the Community Affairs Homeless Unit, along with the appropriate district commander, to ensure that internal protocol is being followed.
 2. Written Notice – The homeless individuals will be given seven (7) days posted written notice after CHIP notification to remove personal property. Officers should advise anyone present at the camp of the one-week deadline. The posted written notice should be in the immediate area of the camp and should advise anyone present at the camp of the date and time of the cleanup, the specified area to be cleaned and that any personal property left in the specified area during the cleaning may be destroyed. Officers should endeavor to use the attached posted notice when at all practicable.
 3. Oral Notice – Twenty-four (24) hours prior to the cleanup of any camp, oral notice of the scheduled cleanup shall be given (a.) at the camp and/or area to be cleaned; (b.) at CHIP and (c.) at Horizon House. The oral notice should include the same information as the written notice. Thirty (30) minutes prior to the cleanup, oral notice shall again begin given at the site of the camp and/or area to be cleaned.
 4. Purpose of Notice – The purpose of the posted written and oral notice will be to notify the homeless persons that the cleanup will occur. After this notice, a homeless individual should be given a reasonable opportunity to remove any personal property that he or she wishes not be destroyed. This includes allowing homeless individuals the opportunity to remove their property even after the cleanup has begun if this removal can be accomplished without disrupting any cleanup operations. The officer, in his discretion, may prohibit such a removal after the cleanup has been initiated if, in the officer's judgment, the removal of property by homeless persons would be disruptive.
 5. Property to be Destroyed – Homeless persons often keep personal belongings, including documentation, medications, clothing or other personal property in a manner that may appear to be trash. Items that are personal property and are not to be destroyed should be removed by the homeless persons and placed in an area designated as safe prior to cleanup. Officers should designate a safe area if one has not already been designated. During cleanups, officers should consider the following:



Property to be Destroyed (Continued)

- a. Abandoned Property and Trash – Property that is abandoned is left with no intention of recovery. Examples of this include: empty food wrappers; empty drink bottles; clothing or other items strewn in a disorganized manner; and property that is soiled, contaminated or is otherwise a health hazard. Abandoned property and trash can and should be discarded during a cleanup.
- b. Personal Property – Personal property is property that has an indication that it belongs to someone or that they will claim it in the future. In this context, examples include: backpacks, bags, suitcases or other containers with personal items; property neatly stacked or organized in a particular area out of the right of way; tents, clean mattresses, bedding, sleeping bags or other similar sleeping items. Personal property should not be destroyed unless it is contaminated or it, or its placement, otherwise creates a health hazard. Once notice has been given, under this section, an officer may therefore recommend that personal property not already removed by homeless individuals be destroyed if, in the officer's discretion, it is deemed to be abandoned or it is deemed to be personal property that is contaminated or otherwise creates a health hazard.

III. Personal Property

- A. Personal property of the homeless will be treated in the same manner as any other individual's property. As noted, homeless individuals often keep many personal belongings, including documentation and medications, in what might initially appear to be an item of trash or other type of refuse.
- B. As noted, no items of personal property shall be destroyed or discarded by an officer unless it is contaminated or is considered a health hazard.
- C. A homeless individual's personal property is still constitutionally protected. The individual is not subject to frisk or search/seizure unless reasonable suspicion or probable cause exists.

IV. Order To Move / Immediate Detention / Arrest

- A. Homeless individuals cannot be forced to move to another location if they currently have a legal right to be present at the location. They may be asked to move for safety or security reasons.
- B. Appearing homeless is not a justifiable reason to force an individual to move from a location in which they have a legal right to be.
- C. Studies have shown a significant percentage of the homeless population suffers from some form of severe mental illness. When dealing with homeless individuals who appear to be a danger to themselves or others, Immediate Detention shall be the preferred method for taking them into custody.

V. Winter Contingency Plan

- A. The Winter Contingency Plan has been developed to provide relief to the homeless of Indianapolis when inclement weather occurs. The plan is active from November 1st through March 31st. The plan provides overflow space for homeless individuals and families.
- B. A "Weather Night" is determined by a combination of temperature, wind chill and precipitation. Any officer or agency may learn if a Weather Night has been declared by calling (317) 731-0018 or visiting www.weathernight.info. Weather Nights are automatically declared from January 1st through February 28th.



- C. Officers coming into contact with homeless individuals or families needing shelter during a Weather Night should use the **Winter Contingency Plan** notification system to locate a shelter for the night.
1. Homeless Men – Officers need to call (317) 636-2720 to determine which shelter will provide the opening. Homeless men that test .08% BAC or greater will not be allowed entry into the shelter.
 2. Homeless Women and/or Children - Officers need to call (317) 637-2916 to determine which shelter will provide the opening.
 3. This service is available 24 hours per day, seven days per week, between November 1st and March 31st.
 4. Each shelter will have a “Banned” list identifying those individuals who have been banned from a shelter for cause.
 5. The preferred method of transportation is by police vehicle, whenever possible.

VI. Referral Information

A. Coalition for Homelessness Intervention and Prevention (CHIP)

1. E-Mail: CHIPIMPD@chipindy.org
2. Phone: (317) 630-0853

B. Emergency Shelters

1. Dayspring Center (Couples with Children or Single Adults with Children)
1537 N. Central Avenue, Phone 317-635-6780
2. Holy Family Shelter (Married Couples or Single Adult Females w/children or pregnant)
907 N. Holmes Avenue, Phone 317-635-7830
3. Salvation Army Social Service Center (Single females with & without children)
540 N. Alabama Street, Phone 317-637-5551
4. Wheeler Mission Center for Women and Children
3208 E. Michigan Street, Phone 317-637-2916
5. Good News Mission (Single Adult Men)
2716 E. Washington Street, Phone 317-638-2862
6. Wheeler Mission (Single Adult Men)
520 E. Market Street, Phone 317-687-6795
7. Queen of Peace Shelter (Single women or women with children)
2424 E. 10th Street, Phone 317-916-6753

VII. Legal References

- IC 12-7-2-130 “Mental Illness” defined
- IC 12-9-2-131 “Mentally Ill Individual” defined
- IC 12-26-4-1 Law Enforcement Officers; Authority to Apprehend and Transport Mentally Ill Individuals; Charging Offenses



Indianapolis Metropolitan Police Department

GENERAL ORDER

1.22

HUMAN TRAFFICKING

POLICY

Human Trafficking is considered a modern day form of slavery and is an illegal act under the federal Trafficking Victims Protection Act of 2000. Human Trafficking is not always an obvious crime; therefore officers conducting any type of investigations, whether on-scene or follow-up, should be aware of the indicators of human trafficking. If the officer has a reasonable suspicion that human trafficking may be involved, the officer will follow the prescribed procedures within this directives and contact the Human Trafficking investigator.

It is the policy of the Indianapolis Metropolitan Police Department to aggressively investigate any activity involving the confirmed or suspected crime of Human Trafficking, which may include either citizens of the United States and/or citizens of other countries. Investigations regarding Human Trafficking will be handled by the Covert Investigations Branch within the Criminal Investigations Division.

The department also recognizes that under U.S. law, once a person has been held in servitude, a person's status as a trafficking victim supersedes all other smuggling or immigration concerns and affords them legal protections and social services, all of which will be coordinated by the Human Trafficking investigator.

DEFINITIONS

Human Trafficking – An act of obtaining or maintaining the labor or services of another through the use of force, fraud, or coercion in violation of an individual's human rights. This can occur in one of two forms:

Labor Exploitation – The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of involuntary servitude, peonage, debt bondage, or slavery. This occurs in situations of forced labor such as domestic servitude, factory or agricultural work.

Sex Trafficking – The recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of commercial sex act if the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act is under 18 years of age.

Smuggling – An act in which a person voluntarily contracts with another person to be taken across a border, usually in exchange for a fee paid in advance or upon arrival. The act of smuggling ends once the border crossing has been accomplished and the person being smuggled is free to go.

INDIANA CODE

IC 35-42-3.5

Chapter 3.5. Human and Sexual Trafficking

Michael T. Spears, Chief of Police

Effective: FEBRUARY 7, 2008

This General Order supersedes all prior versions. Officers are responsible for all information contained in this directive.

Page 1 of 5

**IC 35-42-3.5-1****Formatted as found in actual on-line statute***Promotion of human trafficking; sexual trafficking of a minor; human trafficking**

Sec. 1. (a) A person who knowingly or intentionally recruits, harbors, or transports another person by force, threat of force, or fraud:

- (1) to engage the other person in:
 - (A) forced labor; or
 - (B) involuntary servitude; or
- (2) to force the other person into:
 - (A) marriage; or
 - (B) prostitution;

commits promotion of human trafficking, a Class B felony.

(b) A parent, guardian, or custodian of a child less than eighteen (18) years of age who knowingly or intentionally sells or transfers custody of the child for the purpose of prostitution commits sexual trafficking of a minor, a Class A felony.

(c) A person who knowingly or intentionally pays, offers to pay, or agrees to pay money or other property to another person for an individual who the person knows has been forced into:

- (1) forced labor;
- (2) involuntary servitude; or
- (3) prostitution;

commits human trafficking, a Class C felony.

As added by P.L.173-2006, SEC.52.

IC 35-42-3.5-4**Rights of alleged victims**

Sec. 4. (a) An alleged victim of an offense under section 1 of this chapter:

- (1) may not be detained in a facility that is inappropriate to the victim's status as a crime victim;
- (2) may not be jailed, fined, or otherwise penalized due to having been the victim of the offense;

and

(3) shall be provided protection if the victim's safety is at risk or if there is danger of additional harm by recapture of the victim by the person who allegedly committed the offense, including:

(A) taking measures to protect the alleged victim and the victim's family members from intimidation and threats of reprisals and reprisals from the person who allegedly committed the offense or the person's agent; and

(B) ensuring that the names and identifying information of the alleged victim and the victim's family members are not disclosed to the public.

This subsection shall be administered by law enforcement agencies and the division of family resources, as appropriate.

(b) Not more than fifteen (15) days after the date a law enforcement agency first encounters an alleged victim of an offense under section 1 of this chapter, the law enforcement agency shall provide the alleged victim with a completed Declaration of Law Enforcement Officer for Victim of Trafficking in Persons (LEA Declaration, Form I-914 Supplement B) in accordance with 8 CFR 214.11(f)(1). However, if the law enforcement agency finds that the grant of an LEA Declaration is not appropriate for the alleged victim, the law enforcement agency shall, not more than fifteen (15) days after the date the agency makes the finding, provide the alleged victim with a letter explaining the grounds for the denial of the LEA Declaration. After receiving a denial letter, the alleged victim may submit additional evidence to the law enforcement agency. If the alleged victim submits additional evidence, the law enforcement agency shall reconsider the denial of the LEA Declaration not more than seven (7) days after the date the agency receives the additional evidence.

As added by P.L.173-2006, SEC.52.



PROCEDURE

I. Elements of Human Trafficking versus Smuggling

- A. Human Trafficking - There are three basic elements involved in the crime of Human Trafficking:
1. Process
 - a. Recruiting a person;
 - b. Harboring a person;
 - c. Moving a person;
 - d. Obtaining a person; or
 - e. Maintaining a person.
 2. Means
 - a. By force;
 - b. By fraud; or
 - c. By coercion.
 3. End Result
 - a. For involuntary servitude;
 - b. Debt bondage;
 - c. Slavery; or
 - d. Sex trade.
- B. Smuggling – Smuggling is voluntary and usually ends after the border crossing where a fee is paid. The key distinction between trafficking and smuggling lies in the individual's freedom of choice.
- C. If the smuggler sells or brokers a smuggled person into a condition of involuntary servitude, or the smuggled person is forced to work off a debt, then the crime becomes Human Trafficking.

II. Investigations Linked to Human Trafficking

The crime of Human Trafficking will likely occur in a covert operation; therefore officers will likely come into contact with victims of human trafficking through other, indirect means. These may include, but are not limited to, the following types of investigations or dispatched runs:

- A. Domestic violence cases
- B. Abduction / Kidnapping / Carjacking
- C. Prostitution case
- D. Child pornography / Child exploitation
- E. Labor disputes
- F. Physical and/or sexual assaults
- G. Shoplifting
- H. Runaway



III. Indicators of Human Trafficking

- A. Officers should be aware of potential indicators of human trafficking. These may include one or more of the following:
1. Victim has no identification card or other documentation on their person.
 2. The suspect is holding the victim's identification or other documentation.
 3. Victim does not have normally carried personal items in their possession. Examples include items such as a purse or billfold, money, cell phone, house/car keys, etc.
 4. Victim does not appear to have freedom of movement:
 - a. If in a residence, victim is not allowed to leave the premises on their own free will, either during the investigation or at any other time.
 - b. If at a traffic stop or other location away from a residence, victim is not allowed to talk to officer independently; or suspect insists on accompanying the victim during any and all discussions and interactions with the officer.
 5. Victim appears to have been deprived of food, water, medical care, adequate clothing for existing weather conditions (i.e., heavy coat during winter), etc.
- B. The above are just examples of some of the indicators officers should be aware of and should not be construed as evidence that Human Trafficking has occurred. This information should simply be noted by the officer and forwarded to the Human Trafficking investigator. The investigator will determine whether this needs to be included in the report.

IV. Investigative Procedures

- A. Officers conducting an investigation in which human trafficking is directly suspected will immediately contact Communications and request the on-call Human Trafficking investigator be notified. If the victims and/or suspects are on the scene, or if the location of the victims and/or suspects is known, the Human Trafficking investigator will respond to the scene.
- B. When conducting any other type of investigation that involves a suspicion of human trafficking, the officer will immediately contact Communications and request that the Human Trafficking investigator be notified. The Human Trafficking investigator will contact the officer(s) on the scene, either by radio or telephone, and make a determination as to whether or not to respond to the scene.
- C. The Human Trafficking investigator will advise the officer as to the type of report to be made, detailing what information should be included and what details must be omitted to ensure compliance with state and federal law.



V. Reporting Requirements

- A. Under state statute a victim of human trafficking are afforded certain protections:
1. If a person commits an offense that is directly related to their status as a victim of human trafficking or that offense was committed as a result of the person being a victim of human trafficking that person will be treated as a victim pursuant to IC 35-42-3.5-4 and may not be jailed, fined or otherwise penalized as a result of committing that offense. However, if a person commits an offense unrelated to their status as a victim of human trafficking, IC 35-42-3.5-4 will not apply.
 2. Officers are required by law to take measures to protect the alleged victim and the victim's family members. Officers will ensure that the names and identifying information of the alleged victim and the victim's family members are not disclosed to the public.
- B. When creating an incident report for any situation that either does involve, or could potentially involve human trafficking, the officer must not list the victim's identity in the report, regardless of whether or not that person is suspected of committing a crime.
- C. The incident report should contain only the basic information required in the first section of the report. Under no circumstances will the victim's information be listed **anywhere** in the report. This includes, but is not limited to:
1. The suspect or victim information section;
 2. The "arrested person," or "person involved" section;
 3. The narrative section; or
 4. The probable cause affidavit, if used.
- D. The reporting officer will forward the victim/suspect information directly to the responding Human Trafficking investigator, either verbally by phone, in-person while on the scene, or by confidential follow-up inter-department.
- E. Victim information is confidential by statute. Therefore, any and all victim information of any type may **not** be listed on any official document or electronic media that is, or potentially could be, open to the public.
- F. All follow-up reporting will be handled by the Human Trafficking detective(s). Officers should remain available for further consultation, if necessary.



Indianapolis Metropolitan Police Department

GENERAL ORDER

1.23

PATROL RIFLE PROCEDURES

POLICY

It is the policy of the Indianapolis Metropolitan Police Department that only those officers selected, trained, qualified, and certified in the department-approved training course, shall be authorized to carry and utilize the patrol rifle. Patrol rifles may only be used under certain conditions specifically outlined in this directive. The officer is responsible for ensuring the proper and safe handling of the weapon at all times, including storage of the weapons while the officer is on and off duty. Use of the patrol rifle is considered deadly force; therefore, officers are to adhere to all department policies, guidelines, and procedures contained in General Order 1.30 – *Use of Force*, as well as all other related directives.

DEFINITIONS

Authorized Firearm – Any department-owned, issued, or personally-owned handgun, shotgun, or patrol rifle that has been approved by the Firearms Training Section and authorized by the Chief of Police, or designee. Each individual firearm is only considered authorized for carry after the officer has met qualification standards and demonstrated proficiency with that firearm, as outlined in this general order and General Order 1.8.

LESO – Law Enforcement Support Office.

Officer – All sworn members of the Indianapolis Metropolitan Police Department. This includes full-time merit officers, park rangers, reserve officers, SWAT medics, IFD Arson investigators, and any other full-time officers that have been issued special police powers by the Department of Public Safety.

Secured Firearm – Any weapon that is locked in a department-approved lock box, locked rack, locked vehicle trunk, locked interior compartment of a vehicle, locked console/glove box, or locked metal container that is secured to the vehicle itself by an approved method.

PROCEDURE

I. Patrol Rifle Requirements

- A. Patrol rifles must be carried with the safety on, a fully loaded magazine inserted in the weapon, and the chamber empty. Magazines will be limited to a maximum of 30-round capacity.
- B. The patrol rifle will be secured in a department-provided, locked storage rack in the police vehicle, if said rack is available.
 1. Officers should refer to General Order 1.8 for specific weapon storage directives.
 2. At no time will a patrol rifle be left unsecured inside the vehicle in plain view of the public.
 3. Whenever an officer is on extended leave (military, illness, pregnancy, etc.) or is on vacation, the issued LESO patrol rifle must be returned to the Armory for secure storage. This is a mandatory policy of the LESO program.
- C. No officer will carry, use, or discharge a patrol rifle without successfully completing the department-approved training course.



- D. All guidelines contained in current general orders and other department directives relating to the accountability, use, training, and qualification of firearms also apply to the patrol rifle, unless specifically addressed within this order or other department directives regarding patrol rifles.
- E. Any officer who is found in violation of the guidelines contained within this order, or who acts in a manner contradictory to established training guidelines, will be prohibited from carrying or utilizing a patrol rifle for a two-year period in addition to any related discipline. Once the two-year period has passed, the officer must successfully complete the department-approved training course before carrying or utilizing the weapon.
- F. Any officer who voluntarily leaves the patrol rifle program may re-enter the program within two years of the date of exit. The officer must successfully complete a regularly scheduled patrol rifle Nexus training session prior to carrying or utilizing the patrol rifle for duty purposes. If more than two years has passed, the officer must complete the department-approved training course before carrying or utilizing the patrol rifle.

II. Patrol Rifle Deployment and Use

The patrol rifle is authorized for use under the following conditions:

- A. Active Shooter Incidents
- B. High Risk Critical Incidents, which include but are not limited to the following:
 - 1. Violent felony crimes in progress or incidents involving multiple armed suspects;
 - 2. Perimeter support for patrol personnel;
 - 3. Support of special operations (i.e., hostage situations, barricaded subjects, and armed suicidal suspects); or
 - 4. Civil disorder.
- C. Field supervisors have the authority to direct officers to deploy the patrol rifle when deemed necessary to control a given incident.
- D. The field supervisor must take into consideration the following factors when deciding to direct deployment of the patrol rifle:
 - 1. The criticality of the incident;
 - 2. The incident location; and
 - 3. The expected effectiveness of the weapon.
- E. The Chief of Police, the Police Civilian Merit Board, and the Firearms Review Board have the authority to overrule the prohibitions outlined in this directive. This depends upon specific circumstances in a specific incident.

NOTE

Officers shall refer to General Order 1.8 and its supplement, General Order 1.8a, for further information about approved patrol rifle brands, accessories, ammunition, and other specific directives.



Indianapolis Metropolitan Police Department

GENERAL ORDER

1.24

LESS-LETHAL PROJECTILE LAUNCHERS

POLICY

The availability of launched impact projectiles can assist officers in de-escalation of potentially violent confrontations and provides additional alternatives to the use of deadly force. Impact projectiles are an important component of less-lethal force equipment.

The Indianapolis Metropolitan Police Department (IMPD) approves only those 12-gauge launched impact munitions issued and approved by the IMPD Firearms Training Section for use by non-SWAT officers. Only those officers who have been trained and certified are authorized to employ impact projectiles in accordance with this policy. All use-of-force situations must be handled in compliance with IMPD general orders and other department directives.

Failure to adhere to all policies and procedures outlined herein may result in the officer's loss of permission to carry a non-lethal bean bag projectile weapon.

DEFINITIONS

Deadly Force – Defined by IC 35-31.5-2-85: "Deadly Force" means force that creates a substantial risk of serious bodily injury.

Impact Projectiles – Often referred to generically as a "**bean bag**" round. It is designed to gain compliance from a subject while providing reduced potential for causing death or serious bodily injury when compared with conventional projectiles and applied in accordance with IMPD's policies and training guidelines. The only authorized round is the department-issued 12 gauge 2 ¾ " CTS Model 2581 Super-Sock Bean Bag.

Serious Bodily Injury – Defined by IC 35-31.5-2-292: "Serious Bodily Injury" means bodily injury that creates a substantial risk of death or that causes: (1) serious permanent disfigurement; (2) unconsciousness; (3) extreme pain; (4) permanent or protracted loss or impairment of the function of a bodily member or organ; or (5) loss of a fetus.

PROCEDURE

I. Authorized Weapons and Munitions

- A. The Firearms Training Section shall be the sole provider of impact projectile launchers and bean bag ammunition.
- B. Launchers shall be a Remington 870 pump action shotgun with a blaze-orange colored shoulder stock and fore-end. Magazine extensions and external ammunition carriers are prohibited. Any necessary modifications to bean bag projectile launchers will ONLY be made by Firearms Training Section personnel. No other modifications are authorized.
- C. Only impact projectiles issued by the Firearms Training Section are authorized for use.



- D. At NO time shall officers load any other munitions into the launcher other than the munitions issued by the Firearms Training section.
- E. Officers needing replacement munitions shall provide a case number to Firearms Training section personnel to serve as documentation of the discharge before replacement munitions will be issued.
- F. Only one (1) type of shotgun may be carried by an officer at any time. Officers may choose to carry one department-approved, standard 12 gauge shotgun **OR** a department-issued impact projectile launcher type shotgun. *At no time will officers be permitted to carry both weapons at the same time.*

II. Guidelines for Use of Impact Projectiles

- A. All uses of impact projectiles shall be consistent with this policy and all IMPD policies pertaining to the use of force.
- B. Impact projectiles are primarily designed for use against subjects who appear to pose a threat of death or serious bodily injury to themselves or others.
- C. There is a broad range of scenarios in which use of an impact projectile may be justified. Major factors to consider when deciding whether such use is justified include the following:
 - 1. Seriousness of any crime committed by the individual;
 - 2. Whether the individual is armed, and if so, the potential lethality of the threat;
 - 3. Propensity of the individual to be violent; and
 - 4. The urgency of the situation and potential impact of actions that may be committed by the suspect.
- D. Officers trained and authorized to deploy impact projectiles will make the decision to deploy the impact projectile(s).

III. Deployment, Strike Areas, and Follow Up

- A. The launcher must be stored in accordance with all department directives pertaining to authorized weapons, storage, and care. No launcher shall have a projectile loaded in the chamber while in storage.
- B. The launchers shall be carried with the action closed, safety on, chamber empty, and four impact projectiles loaded in the magazine only.
- C. Officers equipped with impact projectiles shall announce, via radio, their intention to remove the launcher from their vehicle prior to deployment.
- D. No more than two (2) projectile launchers shall be removed by officers from their vehicles at the same time during a single incident.
- E. Absent extreme circumstances, officers shall not chamber a projectile until a second officer arrives on-scene to assist the bean-bag officer, due to the very limited ability of a single officer to handcuff and secure the person alone.



- F. Prior to launching projectile(s), if feasible, the deploying officer shall give a loud verbal warning stating ***"Bean Bag! Bean Bag! Bean Bag!"*** to alert other officers in the area of the impending less-lethal discharge.
- G. Intentional impacts to the head and neck are strictly prohibited, unless the use of deadly force is justified, necessary, and appropriate.
- H. Officers should first target the limbs and buttocks of the suspect upon initial deployment of an impact projectile.
- I. Intentional projectile impacts to the groin, spine, thoracic and abdominal cavities can cause serious, potentially lethal injuries, and shall **ONLY** be considered when escalation of force becomes absolutely necessary. Impacts to these locations shall only be used when standard deployment techniques have proven ineffective.
- J. Persons struck with an impact projectile will be restrained and secured as appropriate.
- K. Emergency medical services shall be requested to respond to the scene immediately after a person is struck with an impact projectile.
- L. An evidence technician shall be called to the scene after any discharge has resulted in a person being struck by an impact projectile. Photos should be taken of any persons struck by a projectile to document injury or lack thereof.
- M. Spent shell casings will be treated as evidence in all cases. Evidence technicians should photograph and collect the casings as evidence.
- N. Investigations of intentional discharges of an impact projectile shall be conducted in accordance with all written directives pertaining to use of force incidents.
- O. Unintentional discharges of an impact projectile shall be immediately reported to the officer's supervisor.

IV. Training

- A. Only officers who have successfully completed the initial impact projectile training and have maintained annual training requirements shall be authorized to deploy impact projectiles.
- B. Officers authorized to deploy impact projectiles shall receive initial training and certification as required by IMPD. These officers shall re-qualify annually with the weapon assigned to them by the Firearms Training Section.
- C. Officers shall receive training specifically designed to simulate actual deployment situations and conditions. This is to enhance the officer's judgment and decision-making skills in the use of impact projectiles in accordance with this policy.
- D. Officers failing to qualify or successfully complete the training as designated by the Firearms Training Section may be removed from the program.
- E. Training provided by other agencies or entities is not recognized as a waiver for the IMPD-provided training.



Indianapolis Metropolitan Police Department

GENERAL ORDER

1.30

USE OF FORCE – PRINCIPLES

POLICY

All officers of the Indianapolis Metropolitan Police Department (IMPD) will uphold the United States Constitution, federal law, Indiana state law, and department policy while fulfilling their duty to protect human life, maintain civil order, and protect property. It is the policy of IMPD to accomplish its mission effectively, with the cooperation of the public, and with minimal reliance upon the use of physical force. Additional restrictions and guidelines regarding the use of less lethal devices can be found in General Order 1.32 – *Less Lethal Devices*. Uses of force will be reported and investigated in accordance with General Order 1.31 – *Use of Force Investigation, Reporting, and Review*.

PROCEDURES

- I. **Officers will attempt to de-escalate situations with the goal of resolving encounters without the use of force, when feasible.**
 - A. De-escalation techniques include the use of communication, time, distance, barriers, and continual situational awareness.
 - B. Officers will conduct a threat assessment to avoid placing themselves or others in undue jeopardy.
 - C. Officers will look for opportunities to slow encounters down in order to gain voluntary compliance or call for additional resources (e.g., BHU, MCAT, CIT officers, etc.).
 - D. Officers will look for opportunities to increase distance to maximize tactical advantage and reaction time.
 - E. Officers will use their training and experience to identify barriers such as:
 1. Use of cover and concealment;
 2. Use of natural barriers in the immediate environment; and
 3. Placement of barriers between uncooperative subjects and officers.
 - F. Officers will use communication to attempt to gain voluntary compliance, such as:
 1. Clear verbal instructions;
 2. Verbal persuasion and advice;
 3. Non-verbal techniques for language barriers or hearing/comprehension impairments; and
 4. Verbal warning prior to the use of force, when feasible.
 - G. Officers must also never knowingly or intentionally escalate a situation in violation of this section. Officers must never use taunting, insulting, harassing, or verbally abusive language that is intended to, or is likely to, provoke another person or escalate the situation.



II. Officers will only use force that is objectively reasonable and proportionate to the circumstances.

- A. The objective reasonableness of a use of force is based on the totality of the circumstances known by the officer at the time of the use of force.
1. The objective reasonableness of force must be judged from the perspective of what a reasonable officer would use under the same or similar circumstances.
 2. Factors to be considered in determining reasonableness include:
 - a. The severity of the crimes;
 - b. The immediate threat the suspect poses to the safety of the officers or others;
 - c. Whether the suspect is actively resisting or attempting to evade by fleeing;
 - d. The risk of harm to officers or innocent citizens the use of force poses;
 - e. Whether de-escalation techniques are feasible;
 - f. Known physical, medical, or mental impairments that hinder compliance;
 - g. Known effects of drugs and alcohol on the subject;
 - h. Applicable contextual factors (number of officers, skill level, age, size, strength, etc.);
 - i. Proximity of weapons or dangerous devices; and
 - j. Any other relevant factors.
- B. When using force, officers must use only proportionate force. Proportionate force is the minimum amount of force that is required, based on the circumstances known to the officer, to achieve the officer's legitimate law enforcement objectives.
1. Officers must rely on their training, experience, and assessment of the situation to determine what level of force is proportionate. The list of factors contained in Paragraph II(A)(2) above should guide this determination.
 2. Consistent with the rule of proportionality, officers must consider the continuum of force options, and must employ the least severe force option that is available to them that will resolve the situation safely. More information on the continuum of force options is found in General Order 1.32 – Less Lethal Devices.
 3. The principle of proportionate force does not necessarily require officers to use the same type or amount of force as the person. The more immediate the threat and the more likely the threat will result in death or serious physical injury, the greater the level of force may be required to counter it.
 4. Officers must reevaluate their response, including the use of force, as a situation develops. The use of force must be discontinued if it is no longer objectively reasonable—for instance, if a suspect has ceased resistance and the incident is under control. Similarly, if some degree of force is still required but the level of force being used has become disproportionate to the need, officers must adopt a proportionate, less severe level of force.
- C. The effective date for the proportionality standard set forth in Section II(B) shall commence once all officers have completed training on the use of proportionate force.



III. Officers will only use force for legitimate law enforcement objectives.

- A. Officers may use objectively reasonable and proportionate force to:
 - 1. Protect the officer or a third person;
 - 2. To make an arrest, detention, or to carry out a lawful search;
 - 3. Overcome an assault or resistance directed at the officer or others;
 - 4. Prevent or terminate the commission of a crime;
 - 5. Prevent property damage or loss,
 - 6. Prevent escape;
 - 7. Intervene to provide medical care; or
 - 8. Any other legitimate law enforcement purpose.
- B. Physical force will not be used against individuals in restraints and under control, except when objectively reasonable to prevent escape, ongoing resistance, or imminent bodily injury to the subject, officers, or another person.
- C. Officers may not use or threaten to use force for any of the following reasons:
 - 1. Solely to resolve a situation more quickly absent other factors that would make the use of force objectively reasonable and proportional;
 - 2. To punish a person or to retaliate against them for past conduct;
 - 3. To force compliance with an officer's request, absent other factors that would make the use of force objectively reasonable and proportional; or
 - 4. Based upon bias against a person's race, ethnicity, nationality, religion, disability, gender, gender identity, sexual orientation, or any other protected characteristic.

IV. Deadly force is prohibited except as prescribed below.

- A. An officer is justified in using deadly force upon another person only when the officer reasonably believes, based on the totality of the circumstances, that such force is necessary for either of the following reasons:
 - 1. To prevent or defend against an imminent threat of death or serious bodily injury to the officer or to another person; or
 - 2. To apprehend a fleeing person for any felony that threatened or resulted in death or serious bodily injury, if the officer reasonably believes that the person will cause death or serious bodily injury to another unless immediately apprehended.
- B. "Deadly force" is any force that creates a substantial risk of death or serious bodily injury.
- C. "Serious bodily injury" is any injury that creates a substantial risk of serious permanent disfigurement, unconsciousness, extreme pain, permanent or protracted loss or impairment of the function of a bodily member or organ, or loss of a fetus.



- D. Where feasible, an officer shall, prior to the use of force, make reasonable efforts to identify themselves as an officer and to warn that deadly force may be used.
- E. Warning shots are prohibited.
- F. Shooting at or from moving vehicles or occupants is prohibited. Any deviation from this prohibition shall be examined on a case by case basis. The involved officer must be able to clearly articulate the reasons for the use of force.
- G. Deadly force will not be used against a person whose actions are a threat only to themselves or property.
- H. Police officers are prohibited from utilizing the Lateral Vascular Neck Restraint (LVNR), choke hold, and/or any other similar neck restraint that restricts breathing or circulation.

V. As soon as reasonably possible following a use of force, officers will evaluate the subject for injuries, request Emergency Medical Services (EMS) as needed or requested, and render appropriate aid according to their training and experience.

A. When safe and feasible officers will:

- 1. Request EMS response for any injury or sign of medical distress, unless the injuries are minor (e.g., complaint of pain, small cuts and abrasions);
- 2. Render aid according to their training and experience, unless aid is declined. Consent should be assumed for unconscious subjects or those incapable of providing consent;
- 3. Place prone subjects in an upright or recovery position, when appropriate and feasible; and
- 4. Continually observe subjects for signs of distress. EMS should be requested immediately if any of the following signs are observed or occurred:
 - a. Extreme agitation,
 - b. Violent, bizarre, or irrational behavior,
 - c. Profuse sweating,
 - d. Difficulty breathing,
 - e. Extraordinary strength beyond physical characteristics,
 - f. Unusually high tolerance to pain, or
 - g. A protracted physical encounter with multiple officers.

B. Officers will not restrain subjects who are in custody and under control in a manner that restricts their ability to breathe, and shall reposition the subject into a recovery position as soon as practical.

VI. Officers will stop and report any use of force performed by themselves or another officer that violates applicable laws or department policies.

- A. Officers have a duty to intervene to prevent or stop the use of excessive force by another officer, when it is safe and reasonable to do so.
- B. Any officer who directly observes or has actual knowledge of a violation of this use of force policy must report it to a supervisor as soon as practical.



- C. This directive will be reviewed, at least annually, for legality and compliance with national best practices.

VII. Officers will receive training, at least annually, on IMPD's use of force policy and related legal updates.

- A. Training will be designed to:
 - 1. Reinforce the importance of and provide techniques of de-escalation;
 - 2. Reinforce the principles of permissible and prohibited uses of force;
 - 3. Simulate actual use of force situations and conditions; and
 - 4. Enhance officers' discretion and judgment in use of force situations in accordance with department directives.
- B. All use of force training will be documented.



Indianapolis Metropolitan Police Department

GENERAL ORDER

1.31

USE OF FORCE – INVESTIGATION AND REPORTING

POLICY

The Indianapolis Metropolitan Police Department (IMPD) is charged with the important responsibility of objectively investigating and evaluating the use of force by IMPD officers. It is the policy of this department to consistently and thoroughly investigate every use of force. Further, each incident will be reviewed to ensure compliance with policy and to identify and address areas for improvement.

This policy establishes procedures for the investigation, reporting, and review of officers' application of force.

DEFINITION

Deadly Force – Defined by IC 35-31.5-2-85: "Deadly force" means force that creates a substantial risk of serious bodily injury.

Involved Officer(s) – Those officers who directly applied force.

Public Safety Statement – A statement made by an involved officer in an officer-involved shooting to a supervisor, immediately following an officer-involved shooting incident, for public safety purposes.

Serious Bodily Injury – Defined by IC 35-31.5-2-292: "Serious bodily injury" means bodily injury that creates a substantial risk of death or that causes: (1) serious permanent disfigurement; (2) unconsciousness; (3) extreme pain; (4) permanent or protracted loss or impairment of the function of a bodily member or organ; or (5) loss of a fetus.

PROCEDURE

LESS LETHAL

I. Notification and Documentation of the Use of Force

A. An officer of any rank shall notify a supervisor via Communications, as soon as practical, following a use of force incident, as specifically outlined in this general order and as described below:

1. Force applied that exceeds un-resisted handcuffing, including but not limited to:
 - a. Pressure point manipulation;
 - b. Joint lock manipulated escorts;
 - c. Forcible takedowns; or
 - d. Any strikes (palm heel, kick, etc.).
2. Force applied through non-deadly weapons.
3. Force applied resulting in, or alleged to have resulted in, serious bodily injury, injury, or complaint of pain of another person.
4. Any force a supervisor determines should be documented.

**NOTE**

These notification and reporting requirements apply to members of all ranks. If a supervisor uses force, the investigation does not need to be conducted by a supervisor of a higher rank.

- B. Any use of force incident described above shall be promptly documented as follows:
1. The officer will obtain an incident report number from Communications and write an initial incident report and Blue Team entry.
 2. The officer's incident report and Blue Team entry will include a description of how the force was applied, whether it was effective, and describe any resulting injuries to the arrestee, the involved officer, and/or any other officers or involved citizens.
 3. The Blue Team entry will be forwarded to the investigating supervisor within seventy-two (72) hours.
 4. The officer will be responsible for having photos taken of all alleged injuries, whether visible or not, and will document the information in the initial incident report.
- C. When this policy or a supervisor requires a Blue Team entry, a supervisor shall respond to the scene and conduct a preliminary investigation regarding the use of force.
1. The supervisor's investigation will include attempts to interview the involved officer(s), suspect(s), and witnesses. The supervisor should also document any other relevant evidence.
 2. The supervisor will review the officer's Blue Team for accuracy and ensure the entry includes the required documentation for the involved officer.
 3. Within the officer's Blue Team entry, the supervisor must provide a disposition of in compliance or not in compliance and enter comments that include results of their investigation, reason for their disposition finding, any further action taken, and/or recommendations for further action.
 4. Within **three (3) days** of receipt, the investigating the sergeant must forward the Blue Team entry, or return it to the officer for corrections.

NOTE

When a use of force involves a weapon or device issued and controlled by a specialized unit, a supervisor of that unit should be carbon copied (CC).

5. Within **three (3) days** of receipt, the lieutenant must forward the Blue Team entry, or return it for corrections.
6. Within **five (5) days** of receipt, the captain must forward the Blue Team entry, or return it for corrections.
7. If applicable, within **five (5) days** of receipt, the commander must forward the Blue Team entry, or return it for corrections.

NOTE

If a supervisor in the chain of command will be absent for a period of time making compliance with these deadlines impossible, that supervisor should be skipped and the Blue Team entry should go to the next supervisor in the chain of command.



II. Special Electronic Control Devices (ECD) Considerations

- A. Any discharges/deployments of an ECD or cartridge resulting from an accident and/or malfunction will be immediately reported to the officer's immediate supervisor. Should the discharge strike another officer, the supervisor shall forward the injured officer report to the Medical Liaison.
- B. Property and Evidence Collection of ECD
 - 1. Property and evidence collection associated with an ECD probe deployment is the responsibility of the deploying officer.
 - a. In the event of an abnormal reaction or any secondary injury requiring medical treatment, the probes, wire, and cartridge will be submitted to the property room as evidence.
 - b. When an officer is able to remove the probes, they should be disposed of and treated as biohazard material.
 - 2. Photographs should be taken of any visible injuries on a subject after removal of the ECD probes and the photos should be placed into evidence.
 - 3. The Firearm Training Section supervisor shall be notified if an ECD is placed into the Property Section as evidence or for any other reason.

DEADLY FORCE

III. Types of Investigations

- A. If a firearm is discharged in an attempt to destroy an animal, or accidentally resulting in no injury to a person, the involved officer shall prepare an incident report and a Blue Team entry documenting the circumstances surrounding the firearms discharge. A diagram of the incident scene must be included as an attachment to the Blue Team entry.
 - 1. The narrative section must be completed in detail documenting the circumstances surrounding the firearms discharge.
 - 2. The Blue Team entry will be forwarded to the investigating supervisor within seventy-two (72) hours.
 - 3. The investigating supervisor shall respond to the scene and conduct a preliminary investigation regarding the use of force.
 - 4. The supervisor will review the officer's Blue Team entry for accuracy and ensure the entry includes the required documentation for the involved officer.
 - 5. Within **three (3) days** of receipt, the investigating the sergeant must forward the Blue Team entry, or return it to the officer for corrections.
 - 6. Within **three (3) days** of receipt, the lieutenant must forward the Blue Team entry, or return it for corrections.
 - 7. Within **five (5) days** of receipt, the captain must forward the Blue Team entry, or return it for corrections.
 - 8. If applicable, within **five (5) days** of receipt, the commander must forward the Blue Team entry, or return it for corrections.

**NOTE**

If a supervisor in the chain of command will be absent for a period of time making compliance with these deadlines impossible, that supervisor should be skipped and the Blue Team entry should go to the next supervisor in the chain of command.

B. Officer-involved shootings involve two separate investigations:

1. A criminal investigation of the incident by the agency having jurisdiction where the incident occurred. IMPD may relinquish its criminal investigation to an outside agency with the approval of the Chief of Police or designee.
2. An administrative investigation conducted by the involved officer's agency to determine adherence to their respective department policy.

C. IMPD firearms discharges causing injury or death involve the following investigations:

1. The Homicide Section will investigate and properly document all officer-involved firearms discharges resulting in injury or death, including attempts.
2. The Professional Standards Branch/Internal Affairs Section will conduct a parallel investigation which will remain separate and independent of the Homicide investigation. The Internal Affairs Section commander will be responsible for overseeing the internal investigation and reporting the results through the Professional Standards Branch commander to the Chief of Police.

IV. Jurisdiction for an Officer-Involved Shooting

Jurisdiction is determined by the location of the shooting and the agency employing the involved officer(s). The following scenarios outline the jurisdictional responsibilities for investigating an officer-involved shooting.

- A. IMPD Within This Jurisdiction** – IMPD is responsible for the criminal investigation of the suspect's actions and the administrative investigation. The criminal investigation of the officer's actions will be conducted by the Critical Incident Response Team (CIRT)/IMPD Homicide Section and/or other persons or units at the discretion of the Chief of Police. The administrative investigation will be conducted by the IMPD Professional Standards Branch/Internal Affairs Section. The Chief of Police has the discretion to relinquish all or a portion of the IMPD's responsibilities to an outside agency.
- B. Outside Agency's Officer Within This Jurisdiction** – IMPD is responsible for the criminal investigation of the suspect's actions. The criminal investigation of the outside agency officer-involved shooting will be conducted by the IMPD Homicide Section. The officer's employing agency will be responsible for any administrative investigation(s). The Chief of Police has the discretion to relinquish all or a portion of IMPD's responsibilities to an outside agency.
- C. IMPD Officer In Another Jurisdiction** – The agency where the incident occurred has criminal jurisdiction and is responsible for the criminal investigation of the incident. That agency may relinquish its criminal investigation of the suspect(s) and/or the IMPD officer to another agency. A timely administrative investigation will be conducted by the IMPD Professional Standards Branch/Internal Affairs Section. The Chief of Police has the discretion to relinquish all or a portion of the IMPD's responsibilities to an outside agency.

V. Officer-Involved Shooting – Investigative Procedure

The following guidelines shall be used when an officer-involved shooting occurs involving an IMPD officer within the IMPD jurisdiction.

- A.** Department personnel shall initially render the scene safe and provide emergency medical attention to involved person(s).



- B. Detain, separate, and control all witnesses or anyone with knowledge of the incident and obtain the description and information on any outstanding suspects.
- C. Immediately notify Communications of the location, conditions, and person(s) involved and provide initial suspect information for any outstanding suspects and/or suspect vehicles.
- D. Communications will notify the immediate on-duty field supervisor, who will respond to the scene.
- E. Communications will dispatch all necessary personnel and assistance as requested by officers on scene and from the on-duty field supervisor. This may include, but is not be limited to:
 - 1. EMS/Fire Department;
 - 2. Backup/assisting units;
 - 3. CIRT/Homicide Section commander or designee;
 - 4. Professional Standards Branch/Internal Affairs Section commander or designee; and/or
 - 5. Specialty units as directed by the district supervisor, which may include, but is not limited to, Police Officer Support Team (POST), Public Information Officer (PIO), Police Chaplain and Executive Staff notification.
- F. Officers arriving on the scene of an officer-involved shooting shall immediately begin to preserve the scene for possible evidence collection. An inner perimeter shall be established containing the scene, preferably using crime scene tape, police vehicles, and sufficient officers. A single point of entry to the inner perimeter shall be established. This containment procedure shall begin prior to the arrival of the on-duty field supervisor, if not already on scene.
- G. An officer shall be assigned as soon as possible to the inner perimeter single entry point to maintain a *Critical Incident Log* documenting all persons entering and leaving the inner perimeter including the time and their purpose (e.g., EMT's, firefighters etc.). Absent emergency requirements, no entry shall be permitted into the inner perimeter by anyone, regardless of rank or position, not authorized by the lead CIRT investigator or designee and/or involved in the processing of the scene.
- H. In order to provide a safe environment for all personnel, an outer perimeter shall be established. A staging area should be established on incidents involving numerous vehicles and resources. Safe routes of ingress and egress should be broadcast to assisting officers.
- I. Field Supervisor's Responsibility

The assigned field supervisor will establish incident command per General Order 1.9 – *Incident Command* as needed or required and initially assume the role of incident commander until such time as he/she is relieved of the position. As incident commander, it will be his/her responsibility through delegation of authority or as circumstances permit to:

- 1. Assume initial investigative control over the scene;
- 2. Confirm initial medical attention has been provided and request additional medical attention as required;
- 3. Reevaluate and reconfigure the control points of the inner perimeter as required to contain and prevent access to the location, preventing contamination of any evidence/weapons pending the arrival of Homicide Section personnel;
- 4. Reevaluate the outer perimeter to restrict traffic and unauthorized persons as well as to ensure the safety of support personnel;



5. Obtain a public safety statement for public safety purposes to include but not limited to: known injuries, outstanding suspect(s) information including suspect(s) weapons information and direction of travel, boundaries of the incident scene(s), location of any witnesses, and direction of shots fired by officer(s)/suspect(s);
 - a. Initially attempt to obtain the public safety statement from any officer on scene who is not involved in the shooting.
 - b. In the event there are no officers who were not involved in the shooting, the supervisor should attempt to obtain a voluntary public safety statement from an officer who was involved.
 - c. If necessary, the supervisor may administratively order any officer from the department to immediately provide a public safety statement necessary to secure the scene and pursue suspects.
 6. Ensure an officer is assigned to maintain a *Critical Incident Log*, as outlined above;
 7. Ensure all witnesses are located, identified, and separated (noting any witness observations);
 8. Ensure all involved officers and uninvolved witness officers are separated;
 9. Make notification to the involved employee's/member's commander if different from the incident commander's district;
 10. Confirm the CIRT/Homicide Section and Professional Standards Branch/Internal Affairs commanders or designees have been notified; and
 11. Be prepared to brief assigned personnel from the Homicide Section and Internal Affairs Section upon their arrival on scene and transfer investigative control of the criminal investigation and internal investigation respectively to the two investigative sections. The criminal investigation will take priority over any administrative investigation.
- J. Each involved officer should be given an administrative order not to discuss the incident with other involved officers pending further direction from a supervisor in the officer's chain of command, Homicide detectives, or Internal Affairs detectives assigned to the shooting investigation.

VI. Involved Officers

- A. An involved officer's firearm will be exchanged by a Homicide supervisor or detective handling the shooting investigation. The Homicide supervisor or detective will obtain a department-owned and preapproved temporary replacement firearm from the Property Section (placed at the Property Section for this purpose) and issue the involved officer the department-owned temporary replacement firearm at the same time the involved officer's firearm is taken for evidence purposes.
 1. The Homicide supervisor or detective handling the investigation shall notify the Firearms Training Section supervisor a replacement firearm was issued from the Property Section.
 2. The Firearms Training Section supervisor will arrange with the involved officer(s) to exchange the temporary replacement firearm(s) for a permanent issued firearm(s).
 3. The involved officer(s) shall complete a qualification course with the permanent issued firearm(s) as soon as possible.



- B. An involved officer shall preserve the integrity of any physical evidence present on the officer's equipment and clothing, such as blood or fingerprints, until detectives or crime laboratory personnel can properly photograph and retrieve the items. Replacement clothing for an involved officer will be arranged for by Homicide Section detectives and or the assisting officer.
- C. Detectives and/or other authorized personnel shall make reasonable accommodations to the officer's physical and emotional needs.
- D. A mental health professional shall be provided by the department to each involved officer. A mental health professional shall be provided by the department to any other affected officers upon request.
 - 1. Interviews with a licensed mental health professional will be considered privileged and will not be disclosed except to the extent that the officer is or is not fit for return to duty.
 - 2. If an interview or session with a licensed mental health professional takes place prior to an involved officer providing a formal interview or report, involved officers shall not be permitted to consult or meet collectively or in a group with a licensed mental health professional prior to providing a formal interview or report with Homicide detectives and Internal Affairs detectives.
- E. Involved officers shall be given reasonable paid administrative leave as determined by the Chief of Police or designee following an officer-involved shooting and it shall be the responsibility of the district commander or designee to authorize schedule adjustments to accommodate such leave.
- F. While on administrative leave, involved officers will remain available for debriefing by detectives, interview by prosecutors, consultation with the mental health professional, and any other department requirements. Involved officers will be removed from line-duty assignment, pending an administrative review from the Firearms Review Board, or at the discretion of the Chief of Police, or designee.

VII. Reports by Involved Officers

- A. The assigned Homicide detective(s), who have received investigative control over the criminal investigation from the incident commander, will make the final decision as to required reports by any uninvolved officer(s).
- B. In the event that suspects remain outstanding or subject to prosecution for related offenses, the department shall retain the authority to require involved officer(s) to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.
- C. Reports related to the prosecution of criminal suspects will be processed according to normal procedures, but should also be included for reference in the investigation of the officer-involved shooting.

VIII. Shooting-Criminal Investigation

- A. Once notified of an officer-involved shooting, it shall be the responsibility of the Homicide Section commander or designee as the lead component of the CIRT for this assignment to assign appropriate detective personnel to handle the department's investigation of the incident and all related crimes. Homicide detectives will be assigned to work with personnel and investigators from other units within the CIRT as well as any other required personnel.
- B. Once on scene and after being briefed by the incident commander, the assigned detectives from the Homicide Section and Internal Affairs Section will control their separate investigations.
- C. Uninvolved witnessing officers will provide a statement to the Homicide detective(s).



- D. Homicide detectives will have the opportunity to interview involved officers. In order to provide them with an opportunity to give a voluntary statement, the following shall be considered for the involved officer(s).
 - 1. Field supervisors and Internal Affairs Section personnel should not participate directly in any voluntary interview of officers. This will not prohibit such personnel from monitoring an interview through audio/video equipment without their physical presence in such interview(s).
 - 2. If requested, any involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney, prior to speaking with Homicide detective(s). However, in order to maintain the integrity of each individual officer's statement, involved officer(s) shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
 - 3. Any voluntary statement provided by the officer(s) will be made available for inclusion in the administrative investigation.
 - 4. Absent consent from the involved officer(s) or as required by law, no administratively compelled statement(s) will be provided to criminal investigators.
- E. Homicide detectives will forward all completed reports through their chain of command to the Chief of Police. After review, the criminal investigation reports will be included with all other reports associated with the investigation and transferred to the Chief's designee for compilation and presentation to the Firearms Review Board.

IX. Internal Administrative Investigation

- A. In addition to all other investigations associated with an officer-involved shooting, the department will conduct a confidential internal administrative investigation to determine conformance with department policy. This investigation will be conducted under the supervision of the Professional Standards Branch/Internal Affairs Section.
 - 1. Involved officers are obligated to provide a statement to an Internal Affairs detective as a condition of employment. The statement will be for administrative purposes only and, with the exception of perjury, cannot be used in a subsequent criminal prosecution nor can the information be disclosed to Homicide detective(s). Involved officers will be given an administrative order to provide full and truthful answers to all questions during any related interview with an Internal Affairs detective (Garrity admonishment; Garrity v New Jersey, 385 U.S. 493 (1967)).
 - 2. Any officer involved in a shooting may be administratively compelled to provide a blood sample for alcohol/drug screening. Absent consent from the officer, such compelled samples and the results from any such testing will be for administrative use only.
 - 3. Officers shall have the opportunity to contact an attorney and have the attorney present or select an uninvolved representative to be present during the interview.
 - 4. Internal Affairs detectives will forward a completed administrative investigation report of the incident through the chain of command to the Chief of Police. After review, the report will be included with all other reports involving the investigation and transferred to the Chief's designee for compilation and presentation to the Firearms Review Board.
- B. If a firearm is discharged at a person or occupied vehicle, whether or not the discharge results in injury or death, the assigned Internal Affairs investigator shall complete the Blue team entry.
 - 1. The narrative section must be completed in detail documenting the circumstances surrounding the firearms discharge.
 - 2. A diagram of the incident scene must be included as an attachment to the Blue Team entry.



3. The Internal Affairs investigator will also be responsible for completing any and all related Blue Team entries (i.e., use of force, vehicle pursuits, etc.).

FIREARMS REVIEW

X. Administrative Review

An administrative review will be conducted for each reported discharge of a firearm by an IMPD officer. The administrative review will initially be the responsibility of the Firearms Review Board and based upon circumstances, may consist of additional oversight. The overall administrative review may involve the following:

- A. IMPD Firearms Review Board;
- B. IMPD Disciplinary Board of Captains;
- C. IMPD Chief of Police;
- D. Police Merit Board;
- E. Federal Bureau of Investigation;
- F. United States Department of Justice;
- G. Marion County Grand Jury;
- H. Marion County Prosecutor; and/or
- I. Coroner.

XI. Board Composition

The Firearms Review Board shall consist of the following personnel:

- A. Chairman: Highest ranking member on the board; if the members are of equal rank, the Chairman will be chosen by ballot.
- B. 1st Member: Homicide Section commander
- C. 2nd Member: Training Section commander
- D. 3rd Member: Internal Affairs Section commander
- E. 4th Member: A lieutenant or above from the district level
- F. 5th Member: A peer officer for the officer being investigated

XII. Hearings

- A. Hearings will be audio-recorded.
- B. Type-written transcripts will be prepared at the request of the Chief of Police.

XIII. Discipline

The Firearms Review Board does not have the authority to recommend discipline. The Firearms Review Board shall make a finding which will be limited to one of the following:

- A. **In Compliance:** The officer's actions were within policy.
- B. **Not In Compliance:** The officer's actions were in violation of department policy.

XIV. Disposition



The Firearms Review Board will forward the completed case and the members' decision to the Chief of Police for disposition.

XV. Chief of Police Responsibility

Upon receipt of the decision by the Firearms Review Board, the Chief of Police will have final authority to discipline any officer of the agency in accordance to the Rules and Regulations. In making his/her determination, the Chief of Police may refer to the matter to the Disciplinary Board of Captains for recommendations.

XVI. Annual Analysis

- A. The department will maintain records for use of force incidents involving:
 - 1. Discharges of firearms;
 - 2. Force applied resulting in, or alleged to have resulted in, serious bodily injury, injury, or complaint of pain of another person; or
 - 3. Any force through the use of deadly or non-deadly weapons.
- B. Records for use of force incidents will be maintained by the Professional Standards Branch.
- C. The Professional Standards Branch will be responsible for conducting a documented annual analysis of the above reports by reviewing the incidents in an effort to reveal patterns or trends that could indicate training needs, equipment upgrades, and/or policy modifications.
- D. The resulting report from the annual analysis shall be forwarded to the Training Division commander or designee and Planning and Research Section for evaluation and implementation.



Indianapolis Metropolitan Police Department

GENERAL ORDER

1.32

LESS LETHAL DEVICES

POLICY

The Indianapolis Metropolitan Police Department (IMPD) authorizes the use of electronic control devices, impact weapons, and chemical sprays to aid officers in successfully gaining control of subjects when, based on the subject's actions, the use of force is objectively reasonable. Officers will only use these devices in accordance with federal and state laws, IMPD General Order 1.30 – *Use of Force - Principles*, this directive, and department training. The use of a less lethal device will be reported in accordance with General Order 1.31 – *Use of Force – Investigation, Reporting, and Review*.

PROCEDURE

I. Electronic Control Devices (ECD)

- A. Only officers who have been trained and certified by IMPD will be allowed to carry or use an ECD.
- B. Uniformed officers who have been issued an ECD must carry it with them during their shift.
- C. When worn on a duty belt or the officer's waist, the ECD must be carried on the officer's support side (e.g. opposite side of the handgun holster).
- D. Officers issued an ECD will receive training on its use at least annually.
- E. IMPD considers the use of an ECD as a higher level of force than the use of chemical sprays or baton strikes to motor nerves. However, use of an ECD in accordance with this policy is considered to be a less lethal level of force.
- F. Every application of an ECD is a separate use of force requiring independent justification.
- G. When feasible, officers must give a verbal warning prior to the use of an ECD to the subject and other officers.
- H. The authorized method of deployment of an ECD against a subject is in probe mode.
 - 1. Officers should not remove the cartridge to deploy an ECD.
 - 2. When a deployed ECD probe has an ineffective spread, officers should consider touching the subject with the ECD to complete a larger more effective circuit.
- I. Sparking an ECD, without the intention of making contact with a subject, in order to provide a visible or audible deterrent, is a use of force and must be objectively reasonable.
- J. Officers will attempt to target a subject below the chest or heart area, or from the shoulders down on the back of a subject.
- K. When feasible, officers will use the five-second ECD cycle to handcuff the subject while the subject is being affected by the ECD.



- L. Officers will constantly monitor the effectiveness of the ECD and select a different option to gain control of a subject if compliance isn't obtained after three, five-second ECD cycles.
- M. Officers will remove probes that can be easily dislodged as soon as the incident is stabilized.
 - 1. To remove a probe, officers will firmly grab the probe and quickly pull straight out of the skin.
 - 2. Officers will inspect the probes after removal to ensure that no part of the probe remains under the subject's skin.
 - 3. Probes must be treated as "sharps" and biohazard procedures must be followed for their disposal.
 - 4. When a probe is embedded and cannot be easily dislodged, officers will request EMS.
 - 5. Subjects must be transported to Eskenazi Hospital when:
 - a. A probe is broken off under the skin;
 - b. A probe is deeply embedded and cannot be removed by EMS; or
 - c. A probe is embedded in a sensitive tissue area, such as:
 - i. The eyelid or eye;
 - ii. Neck;
 - iii. Face;
 - iv. Groin or genital area; or
 - v. A woman's breast
 - 6. When a subject is transported to Eskenazi for ECD related injuries, the accompanying officer will advise medical personnel of:
 - a. The subject's exposure to electrical current from an ECD;
 - b. Potential primary or secondary injuries;
 - c. Known substances influencing the subject; and
 - d. Known mental health conditions.
 - 7. If the probes are removed by the officer or EMS and the subject has only minor bleeding that is bandaged and no other injuries or symptoms requiring hospitalization exist, they may be transported to Central Receiving.
- N. Officers will not use an ECD, unless deadly force is authorized, on:
 - 1. A known pregnant person;
 - 2. The elderly or children;
 - 3. Subjects riding a propelled device;
 - 4. The operator of a motor vehicle;
 - 5. An individual in a body of water, or who can fall into a body of water, posing a drowning hazard;
or
 - 6. An individual who has a known flammable substance on them or is in a flammable or explosive environment.



- O. An ECD will not be used:
 - 1. As a prod or escort device;
 - 2. To rouse unconscious, impaired, or intoxicated subjects;
 - 3. To stop subjects from swallowing potential evidence or to retrieve evidence a suspect is attempting to swallow; or
 - 4. As punishment.
- P. The act of fleeing, without other factors involved, does not justify the use of an ECD.
- Q. Any discharges/deployments of an ECD or cartridge resulting from an accident and/or malfunction will be immediately reported to the officer's immediate supervisor. Should the discharge strike another officer, the supervisor will complete an injured officer report.
- R. Property and evidence collection associated with an ECD probe deployment is the responsibility of the deploying officer.
 - 1. In the event of an abnormal reaction or any secondary injury requiring medical treatment, the probes, wire, and cartridge will be submitted to the property room as evidence.
 - 2. Photographs should be taken of any visible injuries on a subject after removal of the ECD probes and the photos should be placed into evidence.
 - 3. The Firearm Training Section supervisor must be notified if an ECD is placed into the Property Section as evidence or for any other reason.

II. Chemical Spray

- A. Officers will only use department-issued chemical spray.
- B. Officers must take reasonable precautions to minimize the exposure of chemical spray to non-targeted individuals.
- C. Prior to deploying chemical spray, officers will give a verbal warning to the subjects and other officers, when feasible.
- D. Each one-second application of a chemical spray is considered a separate use of force that requires independent justification.
- E. Normal reactions to chemical spray exposure include mild difficulty breathing and irritation to the eyes and skin.
- F. If a subject experiences abnormal reactions to chemical spray exposure, officers must request EMS for treatment on scene or transportation to the appropriate medical facility. Situations that require EMS include:
 - 1. Moderate to severe difficulty breathing;
 - 2. Loss of consciousness;
 - 3. Known pre-existing conditions such as asthma, emphysema, bronchitis, and heart ailments;
 - 4. Exposed subjects are elderly or young children; or
 - 5. Any special circumstances officers believe EMS response is necessary.



- G. Unless exigent circumstances exist; officers are prohibited from using chemical spray on:
 - 1. Subjects with known respiratory conditions; or
 - 2. Subjects engaged in passive resistance only.
- H. When practical, individuals contaminated with chemical spray should:
 - 1. Be removed from the contaminated area;
 - 2. Have their face and eyes flushed with cool purified or bottled water; and
 - 3. Be faced into the wind.
- I. Arrestees who have been exposed to chemical spray must be transported directly to Central Receiving, unless hospitalization is required.
 - 1. The arresting officer will advise the transporting officer of the exposure.
 - 2. Central Receiving must be advised by the transporting officer of the exposure.
- J. The use of chemical sprays and other chemical agents by Mobile Field Force (MFF), Event Response Group (ERG), and Special Weapons and Tactics (SWAT) are governed by their unique standard operating procedures and training guidelines.
- K. All deployments of chemical spray must be immediately reported to a supervisor.

III. Impact Weapons

- A. Officers will only carry and use department-issued impact weapons.
- B. IMPD considers impact weapons to be a higher level of force than chemical spray due to the potential for injury. However, use of an impact weapon in accordance with this policy is considered to be a less lethal level of force.
- C. Each strike with an impact weapon is a separate use of force that requires justification.
- D. Striking a subject's head, neck, throat, spine, sternum, kidneys, and groin is prohibited unless deadly force is authorized. The burden is on the officer to clearly articulate that a strike to any of these areas of the body was unintentional.
- E. Officers are prohibited from striking the abdomen of a woman who the officer knows or reasonably should know is pregnant.
- F. Improvised impact weapons (e.g. flashlights, etc.) will not be used, except in exigent circumstances.
 - 1. The failure to carry an authorized impact weapon (i.e., a baton) is not, in and of itself, justification to use an improvised impact weapon.
 - 2. Guns will not be used as improvised impact weapons due to the risk of an unintentional discharge, unless deadly force is authorized.
- G. All attempts or uses of impact weapons or improvised impact weapons as a use of force must be immediately reported to a supervisor.



Indianapolis Metropolitan Police Department

GENERAL ORDER

2.2

DIRECTIVES

POLICY

The Indianapolis Metropolitan Police Department (IMPD) continually develops and maintains formal written directives to provide department personnel with a clear understanding of the constraints and expectations relating to the performance of their duties. Written directives outline policies, procedures, rules and regulations regarding matters that affect the entire department or a portion thereof. The written directives system also provides department personnel with rapid access to individual policies, procedures, rules and regulations.

The department's written directives shall be in compliance with applicable law and meet or exceed the standards for law enforcement agencies in the United States, as established by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA).

VIOLATIONS AND ENFORCEMENT OF DIRECTIVES

Violations of directives including rules, regulations, general orders or other orders as explained herein may be considered sufficient cause for disciplinary action, up to and including termination.

Department personnel are accountable for all material contained in the written directives relevant to their job function, responsibilities and assignment. Supervisors shall enforce the provisions of the department's written directives which include, but are not limited to, the Rules and Regulations and General Orders.

DEFINITIONS

Policy: A broad declaration of agency intent, objectives, goals and overall mission.

Directive: Any communication, whether oral or written, used to guide or affect the performance or conduct of department personnel. All directives are authorized by the chief of police or designee and are contained in the IMPD Rules and Regulations Manual and IMPD General Orders Manual.

Executive Staff: The chief of police and all appointed ranks.

TYPES OF DIRECTIVES

- I. Rules and Regulations – Apply throughout the department. They specifically enumerate the categories regulating conduct through orders, policy, standard operating procedures and/or rules of the department and provide for the disciplinary process of the department (remain valid until rescinded).
- II. Orders – Used to convey policy and procedures.
 - A. General Orders – Apply throughout the entire department. They are intended to provide long-term guidelines relating to department-wide issues (remain valid until rescinded).
 - B. Division Orders - Apply to one division or part of one division. They must be reviewed annually by the issuing division commander to ensure they are up to date (remain valid until rescinded).



- III. Special Orders – Used to announce one-time events, programs, special circumstances or temporary assignments. Special orders have a self-cancelling date or self cancel in one year from the date of issue. Special orders will be placed into two categories, (1) Special Orders (2) Traffic Detail Orders.
- IV. Procedural Notices – Used to change or update procedures in general orders or other written directives. Material contained in a Procedural Notice will be incorporated into the next revision of the affected general order.
- V. Standard Operating Procedures (SOP) – Provide procedural guidelines which include, but may not be limited to, step-by-step procedures or detailed instructions. SOPs explain how a policy will be implemented.

PROCEDURE

I. Authority of the Chief of Police

- A. The chief of police or designee has the ultimate responsibility for issuing, modifying, approving or canceling a written directive (except Rules and Regulations) and for the complete discharge of all duties as set forth by applicable law. (See Revised Code of the Consolidated City/County 279-221 and Indiana Code 36-3-1-5.1)
- B. Directives will be reviewed as determined by the chief of police or designee. All department orders and standard operating procedures have precedence over division orders and division standard operating procedures.

II. Lawful Orders

- A. An order is a directive, verbal and/or written, issued by a department supervisor or member who has been authorized to give orders.
- B. All orders, when issued by a superior, are presumed to be lawful. All department personnel shall obey orders promptly and willingly.
- C. No supervisor shall knowingly and willfully issue an order in violation of any law, city/county ordinance, general order, policy, procedure, rule or regulation of the department.
 - 1. Should a supervisor make a conscious decision to issue an order, for any reason, contrary to general orders or any department policy, the supervisor shall complete and submit a memorandum to their commander via chain of command prior to the end of their shift with a thorough explanation of the circumstances and justification for the issuance of the order.
 - 2. The supervisor's commander shall determine whether further department action is required and document the incident in the supervisor's personnel file.
- D. The failure, or deliberate refusal, of any employee/member to obey an order given by a superior officer of the department shall be deemed insubordination and subject to discipline.
- E. Flouting the authority of any superior officer by wanton disrespect or by disputing their order, shall be deemed insubordination and subject to discipline.



III. Conflicting Orders

- A. In the event of conflicting orders, the most recent order given shall be followed, unless retracted or modified.
 - 1. Department personnel receiving orders from different ranking supervisors shall comply with the order from the highest ranking supervisor.
 - 2. The supervisor giving the conflicting order shall then determine which order shall be followed and shall advise the subordinate employee/member accordingly. In all cases, the subordinate employee/member shall promptly obey such order and the responsibility for such order shall rest with the supervisor, and not with the subordinate employee/member.
 - 3. Department personnel receiving conflicting orders from supervisors of the same rank shall inform the supervisor giving the most recent order of the conflict. Contradictory orders issued by supervisors of the same rank shall be subject to administrative review at an appropriate time.
- B. Department personnel who disagree with department directives shall abide by Rules and Regulations Section II F. "Members shall not criticize the department or any of its officers if that criticism is in any way defamatory, obscene, or unlawful, or tends to impair the efficient operation of the department." Disagreements of this nature shall be dealt with through the proper chain of command (i.e., the aggrieved employee/member may discuss the issue with his/her supervisor).

IV. Functional Communication

- A. In order to establish the communication, coordination and cooperation vital for effective law enforcement, functions and personnel, all supervisors are encouraged to attend roll call, supervisor staff and other meetings to exchange information.
- B. Information can also be forwarded by e-mail, voice mail, car-to-car communications via mobile data computers and by use of the daily information sheet.

V. Written Directives System

- A. The Professional Standards Division, Accreditation and Policy Section commander will manage the development and maintenance of written directives, which includes, but is not limited to, the following activities.
 - 1. Maintaining a master policy file of all written directives.
 - 2. Administering the review, indexing, updating and purging of all written directives.
 - 3. Initiating the distribution of all written directives.

VI. Creation of Written Directives

- A. The chief of police or designee has the ultimate authority to issue, modify, approve or rescind all written directives. No written directive shall take effect until it is approved and distributed in accordance with the procedures set forth herein.
- B. The Professional Standards Division, Accreditation and Policy Section commander is responsible for the research and drafting of all written directives.



- C. If a department employee/member desires to create, modify or delete a written directive, the following procedure shall apply:
1. The employee/member shall write a memorandum to the chief of police describing the proposed written directive. The memorandum shall be transmitted through the chain of command.
 2. Each level of the chain of command shall forward the memorandum with comments and/or suggestions to the chief of police. Recognizing that the department's employees/members are its greatest asset, the intent of such procedure is to provide employees at all levels of the department a method to have direct input in the creation and modification of written directives.
 3. The chief of police or designee shall review the proposal and determine whether to approve or deny the formal drafting of the proposed written directive.
 4. If the chief of police or designee approves, the proposal will be forwarded to the Professional Standards Division, Accreditation and Policy Section commander for completion of a formal draft. A draft will be completed with input from the appropriate division commander and/or department subject matter expert and the employee/member originating the proposal. A final draft shall be submitted to the chief of police for approval.
 5. Upon approval of a final draft by the chief of police, the Professional Standards Division, Accreditation and Policy Section commander shall distribute the written directive to all affected employees. If the written directive is a general order, the Professional Standards Division, Accreditation and Policy Section commander shall incorporate the written directive into the department's General Orders Manual. All other written directives will be maintained in the appropriate master file.
 6. Special orders shall be reviewed by the Professional Standards Division, Accreditation and Policy Section commander at (30) day intervals and shall be either rescinded or implemented on a permanent basis after (90) days.

VII. Directive Format

- A. Each written directive shall be drafted in an outline form as approved by the Professional Standards Division, Accreditation and Policy Section commander and shall contain a minimum of three sections as follows:
1. Policy – This section consists of one or two paragraphs designed to provide a statement of organizational philosophy regarding a particular issue.
 2. Definitions – This section is optional and may be used to define certain terms or phrases contained within the directive.
 3. Procedure – This section consists of procedural matters and describes the application of the policy.



VIII. Distribution of Policy and Procedure Operations Manuals

- A. The department's General Orders Manual, as well as copies of all Division and Special Orders shall be made available in an electronic format and distributed through the department's electronic e-mail system to all department personnel. Printed hard copies shall also be maintained in the following locations:
 - 1. Office of the Chief of Police
 - 2. Professional Standards Division Office
 - 3. Each Police District Roll Call Briefing Room

IX. Dissemination of Directives

- A. Every office (division, section, branch, unit, roll-call etc.) will designate a location for posting all new or revised written directives. Supervisors and/or ranking officers will read and review new or revised written directives with their subordinates at all roll calls and in all offices for four consecutive days and then post the directive(s) in the designated location for at least 30 days. Informational publications will be read at roll calls and offices for the number of days stated on each. They will then be posted until the expiration date given.
- B. The Professional Standards Division, Accreditation and Policy Section shall utilize an electronic written directives management system to distribute new or newly revised written directives.
- C. All new or revised general orders, department policies, procedures, rules and regulations and other department directives shall be presumed known and understood by all department personnel on the first working day after issuance.
- D. In addition to reading and reviewing new or revised directives for four consecutive days as outlined above in Section A., all department supervisors and or ranking officers shall document the completion of this required procedural update for their assigned subordinates. Documentation will include the signature of each subordinate, date and confirmation that each subordinate received and read the new or revised written directive. The completed documentation will be recorded on an inter-department memorandum and will be signed and attested to by the subordinate's supervisor and/or ranking officer and placed in the subordinate's personnel file maintained by the supervisor and/or ranking officer.

X. Review of Directives During Department-Required Employee Evaluation

- A. All department supervisors and/or ranking officers shall direct their subordinates to review all required general orders, department policies, procedures, directives, memoranda and rules and regulations as listed on the *IMPD Supplemental Information to Employee's Evaluation Report* form during the midyear and end-of-year performance appraisal process.
- B. The *IMPD Supplemental Information to Employee's Evaluation Report* form will be signed and attested to by the subordinate's supervisor after completion by the subordinate, and will be placed in the subordinate's personnel file maintained by the supervisor and/or ranking officer.

**INDIANAPOLIS METROPOLITAN POLICE DEPARTMENT
SUPPLEMENTAL INFORMATION TO EMPLOYEE'S EVALUATION REPORT**

Employee Name: _____ **I.D. #** _____

I understand that it is the responsibility of each employee of the department to be familiar and knowledgeable with the General Orders, Department Policies, Procedures, Directives, Memoranda and Rules and Regulations of the Department per General Order 2.2 - *Directives*.

In addition to the annual review of the Department's General Orders, I have reviewed the below listed items at the time I received my current performance evaluation.

Section A: General Guidelines

_____ Division specific policies, procedures, directives, SOP's and memoranda

Section B: Work Environment

_____ General Order 3.3 – Internal Grievances

_____ General Order 3.4 – Harassment

_____ General Order 4.22 – Unwelcome Communications

_____ General Order 9.8 – Communicable Diseases

Section C: Employee Welfare

_____ General Order 3.24 – Substance Abuse Program

_____ General Order 3.31 – Employee Assistance Program

Section D: Employee Conduct

_____ Department Mission Statement

_____ Department Value Statement

Section E: Use of Force

_____ General Order 1.30 Use of Force

_____ General Order 1.31 Officer Involved Shootings

_____ General Order 1.32 Firearms Review Board

_____ General Order 1.33 Electronic Control Devices

_____ General Order 1.34 Control Devices

Section F: Vehicle Operations

_____ General Order 7.4 Police and Other Department of Public Safety Vehicle Crashes and Damage

_____ General Order 4.16 Police Vehicle Operations

_____ General Order 4.12 Vehicle Pursuits

Employee Signature _____ Date _____

DL# _____ Class _____ Date of Expiration _____

First Aid / CPR Exp. Date _____

Supervisor Reviewing with Employee _____



Indianapolis Metropolitan Police Department

Crime Analysis

General Order 2.3

POLICY

Establishes a set of systematic and analytical processes directed at providing timely and pertinent information on patterns and trends in crime. The Crime Analysis Section, which consists of the Crime Analysis Unit and the Uniform Crime Report (UCR) Unit, is under the direction of the Commander of the Strategic Planning and Emergency Preparedness Bureau.

PROCEDURE

- I. **Crime Analysis Unit** – The Crime Analysis Unit is a component of the Crime Analysis Section.
 - A. The Crime Analysis Unit performs a minimum of the following functions:
 1. Collection of crime data;
 2. Collation of crime data;
 3. Analysis of crime data; <15.1.1(b)>
 4. Dissemination of analyzed crime information; and <15.1.1(d)>
 5. Feedback analysis. <15.1.1(e)>
 - B. Crime analysis and data collection is a function of the Crime Analysis Unit. Source documents from which the analysis information is obtained includes, but is not limited to the following: <15.1.1.a>
 1. Field intelligence reports;
 2. Case reports;
 3. Arrest reports;
 4. Supplemental reports;
 5. Accident reports;
 6. Traffic tickets;
 7. Traffic warnings;
 8. Tow cards,
 9. UCR report;
 10. Other State and Federal source data; and
 11. Regional crime data from other jurisdictions.
 - C. Data collected, collated, and analyzed will appear in various criminal reports in a timely manner, which are considered confidential information.
 1. Interim or special reports may be distributed to selected personnel or components of the Department based upon specified needs or problems. Crime Analysis Unit shall answer the published telephone number to provide crime statistics to the public as requested. <15.1.1(d)>



2. The Chief of Police shall be notified of any significant patterns or trends of criminal activity developing in the community. <15.1.1(f)>
- D. The factors used in crime analysis will include: <15.1.2>
1. Frequency by type of crime; <15.1.2(a)>
 2. Geographic factors; <15.1.1(c)> <15.1.2(b)>
 3. Temporal factors; <15.1.1(c)> <15.1.2(c)>
 4. Victim and target descriptions; <15.1.2(d)>
 5. Suspect descriptions; <15.1.2(e)>
 6. Suspect vehicle descriptions; <15.1.2(f)>
 7. Modus operandi factors; <15.1.2(g)>
 8. Physical evidence information; and <15.1.2(h)>
 9. Pattern correlations. <15.1.2(i)>

II. Uniform Crime Report (UCR) Unit – The Uniform Crime Report (UCR) Unit is a component of the Crime Analysis Section and is responsible for analyzing case reports to ensure compliance with the U.S. Department of Justice's "Uniform Crime Reporting Handbook."

- A. The UCR Unit will be responsible for analyzing crime reports to ensure compliance with the Uniform Crime Report (UCR) of state and federal laws. The Uniform Crime Report Unit shall:
1. Submits the monthly master UCR reports to the Federal Bureau of Investigation and publishes the monthly Crime Trend to the Department as well as the Part I Crime rate by District; <15.1.1(d)> <82.1.3>
 2. Read all Department case reports to ensure compliance with national standards; ensures that monthly UCR reports are accurate and complete;
 3. Read all Department detective supplements and approves arrests and exceptional clearances. Detectives are notified if requests for case clearances are turned down and are advised as to what additional information is need to complete case;
 4. Serve as the repository for "Officer Assaulted" reports. Creates officer assaulted case files for incidents where no form was filed;
 5. Publish a "Homicide Report" for distribution to Chief, Assistant Chief, and the Deputy Chief of Investigations; and <15.1.1(f)>
 6. Respond to inquiries in accordance to Federal Bureau Investigations (FBI) regarding UCR reporting.
- B. Distribution of the UCR publications is subject to the Freedom of Information Act laws of the State of Indiana. They are freely available to the media and public. Crime Trend information is maintained on the City of Indianapolis web site. Other information is available by request from the UCR Unit. <15.1.1(d)>
- C. Data compiled by the UCR Unit supports the Department's short and long range planning strategies, assisting in the identification of enforcement and manpower priorities. <15.1.1(e)>



Indianapolis Metropolitan Police Department

GENERAL ORDER

2.4

DEPARTMENT STRUCTURE AND GOALS

POLICY

The Indianapolis Metropolitan Police Department (IMPD) shall be organized in accordance with this policy to maintain operational efficiency and effectiveness, and to ensure unified participation and progress toward established IMPD goals.

DEFINITIONS

Manning Table: A comprehensive graphical representation of all employee positions within the department.

PROCEDURE

I. Organizational Structure

A. Chief of Police

1. The Chief of Police is the chief executive officer of the department and is responsible for day-to-day operations.
2. The Chief of Police shall be notified of incidents involving a high risk of liability or community interest. Depending upon the circumstances, notification can be made in a variety of means, including but not limited to:
 - a. Weekly staff meetings;
 - b. Email;
 - c. Pager;
 - d. Cell phone; and/or
 - e. Communications (radio).

B. IMPD is divided into three divisions, each headed by an assistant chief who reports to the Chief of Police.

1. Patrol Division – Responsible for the daily police operations of the department and includes some specialized units.
2. Investigations Division – Conducts major criminal investigations including, but not limited to, homicide, aggravated assaults, robbery, sex crimes, narcotics, gangs, and organized crime. The division investigates these crimes, collects evidence, identifies the perpetrators, and prepares cases for successful prosecution.
3. Administration Division – Responsible for all policies and procedures, human resources, finance, procurement, fleet, identification and records, recruiting, property room, and the Information and Intelligence Center.



II. Succession of Command

- A. The Chief of Police should designate an acting authority during anticipated absences for extended periods.
- B. In exceptional circumstances, or if the Chief of Police is unable to designate an acting authority, the default acting authority shall be the Assistant Chief of the Patrol Division.

III. Manning Table

- A. The manning table will be used as a guideline to assist the Chief of Police in making personnel management decisions. This table will remain as flexible as possible to allow for organizational changes. Changes will only be made at the discretion of the Chief of Police. The manning table shall:
 - 1. Indicate the number of personnel employed;
 - 2. Note the rank and position of all personnel;
 - 3. Identify all personnel holding similar positions;
 - 4. Provide an organizational structure;
 - 5. Provide command/supervisory structure (chain of command);
 - 6. Outline position vacancies; and
 - 7. Provide a guideline for maximizing the efficiency of Human Resources.
- B. The Administration Division will be responsible for the daily updating and maintenance of the manning table.
- C. Division assistant chiefs will be responsible for maintaining a division manning table which must be kept consistent with the department manning table.
- D. Branch, section, and unit commanders will be responsible for compliance with the manning table as it relates to their respective commands.

IV. Annual Goals

- A. The Chief of Police shall formulate department goals annually and make those goals available to all personnel.
- B. The assistant chief of each division shall formulate division goals annually and make those goals available to all personnel.



Indianapolis Metropolitan Police Department

Specialized Assignments

General Order 2.5

POLICY

The Indianapolis Metropolitan Police Department shall utilize the special talents and skills of its sworn employees as much as possible to provide specialized law enforcement services to the community in the most cost-effective manner possible. Specialized assignments allow for sworn personnel to be temporarily detailed to specialized units, which are dedicated to performing a specific law enforcement or support function within the Department. The specialized assignments do not replace the officer's full-time duty assignment.

DEFINITIONS

Specialized Assignment – A position, other than a supervisor assigned to manage a special unit, that is temporary in nature, and based upon a specialized function within the Indianapolis Metropolitan Police Department. It is not an allocated position on the Department's Manning Table. Positions are filled on an as-needed basis by full-time, sworn personnel when the unit is needed or activated by the Department. Any officer assigned to one of these specialized units is required to be in an on-call status.

PROCEDURE

- I. Specialized assignments allow personnel to be temporarily detailed to fulfill specific needs within the Department. Specialized units may include, but are not limited to, the following:
 - A. Special Weapons and Tactical Team (SWAT);
 - B. Hostage Negotiator;
 - C. Honor Guard;
 - D. Event Response Group (ERG);
 - E. Bomb Squad (EOD); and
 - F. Police Officer Support Team (POST).
- II. All specialized assignments should be filled based upon the knowledge, skills and abilities of the officers making application for the position with the specialized unit. When considering a candidate for an assignment, the following factors, at a minimum, should be considered:
- III. The Chief of Police has the final decision regarding the implementation and staffing of all specialized assignments.
- IV. Each specialized assignment falls within an organizational unit when activated under certain conditions or circumstances. When a specialized unit is called up, officers acting under that unit will report to a specific, pre-determined chain-of-command, based upon that unit's organizational structure. This specialized unit chain-of-command may be different from each officer's regular duty chain-of-command.



- V. Each specialized unit shall have minimum qualification and training requirements set forth by the unit's commander and approved by the Chief of Police. Applicants are required to participate in an assessment process for each specialized position, which is designed to select the most qualified officer for the position. <16.2.2>
- VI. Written notices for all specialized assignments (with the exception of undercover or similar assignments) will be posted Department-wide in the form of Position Opening Bulletins, which shall be distributed to all sworn personnel through the Department's electronic e-mail system. <16.2.2>
- VII. Position Opening Bulletins for specialized assignments shall contain a minimum of the following information: <16.2.3>
 - A. A description and availability of the assignment; <16.2.3(a)>
 - B. Expected duration of the assignment; <16.2.3(b)>
 - C. Qualifications required; <16.2.3(c)> and
 - D. Detailed description of the application and selection process. <16.2.3(d)>
- VIII. Other specialized assignments may be identified from time to time based on various needs as determined and approved by the Chief of Police. These assignments or details are temporary in nature and will be re-evaluated on an annual basis to determine whether they should be continued: <16.2.1>
 - A. The Human Resources Office will maintain a listing of these specialized assignments, which may be identified and implemented based on the availability of existing personnel. <16.2.1(a)>
 - B. Each specialized assignment will require a Statement of Purpose, which will be based upon an evaluation of the situation, need, or condition that required the assignment to be created and implemented. <16.2.1(b)(c)>
 - D. Specialized assignments may be created, amended, or canceled upon the approval of the Chief of Police.



Indianapolis Metropolitan Police Department

GENERAL ORDER

2.8

MEMBERS' DUTIES WHEN ARRESTED, INVESTIGATED, OR SUED

POLICY

Members of the Indianapolis Metropolitan Police Department (IMPD) must accept the responsibility of being held to higher department standards compared to other professions. Members must realize the reputation and credibility of the department can be destroyed by the action of one individual. Members must realize the citizens expect them to live by the same laws the members enforce on a daily basis.

DEFINITIONS

Members – Any civilian, park ranger, sworn, or reserve police officer of IMPD.

Police Powers – The lawful, statutory power to arrest a person or issue summonses or citations.

PROCEDURE

I. Members Arrested/Criminally Summoned

- A. Any time a member is arrested, summonsed for a criminal offense, or convicted of any felony or misdemeanor in any jurisdiction, the member must notify the department. This does not include traffic citations unless the driver's license is confiscated, suspended, or the traffic citation is issued while driving a department vehicle.
- B. The notification must be submitted to the member's commander, in writing, within twenty-four (24) hours of occurrence or release from incarceration; whichever is later. The notification must contain the alleged offense, the jurisdiction where arrested or criminally summonsed, the name of the arresting officer, and the local case number.
- C. The notification must also include if any department property was confiscated (e.g., vehicle, badge, ID card, weapon, etc.).
- D. In cases where a written notification cannot be made within twenty-four (24) hours, the information must be reported by telephone to a supervisor at the appropriate headquarters. The supervisor is responsible for ensuring the information is passed through the chain of command to the district or branch commander. Written notice must still be made as soon as possible.

II. Members Investigated

- A. Members being investigated for alleged crimes enjoy the same constitutional rights as any other citizen.
- B. Investigations into alleged criminal acts by members may involve two separate investigations.
 - 1. A criminal investigation of the incident is conducted by an IMPD criminal investigative unit or agency having jurisdiction where the incident occurred. IMPD may relinquish its criminal investigation to an outside agency with the approval of the Chief of Police or designee.



- a. When a member is contacted by an IMPD criminal investigative unit, the member will be informed if they are the target of or witness to the investigation.
- b. The accused member will be given up to forty-eight (48) hours to notify investigators of the intent to waive or invoke constitutional rights. The member is under no departmental obligation with respect to constitutional rights. If constitutional rights are invoked, criminal investigators will not make further attempts to obtain a statement; however, the accused member may decide to provide a voluntary statement at a later time.

NOTE

Notifications to investigators will be made in-person, via telephone, or through a legal representative.

- c. Witnessing members, whether on or off duty when the incident occurred, shall fully cooperate with criminal investigators and are required to immediately provide complete and truthful statements to investigators and otherwise assist in the fact-finding effort as a condition of employment. The requirement does not apply to communications specifically exempted in IC 34-46-3-1. The exemptions are as follows:
 - i. Attorneys, as to confidential communications made to them in the course of their professional business, and as to advice given in such cases.
 - ii. Physicians, as to matters communicated to them by patients, in the course of their professional business, or advice given in such cases.
 - iii. Clergymen, as to the following confessions, admissions, or confidential communications:
 - (a) Confessions or admissions made to a clergyman in the course of discipline enjoined by the clergyman's church.
 - (b) A confidential communication made to a clergyman in the clergyman's professional character as a spiritual adviser or counselor.
 - iv. Husband and wife, as to communications made to each other.
2. An administrative investigation is conducted by the Professional Standards Branch/Internal Affairs Section. All members will provide a statement to Internal Affairs as a condition of employment.

NOTE

A verbal and written Garrity warning will be provided to witnessing members for both administrative and criminal investigations.

III. Members Sued

- A. In order for IMPD to efficiently and effectively perform its role, it is necessary for members to notify the department when they become a defendant in a lawsuit concerning their actions as a department member.
 1. Upon receiving a "Summons and Complaint," members of the department must personally deliver a copy of the "Summons and Complaint" to the police legal advisor in the Office of the Chief within three (3) working days. If personal delivery cannot be made, the member is responsible for calling the legal advisor the next business day to confirm receipt.
 2. The member must also provide copies of all incident reports, special reports, and other documentation pertinent to the pending lawsuit that are available to the member.



- B. When a member reasonably believes he or she may be sued due to circumstances arising from the performance of duty as a member of the department, the member will immediately notify a supervisor.
- C. The department legal advisor is responsible for coordinating all other legal activities and making proper notification to department administrators and city legal personnel.



Indianapolis Metropolitan Police Department

Position Transfer and Reassignment

General Order 2.9

I. POLICY

Any officer with the Indianapolis Metropolitan Police Department having a desire to seek a transfer or reassignment within the agency may submit a **Request For Transfer** form to the Human Resources office. However, submission of this request does not automatically guarantee approval of the transfer or reassignment. Any transfer or reassignment must be approved by the Chief of Police, in compliance with applicable law and in accordance with the department's manning table. The Chief of Police will retain full authority to transfer or reassign department personnel in the best interest and overall operation of the department. The Chief of Police will also grant authority to the deputy chiefs to transfer or reassign personnel within their respective districts or divisions with the Chief's approval.

The Chief of Police will establish the following policy to outline a system for personnel actions, such as requests for transfer, position vacancies, transfer or reassignment, etc. This policy must be applied so as not to unlawfully discriminate against any individual on the basis of race, sex, color, religion or national origin.

II. DEFINITIONS

- A. Transfer - Inter-divisional transfer is the moving of an individual from one division to another within the Indianapolis Metropolitan Police Department.
- B. Reassignment - Intra-divisional reassignment is the moving of an individual from one job to another within a specific division of the IMPD.
- C. Administrative Discretion - The authority of the Chief of Police to transfer or reassign an individual in the best interest of the department.
- D. Position Opening – An “open” position created when an individual assigned to that position is transferred, reassigned, or otherwise vacates the position, causing a vacancy on the manning table.
- E. Request for Transfer - An individual officer's formal request for transfer or reassignment that results from:
 - 1. The employee's desire to be transferred or reassigned to another position within the department that has not been advertised through a Position Opening Bulletin; or
 - 2. The employee's request for transfer or reassignment in response to a Position Opening Bulletin.
- F. Position Opening Bulletin - Notice to all officers of a position opening to be filled, as described in the bulletin. The bulletin will be issued and distributed by the Human Resources office with the approval of the Chief of Police. Position Opening Bulletins may either be division-specific or department-wide, as specified by the bulletin and in accordance with this general order.



III. PROCEDURE

A. Position Opening

When a position opening occurs within a division, as indicated by the department manning table, the Chief of Police, or the deputy chief of that division, will decide which of the following personnel actions will be taken:

1. Allow the position to remain vacant, or eliminate the position entirely by notifying the Human Resources office;
2. Reassign an individual from a position within the same division to fill the open position (intra-divisional reassignment); or
3. Transfer or reassign an individual who has applied for the position in response to a Position Opening Bulletin issued department-wide (inter-department transfer).

B. Position Opening Bulletin

If the deputy chief decides to fill the position following approval of the Chief of Police, notification must be made to the Human Resources office. The deputy chief must provide the relevant information necessary for the Position Opening Bulletin. The deputy chief must specify if the Position Opening Bulletin is to be for an intra-division (same division) reassignment. If the bulletin is for inter-divisional (one division to another) transfer, the bulletin must be sent to all officers in the department. <16.2.2>

The purpose for intra-division reassignment is to give emphasis to career paths within a division and to provide those personnel an opportunity for job preference within that division. However, a deputy chief is not required to make intra-division reassignments in all cases, but should use appropriate discretion.

C. The Position Opening Bulletin must contain the following information:

1. Position Title;
2. Assignment identification by division, branch, section, unit;
3. Position qualifications and requirements;
4. General duties and responsibilities of the position;
5. Working hours and conditions;
6. Closing date for receiving request for transfer or reassignment; and
7. Any additional pertinent information.

D. Request for Transfer

1. Any officer who qualifies for a posted position and desires transfer or reassignment to that position shall submit a **"Request for Transfer/Reassignment"** form to the Human Resources office prior to the closing date indicated on the bulletin.
2. Any officer who has previously placed such as request with the Human Resources office will also be considered as a candidate for transfer/reassignment. Requests will be kept on file for a period of one year.



3. All officers will be responsible for verifying with the Human Resources office that their request is still on file and that all information remains accurate.
- E. The Human Resources office will review and screen all applications to determine that the candidates meet the qualifications and requirements outlined in the Position Opening Bulletin. The Human Resources office will submit a list of those eligible candidates to the deputy chief of the division from which the bulletin originated for final selection. The applicant must come from the list of those who submitted a request, unless otherwise approved by the Chief of Police.
- F. Selection of Candidate [<16.2.2>](#)
1. Responsibility for final selection of best qualified candidate to fill the position will be that of the deputy chief. The deputy chief must take into consideration such factors as previous assignments, disciplinary actions, manpower needs, sick days, commendations, affirmative action and federal consent decree commitments, etc. As systems become necessary, the Human Resources office will be responsible for establishment of additional factors relating to procedures for candidate selection. The Human Resources office will establish procedures such as:
 - Personnel profiling;
 - Written examinations;
 - Structured interviews; and
 - Performance evaluation analysis to aid in the determination of the best qualified for the position opening selection.
 2. In the event two or more officers appear to be equally qualified for the position, prior experience, personnel profiling, and personal interviews will be used to break a tie.
 3. Each deputy chief will be required to submit written justification on the basis of these factors to the Human Resources office. After the selection procedures have been completed, the deputy chief will have two weeks to make his selection.
- G. Notification of Personnel Actions
- The deputy chiefs will be responsible for notifying the Human Resources office of all personnel actions 24 hours prior to the action being taken.
- H. Procedure after Candidate Selection
- Following selection of the candidate, the Human Resources office will:
1. Notify all candidates that were not selected for the position that the position was filled and that their Request for Transfer/Reassignment form will be kept on file for a period of one year in the event of a future opening for that position.
 2. Prepare a "Personnel Assignment Form" for signature of the respective deputy chief and/or Chief of Police. If the action was a transfer (inter-divisional), both deputy chiefs will sign the form.
 3. Issue a Personnel Order regarding the personnel action taken.



I. Transfer and Reassignment Records

1. The Human Resources office will maintain all requests for transfer or reassignment on file, including:
 - a. Individual officer requests not related to position announcement bulletins; and
 - b. Officer requests for transfer or reassignment related to a specific Position Opening Bulletin.
2. Each request will be kept for a period of one year from the date it was submitted, unless otherwise withdrawn by the officer submitting the request.

J. Administrative Discretion

1. The Chief of Police retains the authority to fill and/or create positions or effect transfers. Transfers may be made by the Chief's administrative discretion for any reason, including the following:
 - a. Manpower needs - To fill existing vacancies requiring essential personnel;
 - b. Substandard performance of an officer in an existing assignment;
 - c. Disciplinary problems; and
 - d. Other reasons reflecting that the transfer or reassignment would be in the best interests of the department.
2. The Chief of Police will also retain authority to allow a position to remain vacant, or eliminate a position entirely, if it is determined to be in the best interest of manpower allocation and deployment for the department.



Indianapolis Metropolitan Police Department

GENERAL ORDER

2.10

MEMBERS IDENTIFICATION

POLICY

All personnel of the Indianapolis Metropolitan Police Department (IMPD), sworn and civilian, are issued a department identification card. It is the policy of this department that the identification card must be in possession of the member during working hours.

PROCEDURE

I. Identification

- A. All members not in uniform must display an issued IMPD badge or identification card on their outermost garment at all times while in any IMPD facility, City-County Building, Juvenile Justice Complex, or any court.
- B. Each employee is permitted only one (1) identification card.
- C. If an identification card is lost, an incident report must be submitted to the Human Resources office before a replacement card will be issued.
- D. If an identification card is broken, the broken card must be taken to the Human Resources office and a new card will be issued.
- E. Upon retirement, resignation, or dismissal of any member of the department, the Human Resources office will be responsible for collecting the identification card.

NOTE

All officers, both uniform and plainclothes, except those involved in undercover operations, must identify themselves by name or badge number at all times when requested by any member of the public.

II. Types of Identification Cards

- A. Sworn police officers will be issued an identification card with the photograph displayed on a blue background with the department badge overlaid with either the words 'Recruit Officer', 'Park Ranger', or 'Police Officer', whichever is appropriate.
- B. Civilian employees will be issued an identification card with the photograph displayed on a red background with the department logo.
- C. Retired officers will be issued an identification card with the photograph displayed on a blue background with the department badge overlaid with the words 'Retired Police Officer'.

III. Telephone Procedures

All members should professionally identify themselves upon answering a department-owned or issued telephone, or when conducting department business over a personally-owned cell phone.



Indianapolis Metropolitan Police Department

GENERAL ORDER

3.1

PROMOTION PROCESS

POLICY

It is the policy of the Indianapolis Metropolitan Police Department to maintain standardized procedures pertaining to promotions. Promotion appointments should be made as practical upon the existence of a vacancy. The department utilizes consultants contracted through the IMPD Human Resources office, which specializes in personnel matters, to assist in the promotion process. Promotions that involve sworn IMPD officers shall be recommended to the Civilian Police Merit Board by the Chief of Police.

DEFINITIONS

Cheating - Cheating includes, but shall not be limited to, any of the following:

- Giving information to promotion candidates about current examination questions, answers, or relevant subject areas prior to the administration of a promotion examination (except such information which has been officially released by the director of the IMPD Human Resources office).

NOTE

This does not prevent study groups from being formed to discuss questions and answers from previous examinations.

- Impersonating a promotion candidate in the promotion selection process.
- Falsifying any promotion selection process records or results.

Promotion Selection Process - Any written tests, oral interviews, performance evaluations, or other assessment devices used to rank candidates for promotion in the department.

Toleration of Cheating - Any failure of an employee to report known or suspected incidents of cheating during the promotion process to the director of IMPD Human Resources.

PROCEDURE

I. Promotions

- A. The department will attempt to identify, through evaluation, employees who have the potential for assuming greater responsibility and possess the skills, knowledge and abilities required to perform at the supervisory level.
 1. The goal of the promotion process is to evaluate the potential of department members for promotion and to produce a list of eligible candidates.
 2. Various evaluation techniques will be used to identify those individuals who have the potential for assuming greater responsibility.



- B. It is essential to select capable and committed supervisors at every level. The promotion process shall be job related, neutral, and non-discriminatory, and shall be fairly and equitably administered, ensuring the best possible candidates are selected and assigned to supervise.
- C. The responsibility for administering the promotion selection process shall rest exclusively with the Chief of Police or designee with all promotions being approved by the Civilian Police Merit Board.
- D. The department will use the following general test and assessment center component weighting:
 - 1. Written Examination: 25% weight of candidate's raw score; and,
 - 2. Assessment Center: 75% weight of candidate's raw score.
- E. The department will use attendance and discipline, as recommended by the Development Committee, as the general work and integrity standards components.
- F. The department will not use any form of candidate profile system, score, or weight for the purposes of promotion processes or its sub-components.

II. Eligibility Requirements

- A. To be eligible to participate in the promotion process, the officer must have properly completed the sign-up procedures outlined in written notification in published promotion process announcements.
- B. For purposes of determining an officer's period of continuous service for promotion eligibility, years as a sworn officer shall begin at the officer's most recent date of appointment to IMPD and continue to the beginning of the promotion process.
- C. If an officer has been demoted, no time served as an IMPD officer prior to the demotion shall be considered in determining years of service for promotion eligibility.
- D. The Uniformed Services Employment and Reemployment Rights Act (USERRA) requires all employers, including IMPD, to reemploy employees activated to military service by the federal government. Employers must restore an employee to their pre-activated position if the employee returns from service within five (5) years or less of cumulative service while with that employer. To ensure strict compliance with the USERRA, the department will identify and notify all officers activated to military service of the upcoming promotion process.
 - 1. Officers activated to military service shall meet all eligibility requirements regardless of their military activation and, must submit the Notice of Intent to Participate form on or before the deadline for submission.
 - 2. The department will not forward test materials, written tests, or assessment center materials to members of the military for test taking or administration purposes due to security requirements.
 - 3. Immediately upon return from military activation, eligible officers will be afforded the exact time periods granted to non-military eligible employees to obtain and purchase test materials; thereafter the study period will proceed.
 - 4. In conjunction with the consultant vendor, the IMPD Human Resources office will administer the written exam and assessment center to all eligible returning officers previously activated to military service utilizing the exact time periods granted to non-military employees, including appeals.



5. Immediately upon the conclusion of the administration of the written examination, assessment center, and appeals, eligible returning officers previously activated to military service will have their final scores added to the current existing promotions list. The updated list will be ranked and presented to the Civilian Police Merit Board.
 - a. If an officer would have been promoted after obtaining a specific score, the officer shall be promoted immediately following presentation to the Civilian Police Merit Board.
 - b. The officer will be entitled to receive back-pay to the date the officer would have been promoted and adjustments shall be made to the officer's eligibility and/or rank date.

NOTE

The Civilian Police Merit Board shall be responsible for resolving any issues relating to the determination of an officer's years of service and eligibility to participate in the promotion process.

III. Promotion Rank

- A. Promotion to Sergeant – Sworn police officers who hold the rank of patrol officer may participate in the promotion process for the rank of sergeant provided the officer:
 1. Is not on any form of probation; and
 2. Has a minimum of three (3) years on the department from the date of appointment to the date of the administration of the promotion process written test.
- B. Promotion to Lieutenant – Sworn police officers who hold the rank of sergeant may participate in the promotion process for the rank of lieutenant provided the officer:
 1. Is not on any form of probation; and
 2. Has a minimum of two (2) years as a sergeant on the department from the date of promotion to sergeant to the date of the administration of the promotion written test.
- C. Promotion to Captain – Sworn police officers who hold the rank of lieutenant may participate in the promotion process for the rank of captain provided the officer:
 1. Is not on any form of probation; and
 2. Has a minimum of two (2) years as a lieutenant on the department from the date of promotion to lieutenant to the date of the administration of the promotion written test.

IV. Written Notification

- A. Written notification of promotion opportunities for sergeant, lieutenant and captain shall be posted throughout the department for a minimum of two (2) weeks. The written notification may be in the form of a written bulletin and/or an electronic message.
- B. The written notification shall include the following:
 1. Time periods for the submission of the *Intent to Participate* form;
 2. Sign-up procedure for participation in the promotion process;
 3. Written exam testing date;
 4. Required reading materials; and
 5. How to obtain the required reading materials.

**NOTE**

Eligible officers who wish to participate in the promotion process shall be required to apply in person at the IMPD Human Resources office.

- C. Once eligible officers apply in person at the IMPD Human Resources office, the officer shall receive a *Promotion Process Information Booklet*. The booklet shall contain the following:
1. Procedures regarding the promotion process;
 2. Job duties and responsibilities;
 3. Eligibility requirements;
 4. Integrity and work standards measurements; and
 5. Appeal and review procedures.

V. Development Committee

- A. The Development Committee shall consist of diverse and experienced IMPD officers who are selected by the Chief of Police to serve as subject matter experts throughout the promotion process. The city's contract vendor for the promotion process shall act as a consultant for the committee.
- B. The Development Committee is responsible for developing a job-related, neutral, non-discriminatory promotion process to identify the best possible candidates for promotion. The committee is also responsible for validating the questions and exercises that are used as part of the promotion process.
- C. The Development Committee will use a variety of sources to develop these questions, including the following:
1. Their own understanding of the skills and abilities they believe are critical for successful job performance in the potential rank;
 2. The consolidated job description that outlines the duties of the potential rank; and
 3. The assigned books and reading materials indicated in the written notification and the information booklet.
- D. The Chief of Police will present the developed promotion process to the Civilian Police Merit Board for review.

VI. Establishment of Eligibility Lists

- A. The Chief of Police, with the approval of the Civilian Police Merit Board, will devise and administer the examinations designed to test officers for the qualifications required for the respective ranks, grades, or positions. They shall jointly prepare a list naming only those applicants who, in their opinion, best meet the prescribed standards and prerequisites.
1. The Chief of Police only promotes members of the Indianapolis Metropolitan Police department from among the persons whose names appear on this list.
 2. Only candidates who have successfully completed all phases of the promotion process shall be placed on the final eligibility list.



3. Each candidate's place on the eligibility list will be determined by the total score received for each component of the promotion process, factored by the weight assigned to that component.

NOTE

The promotion process is competitive and a candidate's position on the final eligibility list depends on the officer's total score relative to other candidates.

- B. The Chief of Police, with the approval of the Civilian Police Merit Board, shall promote the candidate receiving the highest promotion score who, in the opinion of the Chief and the Merit Board, best meets the prescribed standards and prerequisites.
 1. With each promotion made, all of the eligible candidates remaining on the promotion list shall be moved up accordingly.
 2. In the event a candidate receives discipline after the eligibility list has been certified, the candidate's score will be recalculated using the published integrity and work standards measure; and, the officer's placement on the list will then be adjusted to reflect a new ranking. The candidate will remain eligible for promotion, notwithstanding any other violation causing ineligibility.
- C. New tests of candidates eligible for promotion to the rank of sergeant, lieutenant, and captain shall be constituted every two and a half (2.5) years (30 months), and a newly established promotion list shall supersede immediately all preceding promotion lists.

VII. Promotion Examination Conduct

- A. The efficiency and effectiveness of the department depends upon promoting the best qualified employees.
- B. In accordance with good testing practices, the director of IMPD Human Resources will take all reasonable steps to maintain the confidentiality of testing materials and to prevent cheating during the promotion selection process.
- C. IMPD employees will report any known or suspected incidents of cheating, or the toleration of cheating, to the director of IMPD Human Resources, who will establish and maintain a permanent file of each such incident reported.
- D. The director of IMPD Human Resources will submit a written report upon receipt of each report of cheating, or the toleration of cheating, within five (5) working days to the Internal Affairs office for investigation.
- E. The Internal Affairs office will conduct a prompt investigation of each case of alleged cheating, or toleration of cheating, and keep the director of IMPD Human Resources informed of the disposition of each case.
- F. In the event any candidate is found to be cheating at any time during the process administration (date of process announcement through date of certification of rank ordered list) shall be considered ineligible for promotion.



- G. In the event any candidate fails to follow process guidelines, such as cooperating with the process, process administrators or process staff members per the guidelines, the officer will be considered ineligible to participate in the process.
- H. In the event that any candidate voluntarily requests and receives a leave of absence from the department, the officer will be ineligible to participate in the process.
- I. The director of IMPD Human Resources will not establish the final eligibility list for promotion until all investigations and/or disciplinary actions involving the promotion selection process are complete.

NOTE

Any department employee who attempts to subvert the promotion selection process, cheats or tolerates cheating, will be guilty of misconduct and subject to disciplinary action.

VIII. Promotion – Conclusion

- A. All test materials and rating forms will be retained by the consulting firm to maintain the integrity of the promotion process.
- B. Employees competing for promotion may, after completion of the promotion process, review their test results and, if desired, appeal disputed results following the appeal guidelines. The appeal and review guidelines are located in the *Promotion Process Information Booklet*.
- C. Upon promotion to the new permanent rank, the member shall be on probationary status for a period of six (6) months. Prior to the expiration of such six (6) month period, the Chief of Police, with approval of the Civilian Police Merit Board, may reduce the member to the officer's former permanent rank for good cause.

NOTE

There will be NO SCHEDULED MAKE-UP TEST SESSIONS for the promotion process written exam. Any exceptions to this policy must be approved by the Civilian Police Merit Board before the date of the test.



Indianapolis Metropolitan Police Department

Sworn Job Descriptions

General Order 3.2

POLICY

It is the policy of the Indianapolis Metropolitan Police Department to have job descriptions for each sworn job on the department defining critical tasks, working conditions, and associated knowledge, skills, and abilities. Division job description manuals containing copies of job descriptions are available for review by personnel in the respective Division Chief's office. A master file containing job descriptions for the entire department is also available for review by all department personnel in the Human Resources office.

<21.2.3>

DEFINITION

Job Description – Document designed to outline major duties and responsibilities of a job which in no way limits a supervisor's latitude in assigning tasks other than those found in a job description, as needed.

PROCEDURE

I. Job description Responsibility

Job descriptions, like the jobs they define, are continuously subject to change. It will be the responsibility of the division commanders, branch commanders, section supervisors, and unit supervisors, to ensure that job descriptions on file are kept current and genuinely reflect the duties of the jobs under their command by notifying the Human Resources office of any major permanent duty changes as prescribed in this order.

II. Periodic Review/Audit

- A. A periodic review/audit allows for updates of job descriptions by incumbents.
- B. The IMPD Human Resources office is responsible for the scheduling and administration of branch reviews. <21.2.2>
- C. Copies of job descriptions (with endorsement sheets attached) will be distributed to a representative number of incumbents in each job for the purpose of review and possible update. Incumbents may approve a description as written or revise it as needed.
- D. The job descriptions must be returned to the Human Resources office within ten (10) days with the endorsement sheets signed by the incumbents and endorsed by all supervisors in the chain-of-command through the Deputy Chief level.
- E. If warranted, the Human Resources office may conduct a field audit.
- F. A new job description reflecting any significant revisions approved by the Chief of Police will be prepared and distributed by the Human Resources office for insertion into the division and department job description files.



III. Special Review/Audit

- A. A special review/audit allows for major job description revisions any time other than routine review.
- B. A special review/audit may be initiated at the request of any incumbent officer, supervisor, or the Human Resources office.
- C. A request for a special review/audit by an incumbent officer must include:
 - 1. Copy of current job description;
 - 2. Complete and clear corrections and/or justification for the review; and
 - 3. Approval through the chain-of-command.
- D. A request for a special review/audit by a division commander must include:
 - 1. Copy of current job description; and
 - 2. Complete and clear corrections and/or justification for the review.
- E. Any approved request for a special review or audit must be initiated within (thirty) 30 days of receipt by the Human Resources office.
- F. The Human Resources office may conduct an audit regarding any suggested revisions and, if warranted, a new job description reflecting the changes approved by the Chief of Police will be prepared and distributed for insertion in the master job description file into the Human Resources office and all other designated locations.



Indianapolis Metropolitan Police Department

Internal Grievances

General Order 3.3

POLICY

Fair and equal treatment of Indianapolis Metropolitan Police Department employees is necessary to maintain good morale within the department and, in turn, ensure the execution of effective service to the public. The department maintains specific procedures to investigate grievances and ensures that all employees are treated fairly. Any employee who believes that he or she has not been treated fairly has the right and the duty to bring a grievance to the attention of the department as outlined below.

DEFINITIONS

Administrative Discretion: The exercise of judgement by the Chief of Police or his designee, including:

- The development of departmental written directives; and
- Decisions made or actions taken regarding any matters not covered by departmental written directives.

Grievance: A request from a sworn member of the department seeking relief from a matter that is subject to management control on the divisional level and is not subject to the administrative discretion of the Chief of Police.

Management Control: The application or enforcement of departmental written directives, ordinances, or statutes by a supervisor or appointed rank (excluding the Chief of Police) as applied to or enforced against the aggrieved member.

Written Grievance: A grievance by a department employee, written in the form of an inter-departmental memorandum.

PROCEDURE

I. Grievance Information – Generally

- A. Grievances do not include disciplinary matters that may be processed under the “Revised Code of the Consolidated City and County.”
- B. Grievances filed under this General Order may not be simultaneously aggrieved under General Orders covering Harassment or Discrimination Grievances.
- C. Sworn members may file a grievance with the *Equal Employment Supervisor* on matters that concern the application of any department policy, rule or regulation affecting conditions of employment. [<25.1.1a>](#)
- D. Sworn members may not grieve those matters which are subject to the administrative discretion of the Chief of Police.
- E. The filing of a grievance by a department member will not be used against them in any future actions.



II. Formal Grievance Procedure <25.1.1d>

- A. Whenever possible, a grievance should be resolved informally at the first level of supervision. When informal solutions prove inadequate, the member may seek relief by filing a written grievance in inter-department form within ten (10) calendar days of the alleged occurrence of the act or action being grieved. <25.1.1b>

NOTE: Exceptions to the ten (10) day limit must be approved by the Chief of Police.

- B. The written grievance must contain the following information: <25.1.1c>
1. A statement of the grievance and the facts upon which it is based, specifying the wrongful act and harm done;
 2. A statement showing the aggrieved matter is within management control;
 3. The remedy sought; and
 4. The signature of the aggrieved employee.
- C. Two (2) copies of the grievance inter-department must be prepared. The grievant must submit one (1) copy to their Divisional Commander and hand-carry the other copy to the Human Resources Office, making it to the attention of the *Equal Employment Supervisor*. The Human Resources Office will sign for their copy, noting the date, time, and person receiving the grievance.
- D. The *Equal Employment Supervisor* will present all grievance inter-departments to the Grievance Hearing Board.
- E. The Grievance Hearing Board will be comprised of three members and will be selected as follows:
1. One (1) member, at any rank, selected by the President of the FOP or designee and will serve a four (4) month term;
 2. One (1) member, with the rank of lieutenant or above, selected by the Chief of Police and will serve a four (4) month term; and
 3. One (1) member, selected by blind draw at the time the grievance is filed, from among all officers who hold the rank immediately above the grievant. This name will be drawn by the patrol officer who is currently first on the sergeant's promotional list and will be facilitated by the *Equal Employment Supervisor*.
- F. The Chief of Police may remove any member of the Grievance Hearing Board for cause prior to the board convening. A replacement member will be selected the same as above (i.e. if the member removed was originally selected by the President of the FOP, the replacement member will be selected by the President of the FOP).
- G. The *Equal Employment Supervisor* will be present for all grievance hearings to act as facilitator, a non-voting, non-participating member of the board.



- H. The Grievance Hearing Board will determine whether the grievant's complaint is a grievable issue, under the definition of management control, within fourteen (14) calendar days of the filing date or if it is a matter of administrative discretion of the Chief of Police and is not grievable under this General Order. Once determination is made, the Grievance Hearing Board will make notification to the appropriate Division Commander and the *Equal Employment Supervisor*.
- I. If the complaint is determined to be a grievable issue, the *Equal Employment Supervisor* will assign a supervisor of the next highest rank to the grievant to conduct the initial investigation. The selection of the supervisor will be based on the supervisor's knowledge of the grievable issue.
- J. If the complaint is determined not to be a grievable issue under this General Order and the issue could possibly be resolved by different means, the *Equal Employment Supervisor* may provide guidance to the individual.
- K. The supervisor assigned to the investigation must submit a written reply with fourteen (14) calendar days to the member filing the grievance and the member's Division Commander, and forward a copy of the reply to the *Equal Employment Supervisor* in the Human Resources Office. The Division Commander is responsible for ensuring the supervisor responds within the defined time frame.
- L. If the grievance is not resolved to the satisfaction of the grievant, the grievant may, within seven (7) calendar days of the receipt of the supervisor's reply, request a review, in writing, to the investigating supervisor's Division Commander. A copy of this request for review will be submitted to the *Equal Employment Supervisor* in the Human Resources Office. The Division Commander will investigate the matter and issue his findings in writing to the grievant within fourteen (14) calendar days after receipt of the request for review.

NOTE: Exceptions to the fourteen (14) day limit must be approved by Chief of Police before the expiration of the fourteen (14) days.

- M. If the member is not satisfied with the Division Commander's findings, within seven (7) calendar days he may request in writing to the *Equal Employment Supervisor* that his grievance be taken to the Grievance Hearing Board.
 - 1. The Grievance Hearing Board will meet within fourteen (14) calendar days of the grievant's request to preliminarily review the grievance to determine the following:
 - a. If the appropriate responses have been made; and
 - b. If the grievance is timely.
 - 2. If, in the opinion of the majority of the board, the above issues are present, the Grievance Hearing Board will recommend whether a grievance be dismissed, summarily adjudicated, or whether an administrative hearing will be held.
 - 3. If the Grievance Hearing Board holds an administrative hearing, the board must issue its findings within thirty (30) calendar days of receiving the grievance.
 - a. The aggrieved employee may represent him or herself or elect to be represented by any sworn member of the department who has agreed to act in that capacity at the Grievance Hearing Board. [<25.1.1e>](#)



- b. The Grievance Hearing Board will select a presiding officer who will submit the Board's findings to the Chief of Police.
 - N. The decision of the Grievance Board under Section II, Sub-section 'M.2' or 'M.3' will be submitted to the Chief of Police for final adjudication.
 1. The Chief of Police will review the findings of the Grievance Hearing Board and affirm the decision or render a written decision with an explanation of the reason(s) disapproving the findings. The Chief of Police will notify the grievant of his decision within fourteen (14) calendar days of receiving the Grievance Hearing Board's report. A copy will be forwarded to the *Equal Employment Supervisor*.
 2. The Chief of Police written approval or disapproval will be the final disposition of the grievance.
- III. Equal Employment Supervisor Responsibilities <25.1.2>
- A. The *Equal Employment Supervisor* is responsible for the following:
 1. Ensuring grievance records are maintained in a secure location;
 2. Monitoring the progress of grievances to ensure the complaint is investigated by the appropriate person in a timely manner; and
 3. Auditing grievance records annually to see if a trend exists in the filing of grievances. If a trend is found, a report will be generated and forwarded to the Human Resources commander. <25.1.3>



Indianapolis Metropolitan Police Department

Harassment

General Order 3.4

POLICY

Harassment, sexual or otherwise, offends the dignity of all individuals involved, leads to decline in workplace productivity and morale, and is illegal under federal and state law. It is the firm intent of the Indianapolis Metropolitan Police Department to provide a working environment in which all employees are free from harassment by supervisors, employees, members of the public and outside vendors.

DEFINITIONS

Harassment: Any coercive or disruptive conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual Harassment: Unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct or communications of a sexual nature when:

- Submission to such conduct or communication is made either explicitly or implicitly a term or condition of the individuals employment or assignment; or
- Submission to or rejection of such conduct or communication by an individual is used as a basis for employment decisions affecting such individual; or
- Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile, or offensive work environment.

PROCEDURE

I. Harassment Information – Generally

NOTE: Harassment or sexual harassment is a serious violation of department policy and will be dealt with accordingly. This Indianapolis Metropolitan Police Department maintains a zero tolerance position and treats all allegations of harassment or sexual harassment as serious misconduct. <26.1.3>

- A. This General Order provides for the internal administrative review of all allegations of harassment or sexual harassment. All employees, both sworn and civilian, must comply with this General Order.
- B. This General Order prohibits harassment of employees or any other person conducting business with the city. This includes witnesses, complainants, suspects, prisoners, vendors, independent contractors, applicants for employment, or visitors to the workplace.
- C. Every supervisor is responsible for fostering a workplace free from harassment or sexual harassment, discouraging employment-related harassment or sexual harassment and implementing and enforcing this General Order. This responsibility is continuing, whether or not complaints of harassment or sexual harassment have been brought to the attention of the department.



- D. Harassment or sexual harassment by employees of this department is unlawful discrimination and will not be tolerated.
1. Harassment or sexual harassment is prohibited whether it takes place inside or outside the workplace.
 2. Any harassment based on gender, even if the harassment is not sexual in nature, is prohibited.
- E. The contracts or service agreements of any vendors who are determined by the department to have engaged in harassment or sexual harassment of department employees will, at the discretion of the Chief of Police, be subject to cancellation and the offending individuals, and their employers, will be subject to appropriate legal action.
- F. Examples of sexual harassment include, but are not limited to, the following:
1. Threatening adverse employment actions if sexual favors are not granted;
 2. Promising preferential treatment in return for sexual favors;
 3. Unwanted physical contact; and/or
 4. Sexually offensive remarks.
- G. Sexual harassment also includes the following kinds of prohibited behavior:
1. Verbal
 - a. Sexual advances or propositions or threats;
 - b. Continuing to express interest after being informed the interest is unwelcome;
 - c. Sexual innuendoes;
 - d. Suggestive or insulting comments and/or sounds (e.g. whistling, sexual jokes or teasing of a sexual nature);
 - e. Commentary about an individual's body, sexual prowess or sexual deficiencies; and/or
 - f. Any other abuse of a sexual nature.
 2. Visual
 - a. Display of sexually suggestive objects, pictures, or letters;
 - b. Leering and/or obscene gestures; and/or
 - c. Sexually suggestive or offensive graffiti.



3. Physical

- a. Unwanted physical contact (e.g. offensive touching, pinching, brushing the body, or impeding or blocking movement);
- b. Unwanted sexual intercourse;
- c. Other unwanted sexual acts; and/or
- d. Sexual assault or battery.

NOTE: The above list is not meant to be exhaustive, but is included to provide examples of prohibited conduct.

- H. In addition to sexual harassment, the Indianapolis Metropolitan Police Department does not tolerate any other type of harassment or conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- I. Without limiting the foregoing, harassment based on sex, race, sexual orientation, gender identity, color, national origin, ancestry, religion, disability, age, United States military service veteran status, or other classifications protected under federal, state, and/or local law is also prohibited.

II. Human Resources Section Supervisor

- A. The *Human Resources Section Supervisor* shall be responsible for handling all complaints regarding the allegations of sexual harassment. Those duties include the following:
 1. Answering questions and disseminating information about harassment or sexual harassment and this General Order;
 2. Enforcing this General Order;
 3. Monitoring the workplace as needed;
 4. Receiving complaints and making a timely investigation to resolve the complaint.
 - a. A recommendation to the Chief of Police must be made within twenty (20) working days of the initial complaint.
 - b. If the matter cannot be resolved within that time, the Chief of Police and both principle parties must be notified and advised of the anticipated completion date.
 5. In cases of unfounded or not sustained complaints, investigating the possibility of false reporting;
 6. Transferring the case to Internal Affairs if the initial investigation determines other departmental violations have likely occurred;
 7. Recommending appropriate corrective actions; and
 8. Providing periodic training to employees concerning sexual harassment.



- B. Any person who feels that he or she has been subjected to harassment, who is aware of conduct prohibited under this General Order, or who feels that he or she has been retaliated against for having brought a complaint of or having opposed harassment or sexual harassment and/or for having participated in the complaint process, is obligated to bring the matter to the attention of a supervisor or the *Human Resources Section Supervisor*. The complaint should be made as soon as possible.

III. Sexual Harassment Complaint Procedure <26.1.3>

- A. Any person who believes he or she is the victim of sexual harassment is obligated to promptly and clearly advise the offender that the behavior is *unwelcome and request that it cease*.
- B. If the employee does not feel comfortable confronting the offender, or if the unwelcome behavior continues, the employee is encouraged to report the offensive behavior, in confidence, to a supervisor, their Division Commander, or the Human Resources Section Supervisor.
- C. Employees are encouraged to use the chain of command in reporting these offenses; however, when it is not appropriate to utilize the chain of command, an employee may circumvent the chain. <26.1.3>
 - 1. If the Human Resources Section Supervisor is the alleged offender, the investigation will be conducted by the Internal Affairs Commander or designee, after which the Internal Affairs Commander will make a recommendation to the Chief of Police regarding disciplinary action.
- D. Whomever takes the report should be as specific as possible and include a description of the behavior, when it occurred, any action taken, and the response to such action.
 - 1. The person taking the report shall immediately notify the Human Resources Section Supervisor of the report.
 - 2. If the behavior is criminal in nature, it should be treated in the same manner as any other criminal case.
- E. Immediately upon notification, the Human Resources Section Supervisor, or designee, shall conduct a confidential internal investigation, primarily through interviews with the complainant, the alleged offender, and other staff as necessary.
 - 1. The privacy of the employee reporting the sexual harassment, and the alleged offender, will be respected to the extent it permits an effective investigation.
- F. At the conclusion of the investigation, the Human Resources Section Supervisor will submit a written report to the Chief of Police along with any recommendations, if warranted, for disciplinary action.
- G. Any employee who feels that his or her allegations of sexual harassment have not been taken seriously, investigated thoroughly, or resolved satisfactorily may file a complaint with the Federal Equal Employment Opportunities Commission (EEOC) or the Indiana Civil Rights Commission (ICRC).



IV. Resolving the Sexual Harassment Complaint

A. Complaint Sustained

1. If, as a result of an investigation, the Chief of Police determines that a violation of this General Order has occurred, the Chief of Police will take prompt and appropriate remedial action to eliminate the policy violation and to ensure that it does not recur. Such remedial action may include the following:
 - a. Disciplinary action of the harasser up to and including termination of employment;
 - b. Restoration to an individual of any employment benefits or employment status impaired as a result of the harassment or the exercise of the right to make a complaint of harassment, to oppose harassment, or to participate in an investigation under this General Order;
 - c. Removal from the complainant's personnel record or other records of the department of any documents containing adverse or negative references to the complainant resulting from the incident;
 - d. Referral of any individual, including the harasser, the complainant, or both to professional counseling;
 - e. At the discretion of the Chief of Police, transfer or reassignment of the complainant or violator;
 - f. Other appropriate measures to ensure that any individual adversely affected by the filing of a complaint, participation in any complaint proceeding, or opposition to sexual harassment is restored to the position held before the policy violation;
 - g. Removal of the effects of the policy violation in the workplace, such as offensive graffiti, posters or similar objects of visual sexual harassment, elimination of sexually offensive remarks, and elimination of unwanted physical contact.

B. Complaint Unfounded

1. If, as a result of the investigation, the Chief of Police determines that no violation of this General Order has occurred, the *Human Resources Section Supervisor* should inform the complainant and the alleged harasser of the results of the investigation and the reasons for the finding of no policy violation.

C. Complaint Not Sustained

1. If, as a result of the investigation, the Chief of Police determines that there is insufficient information from which to make a determination whether a policy violation has occurred, the *Human Resources Section Supervisor* should inform the complainant and the alleged harasser of the finding that no determination can be made.

**D. Unfounded/Not Sustained Complaints**

1. In the case of either an unfounded or not sustained complaint, any documents containing adverse or negative references to the complainant resulting from the incident must be removed from the alleged harasser's personnel record or other records of the department.
2. Advise the complainant and the alleged harasser that the department is committed to the enforcement of this policy and will not tolerate harassment or sexual harassment of any sort.
3. Notwithstanding the determination that a complaint is unfounded or not sustained, advise all individuals that there will be no personal retaliation for making a complaint of harassment, opposing harassment, or participating in an investigation under this policy.
4. Advise the complainant to provide additional information relating to any policy violations in the future.

V. Harassment Complaint Procedure <26.1.3>

- A. If a member of this department feels that they have been harassed, as defined by this General Order, the member may file a grievance as outlined and detailed in the "Internal Grievances" General Order.

VI. Discipline <26.1.3>

- A. Any employee who engages in harassment, sexual or otherwise, is subject to disciplinary action, up to and including termination of employment.
- B. In determining the appropriate discipline, the incident or situation will be viewed in its totality, including the frequency and severity of the harassment.
- C. Disciplinary action will be taken against any employee who makes false accusations or refuses to cooperate in a harassment investigation.
- D. An employee who retaliates against another employee for reporting harassment, sexual or otherwise, is also subject to disciplinary action, up to and including termination of employment.
- E. Supervisors are responsible for understanding and complying with this General Order, promptly reporting all allegations of harassment, and assisting with investigators as required.
- F. Any supervisor who fails to carry out these responsibilities will be subject to disciplinary action, up to and including termination of employment.



Indianapolis Metropolitan Police Department

GENERAL ORDER

PERFORMANCE APPRAISAL MANAGEMENT PROCESS

3.5

POLICY

It is the policy of the Indianapolis Metropolitan Police Department to ensure that the performance of each officer is accurately evaluated annually. The objective of the Performance Appraisal Management Process is to assist in the career and leadership development of the officer, communicate feedback on performance, set goals and objectives, and provide documentation of performance based upon observable behavior. Formal annual performance appraisals will be used for determining training needs, suitability for assignment(s), the Master Patrol Officer/Detective designation, promotions, disciplinary actions and effectiveness in the assigned position. <35.1.5>

DEFINITIONS

Administrative Supervisor – The supervisor assigned to monitor the performance of an officer and complete that officer's performance appraisal.

CLD – A program designed to provide officers the opportunity to achieve their career goals through enhanced training, educational opportunities, and both personal and professional development.

Officer – For the purposes of this directive, an officer is defined as any merit officer who has successfully completed the probationary period, including reserve officers.

WISE Performance Tracking Log – An electronic tool used by supervisors to document observable behavior of subordinates during the appraisal period. However, officers of all ranks are encouraged to use this tool. <35.1.1b>

PROCEDURE

I. Notification

- A. The Office of Career and Leadership Development will notify each division commander of appraisals due thirty (30) days prior to the date due.
- B. Human Resources will receive all completed annual performance appraisals and retain them as a permanent record in each officer's personnel file for a minimum of three (3) years. <35.1.13>

II. Performance Appraisal Preparation

- A. All supervisory personnel will receive training in the documentation of performance and use of the IMPD's Performance Appraisal Management Process. <35.1.1d>
- B. Each supervisor will be rated by his/her own supervisor on the quality of appraisals given to officers. Two consecutive levels of supervision above the rater will review and sign each performance appraisal, specifically noting whether they *concur* or *do not concur* with the rater's overall appraisal of the officer's performance. <35.1.8> <35.1.14>



- C. Officers will be rated on criteria specific to the position to which they are assigned during the rating period. <35.1.4>
- D. Each officer will be provided with a handbook, which sets forth rating criteria and general measurement definitions for each of the criteria upon which they will be rated. Specific measurement definitions will also be included within the Performance Appraisal Form. <35.1.1(a)>
- E. Explanatory comments will be made in the appropriate related field on the appraisal for all notable ratings, and are required for any rating which is marked as either "*Greatly Exceeds Standards*" or "*Needs Improvement*." <35.1.7>

III. Rater's Responsibilities <35.1.1(c)>

- A. Communication between the officer and supervisor will be ongoing throughout the rating period. At the end of each period the officer will be critiqued concerning the tasks of their position, performance expectations, and appraisal rating criteria.

1. WISE Performance Tracking Log

- a. Entries into the WISE Performance Tracking Log will be made by the officer's administrative supervisor at least once each month.
- b. Any supervisor, regardless if he/she is an administrative supervisor, may make an entry into the Performance Tracking Log of any officer for both notable positive or negative behavior.
- c. Peers may make an entry into the Performance Tracking Log of any officer for notable positive behavior only. Negative behavior encountered by a peer should be directed to the peer officer's supervisor for appropriate action.
- d. Notification will be provided to the member prior to any decision of disciplinary action based upon entries from the WISE Performance Tracking Log. This is intended to allow adequate time for the officer to remediate performance that needs improvement.
- e. Each entry shall be discussed with the officer as soon as practical following the entry.
- f. Officers are permitted to respond in writing to all entries that are placed into the member's WISE Performance Tracking Log.

2. Performance Appraisals

- a. Prior to the formal annual appraisal, the supervisor is encouraged to meet with the officer to discuss the officer's performance during the rating period.
- b. A mid-year review of the officer's performance will be completed by the officer's administrative supervisor.
 - i. If an officer, in the opinion of their administrative supervisor, is continually working at an **overall** "*Needs Improvement*" level, the supervisor will provide written documentation to the officer during the mid-year review. <35.1.6>
 - ii. This shall provide the officer adequate time to correct their performance prior to the annual appraisal.
- c. Performance appraisals will be completed *annually* by the officer's administrative supervisor. <35.1.2>



- d. After completion of the performance appraisal, the supervisor will meet with the officer to complete the following minimum tasks:
 - i. Review the results of the appraisal; <35.1.9(a)>
 - ii. Discuss the contents of the appraisal;
 - iii. Establish goals for the rating period to follow; and <35.1.9(b)>
 - iv. Offer any advice and counseling regarding potential advancement or specialized training, including candidacy for the appropriate Master designation. <35.1.9(c)>
 - e. The officer will be given the opportunity to make written comments in response to the performance appraisal. <35.1.10>
 - f. The officer will be required to sign the completed appraisal. The officer's signature does not necessarily indicate agreement with the contents of the appraisal. <35.1.10>
 - g. The supervisor will sign the completed evaluation and provide a copy to the officer. <35.1.11>
3. Change in Supervision

When an officer has a change in administrative supervisors, a narrative appraisal noting performance strengths, development needs and comments on the overall performance, will be completed by the officer's current administrative supervisor and placed into the officer's WISE Performance Tracking Log for the officer's new administrative supervisor to read.

IV. Timeliness of Completion

Division and shift commanders will ensure that the completed Annual Performance Appraisal, along with any accompanying documentation, is forwarded to Human Resources Branch via the WISE Performance Tracking application by the due date.

V. Contesting the Performance Appraisal

- A. Any officer who wishes to contest the overall performance rating of an annual performance appraisal will sign and indicate such contest in the appropriate box on the Performance Appraisal Form.
 1. The officer must complete the appropriate section of the Performance Appraisal Form to substantiate the basis for an appeal.
 2. If the overall performance rating on the Annual Performance Appraisal is contested by the officer, the administrative supervisor will convene an administrative review and render a decision within 14 calendar days of the due date of the Annual Performance Appraisal.
 3. An administrative review will include the contesting officer, the administrative supervisor and the first reviewing supervisor. <35.1.12>
 4. The decision of the administrative supervisor and the first reviewing supervisor will be documented within the WISE Performance Tracking application and will be considered final.

**VI. Leadership Effectiveness Feedback**

- A. Feedback forms shall be completed annually by all officers regarding the effectiveness of the leadership behaviors of their administrative supervisor.
 - 1. Completion of the Feedback forms shall coincide with the completion of the Formal Annual Performance Appraisal.
 - 2. Each supervisor shall be rated in part by their own supervisor on the totality of the content within the feedback provided by officers regarding the effectiveness of the supervisor's leadership behaviors.
- B. The Feedback forms shall narrowly focus on departmentally recognized core leadership components.

VII. Annual Survey

- A. Office of Career and Leadership Development will annually conduct the following:
 - 1. A survey to determine the effectiveness of the rating system;
 - 2. The quality of the ratings given;
 - 3. Identifying instances of extreme ratings; and
 - 4. Determining the number of contested appraisals and the reasons for each.
- B. A report of the survey shall be made to the Chief of Police with recommendations to continue with the current performance management process, modify it, or develop a new process.



Indianapolis Metropolitan Police Department

GENERAL ORDER

3.6

AWARDS AND COMMENDATIONS

POLICY

It is the policy of the Indianapolis Metropolitan Police Department (IMPD) to provide formal recognition to sworn officers, civilian employees, civilian volunteers, and citizens for acts of distinguished service or outstanding individual achievement. Any police officer, civilian employee, or civilian volunteer having knowledge of an incident involving a police action or act of public service by an officer, civilian employee, civilian volunteer, or a citizen may document commendations, offer recognition, or recommend that person(s) for an award. All recommendations for *awards* must be made within one (1) year of the act.

PROCEDURE

I. Recommendation for Awards – Sworn Officers

- A. Recommendation for an award (e.g., Honor Awards; Police, Fire, and Deputy Sheriff Award; etc.) must be made by creating a Blue Team entry.
- B. Procedures for submitting the award nomination and related documentation are as follows:
 - 1. Open Blue Team, add a new incident, and select “Awards.”
 - 2. Proceed through the entry by entering information into the applicable fields.
 - 3. Ensure the narrative of the entry is concise and completely describes the actions of each officer nominated.
 - 4. Choose the appropriate award type for each nominee by using the “Allegation” tab on the nominee’s profile. The appropriate selections will have a prefix of “Award.”

NOTE

One (1) Blue Team entry may be used when nominating two (2) or more officers involved in the same incident.

- 5. Attach any supporting documentation, if applicable.
 - 6. Forward the entry up the nominee’s chain of command (Cc: the nominee).
- C. Professional Standards will finalize the award nomination, insert it into the officer’s Concise Report, and ensure the nomination is routed to the Honor Awards Review and Selection Committee.

NOTE

Blue Team will be used for all award nominations and will be sent through the nominee’s chain of command unless otherwise directed in an award nomination announcement email.

II. Recommendation for Awards – Civilians

- A. Recommendation for an award (Unit Citation, Certificate, etc.) must be made by creating a Blue Team entry. The entry must be sent to the nominee’s sworn supervisor.



B. Procedures for submitting the award nomination and related documentation are as follows:

1. Open Blue Team to add a new incident and select "Awards."
2. Proceed through the entry by entering information into the applicable fields.
3. Ensure the narrative of the entry is concise and completely describes the actions of each civilian nominated.
4. Choose the appropriate award type for each nominee by using the "Allegation" tab on the nominee's profile. The appropriate selections will have a prefix of "Award."
5. Attach any supporting documentation, if applicable.
6. Forward the entry up the nominee's sworn chain of command.

NOTE

Unless otherwise directed in an award nomination announcement email, all nominations will be sent through the nominee's chain of command in Blue Team.

C. Professional Standards will finalize the award nomination, insert it into the civilian employee's Concise Report, and ensure the nomination is routed to the Honor Awards Review and Selection Committee.

III. Commendations – Sworn Officers

- A. Anyone, whether a private citizen, civilian employee, or sworn officer, may file a commendation with the department whenever that person observes an incident or action by an officer that deserves recognition.
- B. Any civilian employee of the department who is contacted by a citizen wishing to file a commendation will request a supervisor or manager be sent to his or her location. The supervisor or manager will obtain as much information as possible and then complete a Blue Team entry using the "Commendation" incident type.
- C. Procedures for submitting a commendation and related documentation are as follows:
 1. Open Blue Team to add a new incident and select "Commendations."
 2. Proceed through the entry by entering information into the applicable fields.
 3. Ensure the narrative of the entry is concise and completely describes the actions of each officer nominated.
 4. Choose the appropriate commendation type for each officer by using the "Allegation" tab on the nominee(s) profile. The appropriate selections will have a prefix of "Commendation."
 5. Attach any supporting documentation, if applicable.
 6. Forward the entry up the nominee's chain of command (Cc: the nominee).
- D. For persons who are unable to identify the officer's supervisor, the commendation may be documented either electronically via the Indy.gov website at the following link: <http://www.indy.gov/eGov/City/DPS/IMPD/Pages/PositiveFeedback.aspx> or by writing to IMPD and mailing it to the Chief of Police at 50 N. Alabama Street, Suite E-211, Indianapolis, IN 46204.



- E. Submitting a Commendation entry with the department does not preclude anyone from also submitting an Award entry for the same actions or incident during a specified award nomination period (e.g., ERB, Crime Stoppers, etc.).

NOTE

Civilians not trained on Blue Team may nominate officers and/or citizens through a civilian manager or sworn supervisor.

- F. Professional Standards will finalize the commendation and insert it into the officer's Concise Report.

IV. Commendations – Civilians

- A. Anyone, whether a private citizen, civilian employee, or sworn officer, may file a commendation with the department whenever that person observes an incident or action by the civilian employee that deserves recognition.
- B. Any person wishing to compliment a civilian employee will contact that employee's sworn supervisor or manager. The supervisor or manager will obtain as much information as possible and complete a Blue Team entry.
- C. For persons who are unable to identify the civilian employee's supervisor or manager, the commendation may be documented either electronically via the Indy.gov website at the following link: <http://www.indy.gov/eGov/City/DPS/IMPD/Pages/PositiveFeedback.aspx> or by writing the IMPD and mailing it to the Chief of Police at 50 N. Alabama Street, Suite E-211, Indianapolis, IN 46204.
- D. Procedures for submitting a compliment and related documentation are as follows:
1. Open IMPD Blue Team to add a new incident and select "Commendations."
 2. Proceed through the entry by entering information into the applicable fields.
 3. Ensure the narrative of the entry is concise and completely describes the actions of each civilian employee nominated.
 4. Choose the appropriate compliment type for each civilian employee by using the "Allegation" tab on the nominee(s) profile. The appropriate selections will have a prefix of "Commendation."
 5. Attach any supporting documentation, if applicable.
 6. Forward the entry up the nominee's sworn chain of command.
- E. Submitting a Commendation entry with the department does not preclude anyone from also submitting an Award Entry for the same actions or incident during a specified award nomination period (e.g., ERB, Crime Stoppers, etc.).

NOTE

Civilians not trained on Blue Team may nominate other civilian employees and/or citizens through a civilian manager or sworn supervisor.

- F. Professional Standards will finalize the commendation and insert it into the civilian employee's Concise Report.



V. Review and Establishment for Honor Awards

- A. The Honor Awards Review and Selection Committee members will be appointed by the Chief of Police or designee from recommendations made by the division chiefs. The committee members will consist of officers assigned to various divisions/branches selected by his or her respective commanders. The committee members will serve for a period of two (2) years which begins on the officer's date of appointment to the committee. The Special Assistant of Strategic Initiatives will determine the time and place for each meeting.
- B. The Honor Awards Review and Selection Committee will evaluate each nomination and select award recipients by the criteria specified in each award category using the following procedures:
 1. Each award nomination will be given a number; and
 2. The committee will vote on the contents of each nomination and either affirm the nomination as submitted, modify the nomination, or reject the nomination. The committee's vote will be final.
- C. Following the award ceremony, information regarding awards presented will be forwarded to the Human Resources Section by the Special Assistant of Strategic Initiatives for placement in the employee's personnel file.

NOTE

The Chief of Police or designee has the authority and discretion to change, deny, or present any award.

VI. Award Categories

- A. Honor Awards
 1. **Medal of Honor** (Sworn Officer) – The Medal of Honor is the highest award that may be bestowed upon an officer. The Medal of Honor will be awarded to an officer who voluntarily distinguishes himself or herself conspicuously by gallantry and extraordinary heroism. The act must be performed at such self-risk as to clearly distinguish the individual from his or her fellow officers. The nature of the incident must verify the officer was fully aware of the imminent threat to his or her personal safety and the action performed clearly put his or her life in jeopardy.
 2. **Memorial Commendation** (Sworn Officer) – The Chief of Police or designee will award a Memorial Commendation to the family of any officer who is killed in the line of duty. The immediate family of the officer will receive the appropriate presentation at the time of internment.
 3. **Purple Heart** (Sworn Officer) – The Purple Heart Award will be awarded to an officer who is killed or suffers serious bodily injury while confronting or attempting to apprehend an armed or fleeing individual in the performance of his or her duties under honorable circumstances.
 4. **Medal of Valor** (Sworn Officer) – The Medal of Valor will be awarded to an officer for an act that exemplifies exceptional heroism or courage upon being confronted by a potentially dangerous adversary. The recipient must demonstrate exceptional courage by performing a voluntary course of action in an extremely dangerous situation, while at risk of serious bodily injury.
 5. **Medal of Bravery** (Sworn Officer) – The Medal of Bravery will be awarded to an officer for an act that places the officer in personal danger during the saving or attempted saving of a human life. The action performed should be one that clearly demonstrates the officer's extreme courage, and ability and willingness to act while consciously facing a risk of personal danger.



6. **Medal of Merit** (Sworn Officer) – The Medal of Merit will be awarded to an officer for an outstanding accomplishment that has improved the operation of the department. The action performed should be one that clearly demonstrates the officer has gone above and beyond the requirements of his or her normal assignment to contribute to a more effective police service; or outstanding police work which has brought great credit to the department involving a case of unusual public interest.
7. **Unit Citation** (Sworn Officer/Civilian) – The Unit Citation will be awarded on the basis of the unit's overall performance in recognition of services rendered to the department or the community. The unit's performance should be one that clearly demonstrates his or her commitment to accomplishing the unit's goals and exemplifies the traditions of IMPD in his or her dedication by going above and beyond the requirements of his or her normal assignment.
8. **Certificates** (Sworn Officer, Civilian, Citizen) The three (3) classifications of Certificates are as follows:
 - a. **Certificate of Commendation** (Sworn Officer) – A Certificate of Commendation will be awarded to an officer of IMPD on the basis of his or her exemplary service for an incident or overall work performance. The action performed should be one that clearly demonstrates the officer's performance as standing above and beyond what is normally seen from officers on a daily basis.
 - b. **Certificate of Outstanding Performance** (Civilian) – A Certificate of Outstanding Performance will be awarded to any civilian employee of IMPD on the basis of his or her performance or service rendered to the department. The action performed should be one that clearly demonstrates the employee's performance as going beyond the requirements of his or her normal duty or job requirements.
 - c. **Certificate of Appreciation** (Citizen) – A Certificate of Appreciation will be awarded to a citizen who renders valuable or courageous assistance of members of IMPD. The action performed should be one that clearly exemplifies the citizen's unselfish act as one that is normally not expected from our citizenry. The citizen will be publicly honored by the department and presented with a certificate during the awards ceremony.

B. Miscellaneous Awards

1. **Baker One** (Sworn Officer/Prosecutor)– This award is to recognize any officer, detective, or prosecutor who demonstrates the Baker One Project tenets of offender accountability, homicide prevention, and victim safety. This may have been demonstrated in a one-time incident, or over time with various situations. Nominations may be submitted for an officer, detective, or prosecutor in any district, division, or specialized unit
2. **IMPD Employee Recognition Banquet Award (ERB)** (Sworn Officer/Civilian) – These awards recognize any police officer or civilian for his or her outstanding efforts to IMPD or the City of Indianapolis. While some exceptions may be made, ERB awards are typically focused on ongoing and continued excellent performance throughout the year, not solely for a one-time incident.
3. **Police, Fire, and Deputy Sheriff Award (PFDS)** (Sworn Officer) – These awards recognize officers for consistently outperforming and exceeding expectations within his or her respective assignments. Select nominees are chosen to participate in an interview with the Corporate Interview Committee for award consideration.

VII. Commendation Types



A. Letter of Appreciation (Sworn Officer/Civilian)

A Letter of Appreciation will be received by the employee's district/division commander or designee on the basis of department or public service that is above average performance of regular assigned duty. The Chief of Police or designee, or the officer's district/division commander, will acknowledge the efforts or service in the form of a letter to the officer or civilian. A copy of this letter will be forwarded to the Human Resources Section to be included in the recipient's personnel file. The employee's administrative supervisor will scan a copy of the letter into a Blue Team entry. A Letter of Appreciation will not be forwarded to the Honor Awards Review and Selection Committee for award consideration.

B. Letter of Recognition from Citizens to the Chief of Police (Sworn Officer/Civilian)

Letters received by the Chief of Police or designee originating from sources outside the department that recognize an officer or civilian employee for his or her conduct or performance in the line of duty will be acknowledged by the Chief of Police or designee. The Chief of Police or designee will review the letter and forward a copy of the letter to the Human Resources Section, the employee, and the employee's commander. The letter will be entered into Blue Team as a "Commendation;" however, if the employee's commander determines the letter is appropriate for award consideration, the letter will be entered into Blue Team as an "Award."

C. Letters from Citizens to Employees (Sworn/Civilian)

Letters received directly by sworn or civilian employees commending conduct or performance must be forwarded through the chain of command to the employee's administrative supervisor within thirty (30) days of receipt. The administrative supervisor will review the letter and forward copies to the Human Resources Section, the Chief of Police or designee, and the employee. The supervisor will also create a Blue Team "Commendation" entry; however, if the letter is deemed appropriate for award consideration it will be entered into Blue Team as an "Award." Letters are not to be forwarded directly to the Human Resources Section by the employee.

D. Appearance

E. Efficient Use of Time

F. Employee of the Month

G. Initiative

H. Operation/Care and Use of Equipment

I. Positive Attitude

J. Pursuit Safety

K. Quality of Work

VIII. Ceremonies

The Honor Awards ceremony will be held at the discretion of the Chief of Police or designee. The Chief of Police or designee will determine the date and time of the ceremony. Notification will be made to persons receiving awards by the Special Assistant of Strategic Initiatives. Procedures to be followed during the ceremony will be established by the Chief of Police or designee.



Indianapolis Metropolitan Police Department

GENERAL ORDER

3.7

PARTICIPATION IN NON-PROFIT ORGANIZATIONS

POLICY

The Indianapolis Metropolitan Police Department (IMPD) encourages its officers to volunteer their off-duty time to non-profit organizations, charities, and law enforcement associations. However, when utilizing department-issued equipment while participating in a law enforcement association or organization, officers must conform to the department's Rules and Regulations, general orders, and standard operating procedures as well as state and local ethics laws.

DEFINITIONS

Conflict of Interest – Any volunteer law enforcement activity that is illegal, inconsistent, incompatible, or in opposition to the duties, functions, and/or responsibilities of employment with this department.

Law Enforcement Association – A non-profit corporation, charity, association, or organization that assists law enforcement with policies, standards, analysis, training, and education, or that promotes professional and social interaction among members of the department and the community. Such associations may include, but are not limited to, the Public Safety Foundation, the Fraternal Order of Police, Minority Police Officers Association, Motorcycle Drill Team, Horse Patrol Association, the Emerald Society, and associations that support individual IMPD districts.

Officer – For the purposes of this directive, this term applies to all sworn employees, as well as civilian employees authorized to wear a department uniform.

Voluntary Law Enforcement Activity – The voluntary participation in a law enforcement association that requires the use of department-issued uniforms or equipment.

Volunteer Activities Permit – A permit required for using department-issued equipment or uniforms while volunteering in a law enforcement association.

PROCEDURE

I. General

While on-duty, in uniform, or acting in a law enforcement capacity, officers shall engage neither in the sale of any tickets nor in the solicitation or acceptance of any form of donation or contribution whether on the officer's behalf or on behalf of a third party, organization, or association without the written permission of the Chief of Police or designee. When written permission is granted, officers shall neither sell nor solicit in a manner that implies special treatment will be received from the department. This rule shall not apply to activity performed strictly among department employees.



II. Volunteering or Participating in a Law Enforcement Association

- A. Except as may be provided by a collective bargaining agreement, officers shall not participate in a voluntary law enforcement activity while on-duty, in uniform, or while using department-issued equipment without the written permission of the Chief of Police or designee.
- B. The Chief of Police may allow an officer to perform non-department related services while on duty to benefit a law enforcement association, non-profit organization or other government entity, subject to the following:
 - 1. The officer must have written permission from the Chief of Police or designee;
 - 2. The officer must have written permission from their immediate supervisor;
 - 3. The services must be performed for the benefit of another government entity or a 501(c)(3) organization;
 - 4. The services must not:
 - a. Promote religion;
 - b. Attempt to influence legislation or governmental policy; and/or
 - c. Attempt to influence elections to public office.
 - 5. The officer may not perform more than forty (40) hours of such services while on duty, per calendar year.
- C. Officers wishing to utilize department-issued equipment or uniforms in a voluntary law enforcement activity must submit a Volunteer Activities Permit through the chain of command to their commanders.
- D. Officers shall submit a description of their volunteer activities with the Volunteer Activities Permit. In cases where no description exists, officers shall prepare a detailed description of their duties to include:
 - 1. Whether the volunteer work involves uniform or plainclothes duties;
 - 2. Whether it involves department-issued equipment;
 - 3. Hours of volunteering;
 - 4. Length and duration of travel, if any;
 - 5. Exact location of volunteering;
 - 6. Duties and responsibilities;
 - 7. Name of organization, including owner, parent company, and all DBA names; and
 - 8. How the organization benefits the department and the City of Indianapolis.
- E. The officer's chain of command shall review the request and indicate approval or disapproval. Commanders retain the authority to deny requests on a case-by-case basis and will ensure all requests are consistent with the content and restrictions detailed in this directive.
- F. In the event the officer's commander has any questions or concerns about the appropriateness of the requested activity, the application shall be reviewed by the Chief's legal counsel to ensure compliance with the Ethics Ordinance and for an opinion about the potential for conflict of interest.



- G. Upon approval or disapproval from the commander, the original Volunteer Activities Permit will be forwarded to the Internal Affairs section and a copy of the permit will be returned to the requesting officer. The Internal Affairs section will be the repository of all Volunteer Activities Permit forms.
- H. The Chief of Police or designee and the officer's commander may deny or revoke a Volunteer Activities Permit for any reason. Reasons may include, but are not limited to, the following:
 - 1. Disciplinary action;
 - 2. Attendance probation;
 - 3. Conflict of interest; and/or
 - 4. The officer's ability to perform full-time responsibilities has been compromised or diminished.
- I. When an officer is granted permission to use department-issued equipment or uniform in a voluntary law enforcement activity, the participation shall be completely voluntary and in an off-duty capacity, unless authorized by the Chief of Police or designee. Accordingly, the officer will not be covered by workers compensation during the voluntary activity.
- J. Nothing in this directive shall be construed to limit, modify, annul, or otherwise affect a collective bargaining agreement.

III. Accepting Gifts or Gratuities

- A. Officers may not accept any gift or gratuity as a result or for the performance of their official duties. Any question on ethics should be directed to the Chief's legal counsel.
- B. Officers may not accept or utilize any gift or donation in the form of duty-related gear or equipment without prior written permission by the Chief of Police or designee.



Indianapolis Metropolitan Police Department

GENERAL ORDER

3.10

UNIFORM AND APPEARANCE REQUIREMENTS

POLICY

Police officers represent both the Indianapolis Metropolitan Police Department (IMPD) and the City of Indianapolis. Therefore, every officer must project a professional appearance at all times while wearing the department-authorized uniform, whether in an on-duty or off-duty status. All necessary equipment items must be worn with the department uniform as required in this directive. Supervisors will conduct periodic inspections and ensure compliance.

Officers working in investigative or administrative positions not requiring the department uniform must maintain a neat and professional appearance, to include proper grooming standards as outlined in this directive. Exceptions to any of the specifications outlined in this policy must be authorized in writing by the Chief of Police or designee.

PROCEDURE

I. Uniform and Attire Requirements

A. Officers working on-duty assignments, or representing the department while off-duty, will be well-groomed at all times and wear the appropriate attire.

1. Male officers will wear the full department-authorized uniform when required. Male officers attending official business or working administrative/investigative assignments are required to wear a Class B uniform, business suit, or full-length trousers, dress shirt, and tie. Sport coats may be worn at the officer's option unless otherwise directed. Footwear is limited to well-maintained dress shoes (no tennis shoes).

NOTE

Turtlenecks, mock turtlenecks, polo, golf, or other types of sports shirts shall not be worn with business suits and sports coats.

2. Female officers will wear the full department-authorized uniform when required. Female officers working administrative/investigative assignments are required to wear the Class B uniform, a skirt or full-length dress slacks and blouse, dress, skirt suit, or pantsuit. Footwear is limited to dress shoes (no tennis shoes or sandals).
3. If the Class B uniform is not worn while attending administrative hearings, staff meetings, City-County Council sessions, and at the direction of the Chief of Police or designee:
 - a. Male officers will wear a business suit or sport coat and tie; and
 - b. Female officers will wear a skirt or full-length dress slacks and blouse, dress, skirt suit, or pantsuit.

B. Officers will not report for duty, court, administrative hearings, or any official business wearing any article of clothing made of denim material, regardless of color.

C. Exceptions for officers working in specialized investigative units requiring covert work must be authorized in writing by the Chief of Police or designee.



- D. Bluetooth devices may not be worn by officers in plainclothes or uniform assignments, except while operating a motor vehicle. Exceptions must be approved in writing by the Chief of Police or designee.

II. Personal Appearance Requirements

A. Male Officers

1. Head Hair Requirements

- a. All hair shall be neatly groomed and clean. The length and/or bulk of the hair shall not be excessive or present a ragged or unkempt appearance, with or without the uniform cap. Hair shall not exceed 1-1/4" in bulk, regardless of length.
- b. The hair on the sides and back of the head shall present a tapered or blocked appearance and shall not touch the shirt or coat collar, except for the closely cut hair at the nape of the neck. Hair shall not extend over the top of the ear but shall be tapered around the ear or blended naturally behind the ear and into the hair at the back of the head at all times while in uniform.
- c. Hair in front shall be groomed so it does not fall below the band of properly worn headgear.
- d. Wigs or hairpieces are permissible; however, the wig or hairpiece shall conform to standard haircut and grooming guidelines.

2. Sideburns shall:

- a. Be neatly trimmed with the base clean-shaven in a horizontal line;
- b. Not extend downward beyond the 1/4" below the center of the ear;
- c. Be trimmed so the hair does not extend beyond the natural outlines of the sideburn; and
- d. Not be bulky, but trimmed and tapered in the same manner as the haircut.

3. Muttonchops or similar styles are prohibited.

4. Mustaches must be neatly trimmed and not extend over the upper lip, or 1/4" beyond the side corners of the mouth.

5. Beards, chin whiskers, or hair below the bottom lip are not permitted, unless the officer is assigned to a covert, investigative capacity. Wearing a beard is at the discretion of the officer's division commander.

B. Female Officers

1. Head Hair Requirements

- a. Hair shall be neatly shaped and groomed, clean, and arranged in a professional style.
- b. While in uniform, hair shall not fall below the lower edge of the uniform collar.
- c. Conspicuous ribbons, scarves, pins, combs, and/or barrettes may not be worn in the hair while the officer is in uniform.
- d. Hair coloring or lightening used shall harmonize or complement the skin coloring. Colors shall not be harsh and shall be natural looking.
- e. Wigs, if worn, shall look natural and shall conform to all of the above listed regulations.
- f. Hair shall not exceed 1-1/4" in bulk, regardless of length, natural styling, or permanent weaving. Corn-rowing and pigtails are not permitted.



UNIFORM AND APPEARANCE REQUIREMENTS

GENERAL ORDER

3.10

2. If makeup, mascara, eye shadow, etc., is worn, it should enhance the natural coloring of the skin, appear light and natural, and not be worn in a heavy or conspicuous manner.
- C. Perfume, cologne, or other body scents must not be so strong as to unduly attract attention.
- D. On-duty officers will maintain clean and neatly trimmed fingernails at all times, so as not to interfere with the performance of their assigned duties or distract from the professional image of the department. Fingernail length for males will not exceed the tip of the finger. Fingertips for females will not exceed more than 1/4" beyond the tip of the finger (or shorter, if needed, to prevent interference with the officer's duties). Females who desire to wear fingernail polish are authorized to do so provided the selected color is natural or a light, conservative shade. No fluorescent or multi-colored nail polish will be permitted. Writing, designs, and/or piercings on fingernails will not be permitted.
- E. External items of jewelry worn while on duty are limited to the following items:
 1. A watch and two rings may be worn, one ring on each hand; wedding sets are considered one ring. Officers in plainclothes may wear a single modest bracelet and/or a single modest necklace.
 2. Female officers may wear one, 1/4" post-type, pierced earring in the lobe of each ear. Male officers are prohibited from wearing earrings of any type.
 3. No metal bracelets may be worn, except as outlined above. However, standard Medical Alert bracelets are permitted and may be worn on either wrist.
 4. One narrow wrist band supporting an organization or event may be worn on the wrist, as long as the band does not display a message or symbol that might be considered offensive to others.
 5. Any exception to this order for medical reasons must be approved in writing by the Chief of Police or designee, upon recommendation from a department-approved physician.
- F. Wearing any type of body piercing that is visible to the general public is strictly prohibited. This includes, but is not limited to, piercing of the tongue, eyebrow, lips, nose, or upper ear. Wearing other unconventional jewelry (e.g., fishhooks, staples, etc.) items in a visible piercing is also prohibited.
- G. While on duty, body markings (tattoos, brands, etc.) may only be displayed on an officer's arms, hands, or legs.
 1. The display of any unprofessional or offensive body marking, regardless of its location, is prohibited. Examples of prohibited visible images may include, but are not limited to:
 - a. Depictions of nudity or sexually explicit images, words, phrases, etc.;
 - b. Depictions of violence, vulgar images, profane language, etc.;
 - c. Symbols likely to incite a strong negative reaction;
 - d. Initials, numbers, or acronyms that represent criminal or historically oppressive organizations;
 - e. Depictions symbolizing or indicative of alcohol or narcotic-related images; and
 - f. Depictions symbolizing or indicative of illegal or gang-related activity.
 2. Inappropriate body marking issues will be handled on a case-by-case basis.



3.10

UNIFORM AND APPEARANCE REQUIREMENTS GENERAL ORDER

3. If a body marking is visible while an officer is wearing the authorized uniform or plain clothes in an on-duty capacity, including off-duty employment, and the body marking is deemed inappropriate by the officer's commander, the officer shall cover the body markings with:
 - a. The authorized Class B or Class C long-sleeve uniform shirt (tie is not required for the Class B uniform);
 - b. Tat2X® Ink Armor Cover Up sleeve of sufficient length to cover the brand or tattoo entirely. The sleeve should be in a color that most closely approximates the officer's skin tone; or
 - c. Tat2X® Tat Skin Cover Tape in lieu of a cover sleeve, as long as the tape covers the body marking entirely and approximates the color of the officer's skin tone for small tattoos on the arm or leg.
4. Officers working covert assignments are exempt from this section due to the type of investigative activities in which they are involved.

NOTE

If a grievance is filed as the result of an officer's tattoo being deemed offensive, the officer shall follow the procedure outlined in IMPD General Order 3.3 – *Internal Grievances*.

H. Exceptions

1. Division commanders may permit officers under their command to wear their hair, sideburns, and beards in any manner, so long as the officers are engaged in a type of investigative assignment whereby other styling might hamper the effectiveness of the officers.
2. Any officer not engaged predominately in a covert position, but in plain clothes shall follow the procedures outlined in this general order.
3. Officers normally engaged in an investigative assignment, but detailed to uniform patrol for any special reason, shall conform to the above outlined procedure.

III. Uniform Requirements

- A. Officers should wear the appropriate uniform for the weather conditions, whether on-duty or off-duty.
- B. Items of civilian attire may not be worn in combination with the uniform, and no individual uniform items may be worn separately. Unless specified below, items from different uniform classes may not be worn together.
- C. Officers are required to present a neat, clean, and well-groomed appearance at all times while in uniform. Uniform garments must be clean and pressed, and may not be faded, frayed, torn, ragged, or dirty. The gun belt, leather items, footwear, uniform buttons, and collar brass must be in good repair, highly polished, and not be torn, scratched, dirty, or cracked.
- D. Officers in uniform are required to display their badge and name on their outermost garment at all times. Nameplates shall not be displayed when wearing the authorized raincoat.
- E. Officers in uniform, whether on-duty or off-duty, may not wear any additional external items of apparel that would detract from the professional appearance of the uniform. This includes, but is not limited to, non-uniform sweaters, jackets, vests, buttons, blue-tooth accessories, or lapel pins. Sunglasses with mirror-style lens, fluorescent frames, or string attachments are prohibited.



- F. All uniform buttons, snaps, and buckles are silver for patrol officers and gold for sergeants and above.
- G. Tennis shoes are specifically forbidden for **all** classes of uniforms.
- H. Administrative personnel working in uniform may remove the gun belt upon arrival at the work site, but will replace it when leaving their facility, attending court, or during any other administrative function when wearing is appropriate.
- I. Although uniform fabric and other specifications may change from time to time, the Chief of Police or designee will retain final authority to determine what is acceptable with regard to authorized uniform requirements.
- J. Officers are encouraged to purchase uniform and equipment items from a department-approved vendor. If items are purchased from a non-approved vendor, officers are responsible for purchasing items that meet all fabric specifications and other requirements as established in the vendor contract. This contract is maintained in the Administration Division office for review during regular business hours.
- K. Out of respect for officers killed in the line of duty anywhere in the state of Indiana, black memorial bands may be worn across the IMPD badge and black memorial flags may be displayed on police vehicle antennas from date of death until three days after interment.
- L. The department is not responsible for reimbursing officers for damaged uniforms. Officers may seek restitution through the courts.
- M. Officers in uniform, whether on-duty or off-duty, shall not consume alcoholic beverages or engage in any activity that would be demeaning to the uniform.
- N. Officers in uniform, whether on-duty or off-duty, will not use tobacco products while in the public's view.

IV. Authorized Uniforms

Authorized uniforms for IMPD are designated as Class A, Class B, Class C, or the Bike Patrol uniform.

A. Class A Uniform – The Class A uniform is the department dress uniform.

- 1. Appointed ranks and honor guard officers are required to maintain a Class A uniform.
- 2. The Class A uniform is optional for other officers; however, all personnel are encouraged to maintain a Class A uniform for formal occasions, such as funeral details.

B. Class B Uniform – The Class B uniform is the standard department uniform.

- 1. Officers are required to maintain at least one complete Class B uniform at all times. This uniform must be readily available to the officer at any time, regardless of the officer's assignment.
- 2. Officers attending award ceremonies, police officer or IMPD employee funerals, or other non-field patrol-related events will wear the long-sleeve Class B uniform with tie.
- 3. Officers attending criminal court may wear the Class B uniform.



- C. Class C Uniform – The Class C uniform is an optional uniform for Operations Division officers.
1. The Class C uniform is optional for patrol officers and sergeants assigned to patrol duty within the Operations Division. Any officer assigned to the Homeland Security Bureau, at the discretion of the Homeland Security commander or designee may wear the Class C uniform while detailed to work saturation/targeted patrols and crime reduction patrols; the Class B uniform will be worn on all other occasions.
 2. Officers attending criminal court may wear the Class C uniform.
- D. Bicycle Patrol Uniform – Uniform specifications for officers riding a department bicycle are outlined in the unit SOP.

V. Uniform Specifications

A. Class A Uniform

1. Blouse – The blouse is navy blue (55% polyester, 45% wool) with a center vent.
 - a. A badge, nameplate, longevity pin, and buttons are worn on the blouse. Shoulder patches are centered on both shoulders, 1/4" down from the shoulder seams. Cloth service stars are not worn on the sleeve.
 - b. Metal rank insignia are displayed on the epaulets of the Class A blouse; stripes are displayed on the sleeves as specified in Section VII. below.
2. Trousers – Uniform trousers described in the Class B uniform section below are worn with the Class A uniform.
3. Shirt – A white uniform shirt (65% polyester, 35% cotton) and a black necktie are worn. A badge, nameplate, longevity pin, shoulder patches, buttons, and rank insignia are displayed as described for the Class B uniform.
4. Gun Belt – The standard gun belt is not worn with the Class A uniform.
 - a. Only Honor Guard members wear a Sam Brown-style gun belt, with appropriate accessories.
 - b. All other officers must carry their department firearm, or other authorized off-duty weapon, in an appropriate, concealable holster.
5. Headgear – The authorized uniform hat for the Class A uniform is the 5-star style cap with the appropriate rank insignia, decorative band, and hat shield.
6. Footwear – Footwear for the Class A uniform is a black, standard military-style, low quarter shoe, with four or five eyelets, constructed from smooth leather or high gloss poromeric material. Footwear is worn with black laces and black crew length (or longer) socks.

B. Class B Uniform

1. Trousers – The trousers are navy blue, straight-leg style with a metal memory lock zipper and French Fly tab closure on the inside of the fly. The trousers are plain front and incorporate two quarter-top front pockets and two hip pockets; pockets are lined in black. The women's trouser is manufactured from a women's uniform trouser pattern with one dart on each rear panel above the hip pockets; the men's trouser is manufactured from a men's uniform trouser pattern. A 1" black wool blend braid is sewn on the outside seam of each leg for both genders. Trouser creases are pressed, not sewn.



- a. Fabric specifications for the Class B uniform trousers are:
Preferred – 55% polyester, 45% wool; serge weave; or
Alternate – 75% polyester, 25% wool; elastique weave.
- b. Trousers are worn with a black belt.
- c. Motorcycle officers wear standard police trousers or breeches that are altered to fit into the motorcycle boot.
- d. Mounted Patrol officers wear dark navy blue riding breeches without the braid.
2. Shirt – The Class B uniform shirt is a dark navy blue dress shirt with a top center placket front with a concealed metal zipper. The shirt is a full cut tapered fit with a dress shirttail that is worn tucked in. It has two pleated breast pockets with topstitched scalloped flaps (with hook and loop or snap closures) and topstitched epaulets on each shoulder. It also has badge reinforcement and nameplate eyelets. The yoke is topstitched 1/16" off the edge. Appointed ranks shall maintain a white dress shirt to be worn at special events at the direction of the Chief of Police or designee.
 - a. Fabric specifications for the Class B uniform shirt are:
Preferred – 8.0 to 8.50 oz./linear yard (short-sleeve); 11.0-11.50 oz./linear yard (long-sleeve); 55% Dacron polyester, 45% Wool; or
Alternate – 9.0 to 9.50 oz./linear yard; 75% Dacron polyester, 25% wool.
 - b. The short-sleeve uniform shirt is worn with an open collar. The long-sleeve uniform shirt is worn with a necktie, turtleneck or mock turtleneck (described below).
 - c. A white, black, or navy blue crew neck or V-neck t-shirt will be worn underneath the uniform shirt, providing the t-shirt color complements the uniform. Appointed ranks will wear a white shirt underneath the white dress shirt.
 - d. Department badge, nameplate, and longevity pin are displayed on the uniform shirt at all times.
 - e. Uniform shoulder patches must be of the same color and design and obtained from an authorized vendor. No special colored or individually designed patches are authorized for wear, regardless of assignment to a specialty unit. The IMPD blue and gold shoulder patch is sewn onto each shoulder of the uniform shirt, 1/2" down from the shoulder seam.
 - f. Metal rank insignia for all ranks, as well as sergeant sleeve chevrons, will be displayed on the uniform shirt, as described in Section XII. below. Female sergeants wearing the short-sleeve uniform have the option of wearing the shoulder patch on the left sleeve and the cloth chevron on the right sleeve.
 - g. Metal IMPD buttons are worn on the front closure and pockets of the short-sleeve and long-sleeve uniform shirts, as well as the cuffs of the long-sleeve uniform shirt.
 - h. Uniform necktie must be a clip-on or hook and loop fastening type for officer safety purposes. This applies to patrol officers, sergeants, lieutenants, and captains. A regular fastening necktie for administrative personnel and appointed ranks is optional. Neckties are navy blue. Appointed ranks shall wear a black necktie while wearing the white dress shirt. A small replica of the IMPD badge may be worn as a tie tack. A silver (patrol officer) or gold (supervisor) metal tie bar may also be worn. No other tie tacks or bars are authorized.



- i. Uniform turtleneck or mock turtleneck is navy blue and may, at the officer's option, have "IMPD" embroidered on the neck. It is approved for wear under the long-sleeve Class B uniform shirt with an open collar. Officers have the option of wearing either the approved turtleneck or a necktie.
 - i. When the turtleneck or mock turtleneck is worn, IMPD metal buttons must be worn on the front of the shirt normally covered by the necktie.
 - ii. Turtlenecks and mock turtlenecks are not approved for wear at formal events (e.g., award ceremonies, funerals, etc.).
 - iii. Turtlenecks and mock turtlenecks are not authorized for wear by officers holding appointed ranks.
3. Gun Belt – The gun belt for the Class B uniform is Clarino or smooth black leather, with four rows of reinforced stitching, and is worn with the following authorized accessories:
 - a. Firearm holster;
 - b. Ammunition holder;
 - c. Handcuff case (handcuffs limited to following colors: chrome/stainless, gold, or black);
 - d. Baton/side-handle baton holder;
 - e. Key strap and ring;
 - f. Radio holder;
 - g. CS Repellent case and canister;
 - h. Taser holster (any Taser issued to an officer must be carried);
 - i. Minimum of two belt keepers; and
 - j. Any other duty-related equipment may be worn as long as it conforms to the appearance of the gun belt and its required accessories (e.g., tourniquet holder, pager case, glove case, etc.)
4. Headgear
 - a. Uniform hat – Must be maintained by all officers and be available any time the Class B uniform is worn. Wearing the hat is optional, unless the officer is directed to do so by a supervisor for visibility, directing traffic, working a special event, or for other purposes.
 - i. The official headgear of IMPD is the 5-star style uniform cap. Officers in Class B uniform shall wear this uniform cap with the appropriate rank insignia, decorative band, and hat shield.
 - ii. Lieutenants and above wear a black velvet band around the 5-star uniform cap. Majors and above wear a gold leaf on the bill of the 5-star uniform cap.
 - b. Winter cap – Dark navy blue, nylon taffeta shell with Borg pile. This cap is optional and may be worn when the outside temperature is below 40° Fahrenheit. The appropriate hat shield must be displayed on the front pile flap.
 - c. Watch cap – Plain, dark navy blue or black knit cap. Wear is optional, but is limited to field duty under the same conditions as the winter cap. Officers are authorized to wear this watch cap with the following modifications:



- i. Sewn on or embroidered with the IMPD round seal; silver for patrol officers and gold for supervisors; or
- ii. Sewn on or embroidered with the approved department-authorized cloth badge centered on the front of the watch cap; silver for patrol officers and gold for supervisors.
- d. Baseball cap – Dark navy blue, flex-fit style or with a Velcro adjustment strap. The department-authorized cloth badge will be centered on the front of the hat; silver for patrol officers and gold for supervisors.
- e. Helmet must be department-approved and is worn by all officers operating a department motorcycle or riding a department horse or bicycle, whether on-duty or off-duty.

5. Footwear

- a. Officers may wear either:
 - i. Black, standard military-style, low-quarter shoes, with four or five eyelets, constructed from smooth leather or high gloss polymeric material; or
 - ii. Black leather or black leather and Cordura nylon law enforcement-style boots.
 - b. Motorcycle officers wear over-the-calf, black leather, laced instep motorcycle patrol boots.
 - c. Mounted patrol officers wear below-the-knee, black leather English-style riding boots.
 - d. Shoes and boots have black laces and are polished at all times. They are worn with black crew length (or longer) socks.
 - e. Black rubber overshoes may be worn during periods of rain or inclement weather.
6. Sweater – A dark blue, V-neck, commando-type uniform sweater is approved for wear with the long-sleeve Class B uniform, at the officer's option. The badge, nameplate, and shoulder patches are displayed on the sweater. Metal rank insignia for sergeants and above are worn on the epaulets. The long-sleeve Class B uniform shirt is worn under the sweater with the necktie, turtleneck, or mock turtleneck.

C. Class C Uniform

- 1. The Class C uniform is a dark navy blue, two-piece, utility-style uniform with rip-stop fabric (65% polyester, 35% cotton).
- 2. Trousers – The Class C uniform pants have a dimensional fit with a slider waistband. Pants may not be bloused into the boot and may not be equipped with a blousing tie. Pants have extra deep front pockets, accessory pockets, and cargo pockets. Pants may have reinforced knees which may accommodate protective knee pads.
- 3. Uniform Shirt – The Class C uniform shirt is Teflon coated with a Byron collar and slightly curved hem which is worn tucked into the trousers. The shirt has a bi-swing back, gusseted sleeves and articulated elbows. It also has bellowed upper chest pockets and flaps with hook and loop closures. The shirt's closure has non-metal black or navy blue buttons, and may have a front zipper with storm flap.



- a. Both the short-sleeve and long-sleeve uniform shirts are worn with an open collar.
 - b. The department-authorized cloth or embroidered badge will be affixed to the uniform shirt.
 - c. Embroidered or metal rank insignia are worn on the collars of officers holding the rank of sergeant and above. Fabric sergeant chevrons are sewn on the sleeve.
 - d. The shirt has a 5x1" blue cloth strip sewn above the right pocket with the words "**Indpls Metro Police Dept**" in block lettering. An identical cloth strip is sewn above the left pocket embroidered with the officer's last name. The embroidery is silver for patrol officers and gold for supervisors.
 - e. IMPD shoulder patches (as described for the Class B uniform) are sewn on both sleeves.
 - f. A navy blue turtleneck or mock turtleneck is approved for wear under the long-sleeve Class C uniform shirt.
 - g. A navy blue, white, or black crew neck or V-neck t-shirt will be worn underneath the uniform shirt, provided the t-shirt color complements the uniform.
4. Footwear – Black leather or black leather and Cordura nylon law enforcement-style boots are worn with the Class C uniform. Tennis shoes or low-quarter oxford style uniform shoes will not be worn. Black crew length (or longer) socks are worn.
 5. Gun Belt – Officers in Class C uniform wear the black Cordura nylon gun belt containing the same accessories outlined for the Class B uniform. The gun belt and accessories are secured using hook and loop closures or snaps, which are hidden or black in color.
 6. Headgear – Officers in the Class C uniform may wear one of the following caps at their option:
 - a. Baseball Cap – As specified for Class B uniforms; or
 - b. Winter Cap or Watch Cap – As specified for Class B uniforms.

D. Outerwear – Class B and C Uniforms

1. Authorized Outerwear:
 - a. Winter jacket – Waist-length, 5.11-style tactical fleece jacket. It is dark navy blue in color and incorporates front patch pockets with fleece-lined side hand warmers. It is worn with metal IMPD style buttons and standard IMPD shoulder patches.
 - b. Leather jacket – Constructed of top grain domestic cowhide. It is black in color, with a front zipper. The leather jacket has a 5-1/2" split on each side to accommodate the firearm and police radio.
 - c. Windbreaker – Waist-length and is reversible dark navy blue with high visibility lime yellow lining. The windbreaker has a zipper front closure and lower patch pleat pockets with scalloped flaps. It is worn with IMPD style buttons.
 - d. Raincoat – Constructed of a microdenier fabric shell with silver reflective striping and side slash openings. It is reversible black/lime yellow and incorporates a double-front storm closure.
 - e. Gloves – Plain, black gloves may be worn while wearing the long-sleeve uniform and any jacket.



2. A cloth or metal badge will be worn on all outerwear, except the raincoat. Nameplates will not be displayed on the authorized raincoat.
3. Cloth service stars, 5/16" in size, may be worn on the left sleeve of the winter jacket and windbreaker, 5" above the bottom edge of the sleeve. Service stars are silver for patrol officers and gold for supervisors. Each star denotes five years of service. Service stars are not worn on the uniform shirt. (Sewing stars on certain jackets may void a waterproofing warranty.)
4. Authorized shoulder patches are sewn onto each shoulder of the winter jacket and windbreaker, 1/2" down from the shoulder seam.
5. Rank Insignia:
 - a. Leather Jackets: Metal rank insignia are worn on the shoulder epaulets for sergeants and above.
 - b. Winter Jackets and Windbreakers: Metal rank insignia are worn on the shoulder epaulets of lieutenants and above; cloth chevrons are worn by sergeants on the jacket sleeve, directly below the shoulder patch.

E. Additional Approved Attire

1. Personnel assigned to the Criminal Investigations Division, as well as detectives assigned to the Operations Division, are only approved to wear the authorized IMPD polo shirt when detectives are on-call and called out to an investigation.
2. Personnel assigned to Mounted Patrol may wear the approved Bike Patrol unit polo shirt while riding, except during special events; as determined by the Mounted Patrol section supervisor.
3. Additionally, the authorized "bomber-style" waist length jacket with a cloth IMPD badge affixed to the front may be worn when detectives are on call and called out to an investigation.
4. Administrative personnel and detectives are permitted to wear the authorized IMPD lapel pin. The pin is worn on the left lapel of a business jacket or sports coat. Wearing this pin is optional.

VI. Protective Equipment

- A. Protective Vests/Body Armor – All sworn officers are issued personal protection vests (body armor).
1. Patrol officers, sergeants, and lieutenants are required to wear body armor while assigned to uniform patrol, traffic, or special services.
 2. Body armor is also required when engaged in pre-planned and high-risk situations, which may include, but is not limited to: high-risk warrant services; drug search and seizure raids; and dignitary protection details or assignments.
 3. The Point Blank® outer ballistic vest cover is approved for wear by bicycle officers.
 4. It is highly recommended all officers wear these vests while performing all other law enforcement-related duties, including off-duty employment.
 5. Only authorized and approved vests and insert plates may be worn.



- B. Reflective Vests – ANSI-approved Class II reflective safety vests are issued to all officers. Officers are required to wear the vest while directing traffic, working crash investigations, towing vehicles, or when engaged in any other activity that requires an officer to be in or near a roadway for a prolonged period.
1. When arriving at a scene located in or near a roadway, officers must put on their reflective vest as soon as practical.
 2. A windbreaker or raincoat with an ANSI-approved Class II compliant reflective lining may be worn in place of the reflective safety vest during conditions outlined above. All other garments with reflective linings do not meet federal guidelines and therefore may not be worn in lieu of the issued Class II vest.

VII. Authorized Rank Insignias

** Rank Insignia Placement Diagrams Start On Page 16*

- A. Patrol Officers do not wear any type of collar brass on the authorized Class A, Class B, or Class C uniforms.
- B. Sergeants display gold 3/4" open-stripe chevron insignia on the collars of the shirts of all classes of uniform. On the short-sleeve uniform, the insignia are placed centered on the collar 1" from the bottom of the collar point. On the long-sleeve uniform with tie, the insignia are centered horizontally, 3/4" from the front edge of the collar. If wearing a long-sleeve uniform shirt in an open-collar fashion, the rank insignia may be worn in the short-sleeve uniform style.

Fabric sergeant chevrons are sewn on the sleeve of uniform shirts and jackets (except leather jackets), directly below the IMPD patch.

- C. Lieutenants display gold 1/4" x 3/4" lieutenant bar insignias on the collars of the shirts of all classes of uniform. On both the short-sleeve and long-sleeve uniforms, the insignia are centered horizontally on the collar, 3/4" from and parallel to the front edge of the collar.
- D. Captains display gold 1/4" x 3/4" double bar insignias on the collars of the shirts of all classes of uniform. On both the short-sleeve and long-sleeve uniforms, the insignia are centered horizontally on the collar, 3/4" from and parallel to the front edge of the collar.
- E. Majors display the 3/4" gold oak leaf cluster insignia on the collars of the shirts of all classes of uniform. Insignia are centered on both the short-sleeve and long-sleeve uniform collars. The insignia are clutch type with gold color plating.
- F. Commanders display a 3/4" silver oak leaf cluster insignia on the collars of the shirts of all classes of uniform. Insignia are centered on both the short-sleeve and long-sleeve uniform collars.
- G. Deputy Chiefs display a silver eagle insignia on the collars of the shirts of all classes of uniform. Insignias are centered on both the short-sleeve and long-sleeve uniform collars.
- H. Assistant Chiefs display one silver star on the collars of the shirts of all classes of uniform. Insignia are centered on both the short-sleeve and long-sleeve uniform collars.
- I. Chief of Police displays two silver stars on the collars of the shirts of all classes of uniform. Insignia are centered on both the short-sleeve and long-sleeve uniform collars.



VIII. Authorized Award Ribbons and Emblems

The following award ribbons and emblems are authorized for wear with the IMPD uniform. Other ribbons or emblems will not be worn without the written approval of the Chief of Police or designee. Unit emblems may be worn only while the officer is assigned to the unit, or after the officer has left the unit in good standing.

Award Ribbons	Unit Emblems	Accomplishment Awards
• Longevity Pin (Mandatory) • Medal of Honor • Medal of Valor • Medal of Bravery • Medal of Merit • Purple Heart • Employee Recognition Banquet • Unit Citation • Ruthann Popcheff Memorial Award • Red Cross Hall of Fame • Fire, Police, Deputy Sheriff Recognition Award • Pan Am Award Pin	• Motorcycle Wings • Scuba Pin • Pilot/Observer Wings • Accident Investigation Pin • Hostage Negotiator Pin • SWAT Pin • K-9 Pin • Honor Guard Pin • EOD Pin • Mounted Patrol Pin • FTO Pin • CIT Pin • PAL Club Pin • POST/SAVE Pin • FACT Pin • ERG Pin • Bike Unit Pin • Mentor Pin	• IMPD Leadership Academy • ILEA Pins • Distinguished Pistol Expert • Southern Police Institute Pin • FBI National Academy • Fitness • Drug Recognition Expert • SMIP



3.10

UNIFORM AND APPEARANCE REQUIREMENTS

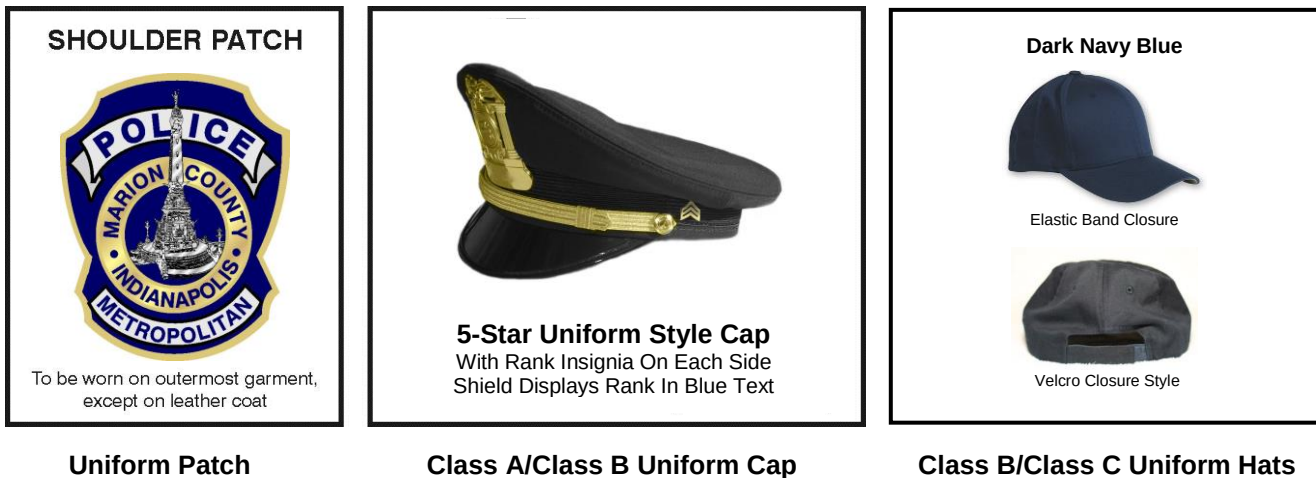
GENERAL ORDER

IX. Authorized Badges/Insignias

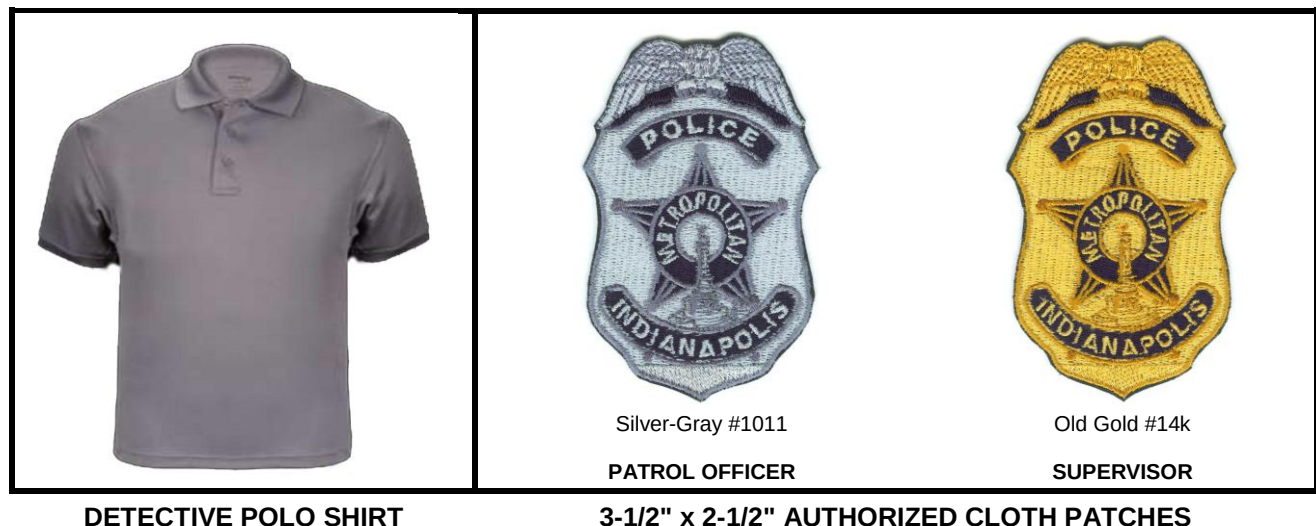
** Previously-issued sunburst-style badges are still authorized*



X. Uniform Accessories



XI. Detective Wear





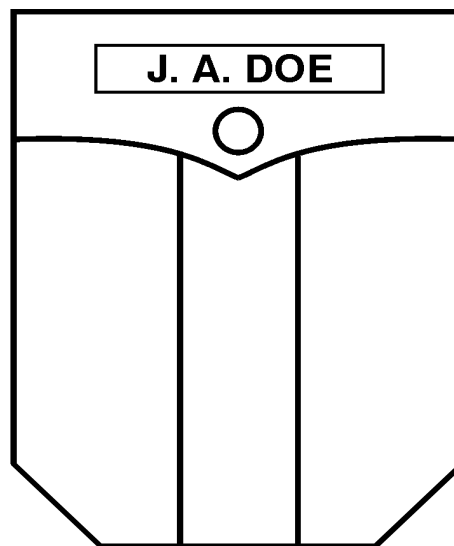
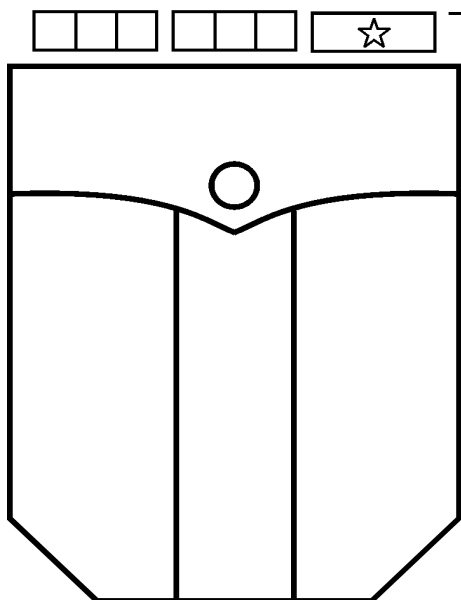
XII. Uniform Configuration

UNIFORM SHIRT LAYOUT

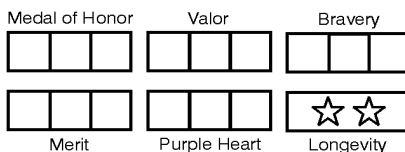
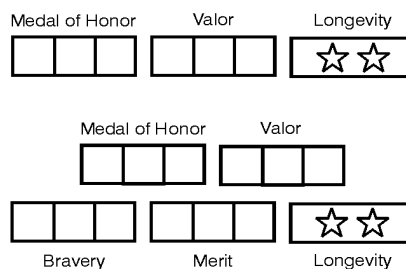
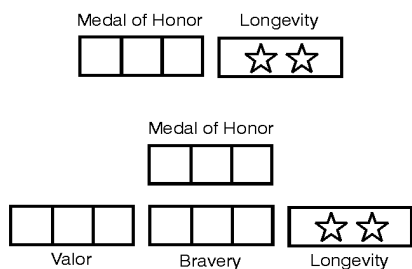
**Authorized
Department Unit Emblems**
*While assigned to unit or after leaving unit in good
standing*



1/2"



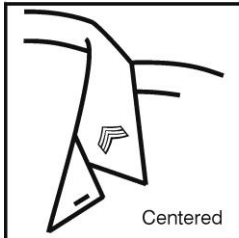
Awards shall be centered above pocket and worn by rank of importance from left to right.



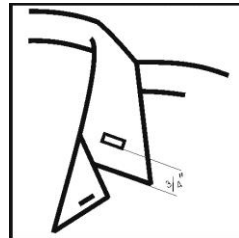
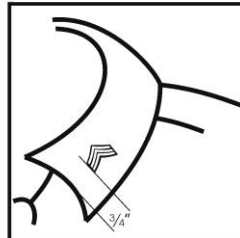
Medals may be pinned separately, or soldered together if desired to maintain a permanent, straight alignment as in example, left.

**COLLAR RANK INSIGNIA PLACEMENT**

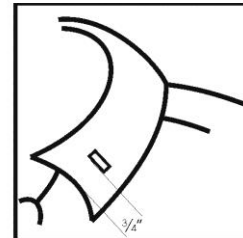
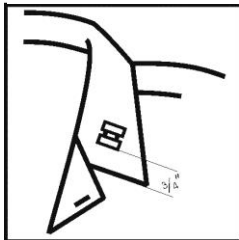
** **PATROL OFFICERS** Do Not Display Rank Insignias On The Uniform Collar*

SERGEANT**LIEUTENANT****OPEN COLLAR****CLOSED COLLAR****OPEN COLLAR****CLOSED COLLAR**

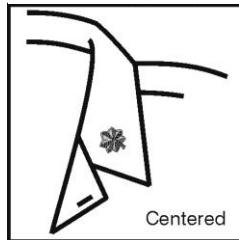
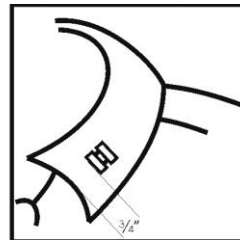
Gold



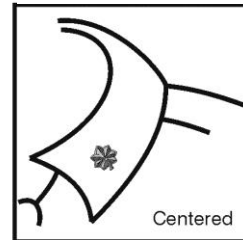
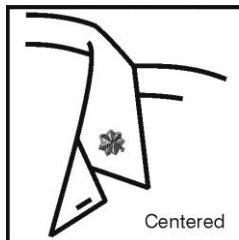
Gold

**CAPTAIN****MAJOR****OPEN COLLAR****CLOSED COLLAR****OPEN COLLAR****CLOSED COLLAR**

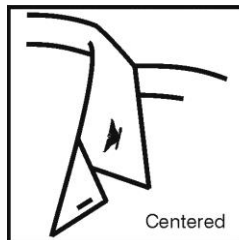
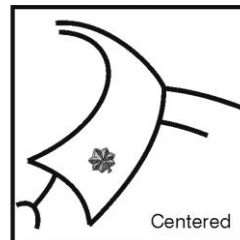
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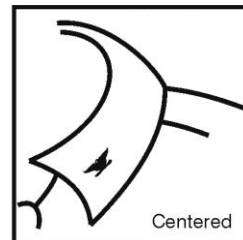
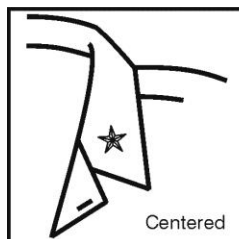
Gold

**COMMANDER****DEPUTY CHIEF****OPEN COLLAR****CLOSED COLLAR****OPEN COLLAR****CLOSED COLLAR**

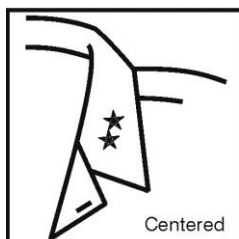
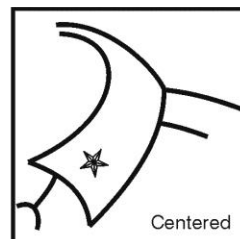
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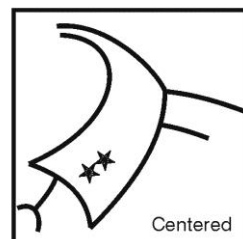
Silver

**ASSISTANT CHIEF****CHIEF****OPEN COLLAR****CLOSED COLLAR****OPEN COLLAR****CLOSED COLLAR**

Silver



Silver

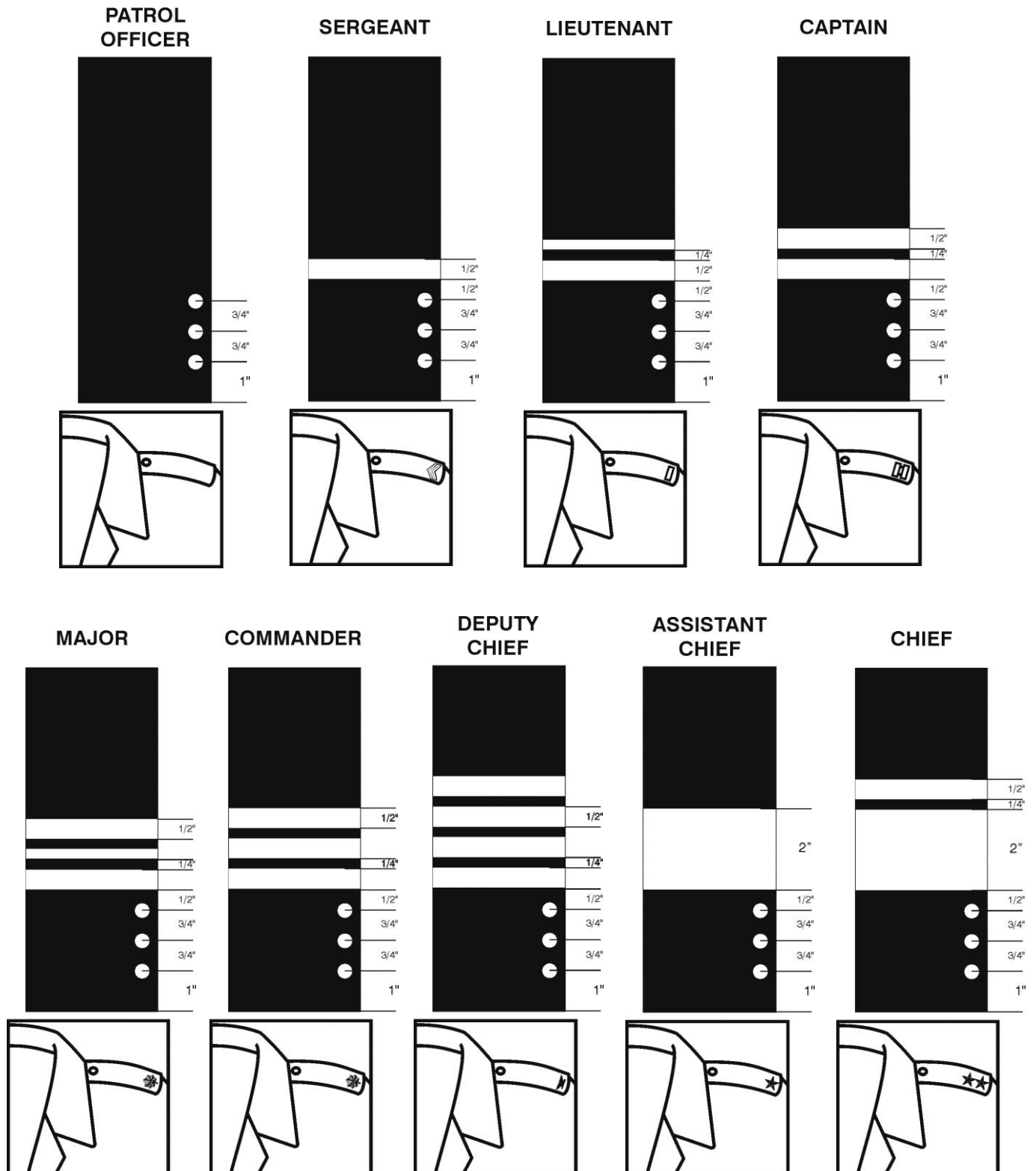




UNIFORM AND APPEARANCE REQUIREMENTS
GENERAL ORDER

3.10

CLASS A UNIFORM CONFIGURATION — SLEEVE STRIPES AND RANK INSIGNIA





Indianapolis Metropolitan Police Department

Off-Duty Responsibilities

General Order 3.12

POLICY

An off-duty Indianapolis Metropolitan Police officer is expected to take appropriate action to offenses that occur in their presence. Appropriate action is that which is both necessary, considering the totality of the circumstances, and within their ability to handle at the time (e.g. availability of weapon, radio communication, physical condition, family members present, etc.).

DEFINITION

Off-duty: That period of time when a member is not scheduled for normal assigned duties as a police officer.

PROCEDURE

I. Required Action – Arrests

- A. While off-duty, members will take proper and lawful action when a situation arises requiring immediate action as a police officer. Members should not take official action or actively participate in:
 - 1. Personal disputes; or
 - 2. Incidents involving close relatives, associates, or neighbors, except in extreme emergencies.
- B. An extreme emergency is considered to be a situation where action is required to prevent injury to the off-duty member or another, or to prevent the commission of a felony or other serious offense. Where action is not taken due to the personal nature of the incident, the member should remain available as a witness or to assist in the event of an action by an on-duty officer.

II. Firearms

- A. Because it is recognized there are certain occasions when carrying a firearm off-duty would not be practical (i.e., when engaged in a sports activity, when the style of clothing would restrict or preclude the carrying of a firearm, or when the member has prior knowledge of the consumption of alcoholic beverages), carrying a firearm off-duty will be optional to the officer. When off-duty and unarmed, officers will not be subject to disciplinary action should an incident occur where the officer would normally have taken appropriate police action if he had been armed.

III. Uniform & Badge; Marked Police Vehicle Requirements (IC 9-30-2-2)

- A. A law enforcement officer may not arrest or issue a traffic information and summons to a person for a violation of an Indiana law regulating the use and operation of a motor vehicle on an Indiana highway or an ordinance of a city or town regulating the use and operation of a motor vehicle on an Indiana highway unless at the time of the arrest the officer is:



1. Wearing a distinctive uniform and a badge of authority; or
 2. Is operating a motor vehicle that is clearly marked as a police vehicle.
- B. Both will clearly show the officer or the officer's vehicle to casual observations to be an officer or a police vehicle.

NOTE: This section does not apply to an officer making an arrest when there is a uniformed officer present at the time of the arrest.

IV. Reports <1.3.8>

- A. Officers, while off-duty, must make the incident report if they are directly involved in the action.
- B. Officers, while off-duty, will have the option of making the report themselves or calling for an on-duty officer to make the report if they are not directly involved in the action.
- C. If making the report the officer must obtain a 'pre-assigned' case report number by either:
 1. Contacting the Communications controller;
 2. Contacting the reporting center supervisor; or
 3. Siting out via the Mobile Data Computer.

V. Compensation For Work Performed As A Result Of An Off-duty Action

- A. Time worked by an officer as a result of a required official action during off-duty hours is considered approved overtime and will be compensated in accordance with departmental procedures.

NOTE: Officers are not permitted to be compensated by the department for any responsibility arising from activities that are the result of any action taken in the cause of off-duty employment.

- B. When completing an overtime voucher for compensation related to an off-duty action, the officer must attach documentation of the action (i.e., incident report, UTT, etc.) and a written explanation of the need for the action.

VI. Legal Reference

- Uniform & Badge; Marked Police Vehicle (IC 9-30-2-2)



Indianapolis Metropolitan Police Department

GENERAL ORDER

3.13

OFF-DUTY / EXTRA-DUTY EMPLOYMENT

POLICY

Officers of the department must give priority to the performance of their full-time job responsibilities. Off-duty or extra-duty employment which reflects negatively on the department, contradicts policies, procedures or objectives, represents a conflict of interest, or compromises the performance, integrity, or judgment of an officer is prohibited. *An officer working in an off duty capacity will take appropriate law enforcement action in any situation needing police intervention and will enforce any applicable laws regarding the situation as if the officer were working in an on-duty status.*

Officers who are working off-duty shall conform to the department's rules, regulations, orders, policies, and standard operating procedures to the same extent as if they were on duty.

DEFINITIONS

Conflict of Interest – Any secondary employment that is illegal, inconsistent, incompatible, or in opposition to the duties, functions and/or responsibilities of employment with this department.

Department – The Indianapolis Metropolitan Police Department.

Extra-Duty Employment – Work performed for the benefit of the department, regardless of the nature or location of the assignment. This requires permission from the officer's commander. Examples of extra-duty employment include grants, special projects, etc.

Off-Duty Employment – Any work performed for the benefit of a private employer (self-employment included), whether in a law enforcement capacity or not. **This employment requires permission from the officer's commander.**

Officer – For the purposes of this general order, this term applies to all sworn employees, as well as those civilian employees authorized to wear a department uniform.

Probation – An officer on initial probation status or one who has been returned to a probationary status for retraining or disciplinary reasons.

PROCEDURE

I. Off-Duty/Extra-Duty Employment Prohibited

- A. Officers working for any business or organization which requires any form of license or permit shall ensure the employer is in compliance with the applicable rule, ordinance, or law.
- B. No officer shall hold employment inside any establishment serving or selling alcohol as the primary business. Officers may work off duty in parking lots and other exterior locations at licensed liquor establishments provided the establishment is in good standing with the Alcoholic Beverage Commission and does not meet any restrictions outlined in this directive.
- C. No officer shall hold off-duty/extra-duty employment at any of the following:



1. Any establishment that features live, exotic or nude dancing or modeling.
 2. Any adult book store, massage parlor, or business permitting lewd activity.
 3. Any establishment involved in any illegal activity, as defined by law, or where the proceeds of any illegal activity are kept.
 4. Any business involved in a labor dispute.
- D. Officers will not engage in employment that utilizes department equipment, supplies, weapons, reports, records, training materials, or intellectual property owned by the City of Indianapolis. The only exception is that officers may use equipment and uniforms issued directly to them.
- E. Officers shall not own, manage or otherwise operate private investigations, detective, or security businesses without proper licensing pursuant to state law.
1. Officers shall not allow themselves to be retained as an investigator under any circumstances wherein the matter being investigated would correspond in any way with his/her regular duty assignment.
 2. Officers working in such an off-duty capacity as a private investigator, detective, or security business owner shall disclose their client list to the department.
 - a. All clients served during the prior calendar year shall be reported before the end of January on an annual basis.
 - b. A proposed client list for the current calendar year shall be provided.
 - c. Any additional clients added or deleted throughout the calendar year, shall be reported immediately in writing through the officer's chain of command and forwarded to the Internal Affairs section.

II. Off-Duty/Extra-Duty Employment Restrictions

- A. Officers on suspension, limited-duty status, or probation, including performance and attendance probation, may not work off-duty or extra-duty employment in a law enforcement capacity while in said status.
- B. Officers on sick leave may not engage in any off-duty or extra-duty employment.
- C. Officers shall not work more than twenty-four (24) hours of off-duty and/or extra-duty employment per week.
1. Officers may exceed the twenty-four hour limit only by the same number of hours leave time taken during the same week.
 2. Exceptions to this limit must be approved by an officer's division deputy chief.
- D. Officers employed in an off-duty capacity using their police authority shall be limited to employment within Marion County, Indiana. Any exception to this restriction must be approved in advance by the Chief of Police.
- E. Recruit trainees and probationary officers who have not completed their entire probationary period may not engage in any of the following:
1. Off-duty (private) employment; or



- 2. Extra-duty employment, or participate in any police-related volunteer work until after they complete the FTO program.
- F. The department will not compensate officers for any activity or expense related to, or resulting from, off-duty employment, including court appearances.
- G. The use of the department police radio and laptop is permitted for legitimate police business. All other use of the radio and laptop for the benefit of an off-duty employer is prohibited. Exceptions to this rule may be granted, in writing, by the Chief of Police for major events.
- H. Department motor vehicles shall not be used during off-duty employment unless approved in advance by the division commander. City-owned vehicles may be driven to and from an officer's principal designated workplace as approved in the off-duty employment agreement.
- I. Use of all other department equipment (e.g., computers, laptops, telephones, case files, criminal records, etc.) for the benefit of an off-duty employer is prohibited. Officers may elect to purchase available reports and information from the Citizens Service Branch for their employer at regular cost.
- J. Officers of the department are prohibited from wearing the department uniform and are not to represent in any manner, they are an officer of the Indianapolis Metropolitan Police Department or are speaking on behalf of the department during political or commercial endorsements.
- K. Department vehicles or other equipment are not permitted for use in any political or commercial endorsements or ad campaigns, nor are to be used in any other manner which might give the appearance of endorsing any political campaigns, candidates or parties, such as use of department vehicles for the attendance of political functions.

III. Off-duty/Extra-Duty Employment

- A. Officers working off-duty or extra-duty employment in uniform may only act within the scope of their regular, full-time authority granted by the department. Officers working off-duty in uniform shall wear the complete authorized department uniform (gun belt, radio, etc.). Civilian officers are prohibited from wearing a department uniform while engaged in any type of security work for a private employer, except while directing traffic or parking control. This does not preclude a civilian officer from engaging in off-duty security work as long as the department uniform is not worn.
- B. All applicable uniform and equipment requirements must be adhered to by officers working off-duty or extra-duty in uniform. Plain clothes officers working off-duty in a law enforcement capacity must carry the equipment required of on-duty administrative police personnel. Both sworn and civilian officers are to refrain from performing menial tasks while in uniform.
- C. All officers working off-duty employment requiring police authority must mark in or otherwise notify the communications center via the laptop, using the 'off-duty employment' status code, by radio or telephone. The communications center must also be advised of the ending time for the off-duty employment.

IV. Off-Duty Work Permit

- A. Officers wishing to work off-duty employment for monetary or non-monetary compensation (including self-employment), **whether in a law enforcement capacity or not**, must submit the most current and appropriate Off-Duty Work Agreement Form through the chain of command to their commander.



- B. Officers shall use the space provided on the form to describe the off-duty employment duties and responsibilities, and how the employment benefits IMPD and the City of Indianapolis. A separate sheet of paper can be used to provide this information if it exceeds the space provided on the form.
- C. Each supervisor within the officer's chain of command shall review the off-duty employment request and indicate approval or disapproval. Commanders retain the authority to deny requests for work permits for cause on a case by case basis and will ensure all requests are consistent with the content and restrictions of this general order. Any supervisory or command level officer within the chain of command who might review and/or approve an officer's off-duty work agreement and who would also share, supervise, schedule, or otherwise be connected with the off-duty employment of the requesting officer must be removed from the review process.
- D. In the event the officer's commander has any questions or concerns about the appropriateness of the requested employment, the application shall be reviewed by the legal advisor to ensure compliance with the Ethics Ordinance and for an opinion about the potential for conflict of interest.
- E. Upon approval or disapproval from the division commander, the original work permit will be forwarded to the Internal Affairs section and a copy of the work permit will be returned to the requesting officer by the district or branch secretary. The Internal Affairs section will be the repository of all Off-duty Work Agreement forms.
- F. The Chief of Police and the officer's division commander, at their discretion, may deny or revoke an off-duty/extra-duty work agreement for any reason that negatively affects the department. Reasons may include, but are not limited to, the following:
 - 1. Disciplinary action;
 - 2. Excessive sick leave;
 - 3. Conflict of interest; and/or
 - 4. The officer's ability to perform full-time responsibilities has been compromised or diminished.
- G. Officers working a one-time event during a calendar year are required to fill out and submit an Off-duty Work Agreement as soon as possible. However, officers are required to obtain verbal authorization from a supervisor before working the event.
- H. It is the officer's responsibility to re-submit the off-duty work agreement each January. Any changes in information throughout the year must be reported immediately.
- I. Off-duty/extra-duty work requests must be canceled in writing by inter-office memorandum to the Internal Affairs section.
- J. The private employer must acknowledge and accept all civil liability and costs that may arise from employing an off-duty officer in any capacity and must sign the off-duty work agreement to this effect. Failure of the employer to sign this agreement will cause the request to be disapproved.
- K. Off-duty employment cannot begin sooner than 30 minutes after an officer's tour of duty ends. Off-duty employment prior to an officer's shift must end at least 30 minutes before the officer's shift is scheduled to begin.

V. Reporting and Compliance

- A. The narrative of all off-duty reports and related Blue Team entries will begin, "While working off-duty employment for (name of employer) at (exact address)...."



- B. If an incident occurs at the location where an officer is working off duty, the officer will complete an incident report and request a detective, if necessary. For example, an officer is working off-duty security in a parking lot and a vehicle is vandalized, the officer will make the incident report.
- C. If an incident occurs at a location other than the location where the officer is working off-duty and is reported to the off-duty officer, the off-duty officer will request an on-duty officer to complete the incident report.
- D. If an officer is working off-duty security at a hospital and an assault victim arrives who was injured at a location other than the hospital, the off-duty officer will request an on-duty officer to make the incident report.
- E. On-duty supervisors are responsible for monitoring all officers working off-duty employment within their district or jurisdiction. Electronic summaries of all off-duty employment permits shall be provided to commanders.
 - 1. Commanders are responsible for providing this information to supervisory personnel.
 - 2. On-duty supervisors shall monitor officers employed in an off-duty status within their districts.
 - 3. All violations or suspected violations of this policy shall be reported promptly to the involved officer's commander through the chain of command.



Indianapolis Metropolitan Police Department

GENERAL ORDER

3.14

MILITARY LEAVE OF ABSENCE

POLICY

It is the policy of the Indianapolis Metropolitan Police Department (IMPD) to comply with all applicable local, state, and federal laws concerning military service. Officer requests for leaves of absence for mandatory military training will be granted. Officer requests for leaves of absence for voluntary military training may be granted at the discretion of the Chief of Police or designee.

DEFINITIONS

Armed Forces – The military, naval (including Coast Guard), air, and marine forces of the United States and the State of Indiana.

Long-Term Military Activation – Refers to any mandated training and/or deployment exceeding 180 days.

Military – The term “military” as used in this general order will refer to all branches of the armed forces, both federal and state.

Reserve Component – Typically part-time subordinate commands, units, and elements of the armed forces. For the purposes of this general order, the term “Reserve Component” only includes military reserve components and not police reserve programs.

PROCEDURE

I. Conditions for Military Leave

- A. Any officer submitting a request for a leave of absence for the purposes of attending military training must meet the following requirements:
 - 1. The officer is required to submit a request for leave of absence for the training; and
 - 2. Upon return, the officer may be required by the Uniformed Services Employment and Reemployment Rights Act (USERRA) to report back to work at the beginning of their regularly scheduled work period.
- B. If a reserve component unit is activated (state or federalized active-duty), the officer assigned to the unit will report as ordered, then advise their immediate IMPD supervisor and the IMPD Human Resources office. Copies of the military orders shall be forwarded to the IMPD Human Resources office as soon as possible.
 - 1. Per agreement with the State of Indiana, when the National Guard is activated, guard personnel not holding military command positions or sensitive jobs vital to the Indiana National Guard will continue to perform their normal assigned duties with the department.



2. IMPD officers holding military command positions, or sensitive jobs vital to the Indiana National Guard, will report to their assigned military unit, then advise their immediate IMPD supervisor and the IMPD Human Resources office of their duty status. Copies of the military orders shall be forwarded to the IMPD Human Resources office as soon as possible.
- C. A leave of absence will be granted when an officer is inducted or called to active military duty by proper authority. Military leave shall be granted only for the length of time the officer is required to remain in military service, not to exceed sixty (60) days after discharge. Voluntary re-enlistment/reactivation shall terminate approved military leave. By law, a temporary leave of absence is discretionary when an officer voluntarily enters the service when no national emergency or war is declared.

II. Requirements for Military Leave Training and Annual Tour of Duty

- A. When an IMPD officer is ordered to attend military training that interferes with normal department duties, the officer must submit the following:
 1. An inter-department request for "Military Leave of Absence;" and
 2. A copy of the officer's military orders.

NOTE

If official orders are not immediately available to the officer for submission, an official notification from the officer's military chain of command will suffice until official orders are provided.

- B. The above documentation must be submitted to the officer's supervisor immediately upon notification by the officer's military chain of command. The supervisor will forward the request to the IMPD Human Resources office prior to the beginning of the leave period.
- C. Officers who are required to attend monthly training with reserve component units shall notify their immediate supervisor and division commander in writing, as soon as possible, but at least seven (7) days prior to the training date. Should the monthly training interfere with the officer's regular IMPD duty assignment, the officer has options for compensation which are outlined in the **Section IV.**, of this general order.
- D. Officers wishing to attend special military schools shall submit a request through the IMPD Human Resources office to the Chief of Police prior to committing to attend such schools. Officers who are ordered to attend special military schools, prescribed by the officer's reserve component command, shall make notification in the same manner as indicated above for monthly military training.
- E. Officers shall notify the IMPD Human Resources office through their division commander thirty (30) days prior to their annual tour of military duty, when feasible. A copy of the military orders shall be forwarded to the IMPD Human Resources office as soon as possible.
- F. If, for any reason, a member of a reserve component force is not going to attend a two (2) week annual training session, the affected officer may receive the fifteen (15) days annual paid training for regular weekend training assemblies.



III. Long-Term Military Activation

A. Out-processing

1. When an IMPD officer receives orders for long-term military activation which interferes with normal department duties, the officer must submit the following:
 - a. An inter-department request for "Military Leave of Absence;" and
 - b. A copy of the officer's military orders.
2. The officer must complete the [Issued Property Control Form](#) located on the shared drive to document safekeeping of department-issued equipment while on military leave of absence. The form can be located at <S:\common\IPDFORMS\Misc. IMPD\Issued Property Control Form.pdf>
3. The officer must return each item specified on the inventory list to the Human Resources office for safekeeping prior to military activation with the exception of the officer's personally-owned badge(s), identification card(s), and 1PX key.
4. Any officer receiving orders for long-term military activation must participate in an exit interview with the Chief of Police or designee prior to the activation period.

NOTE

Any department-owned firearms transported to the Human Resources office must be delivered unloaded and in clean condition.

B. Activation Period

1. Activated officers will retain access to their department email account for maintaining communications.
2. Activated officers may contact the Human Resources office or the Professional Performance office with any questions or concerns.

C. In-Processing

1. The returning officer must present a copy of signed orders of release from military obligation to the Human Resources office.
2. Upon completion of the activation period and prior to returning to active police duty, the officer must participate in a re-entry interview with the Chief of Police or designee.
3. Activated officers must participate in a medical and psychological evaluation upon return before resuming active police duty.
4. The officer must contact the Human Resources office to retrieve department-issued equipment before returning to active police duty.
5. Activated officers must successfully complete refresher training (i.e., FTO Program refresher, legal updates, department directives updates, emergency vehicle operations, etc.) before finalizing the in-processing procedure.

**NOTE**

Refer to IMPD General Order 1.8 – *Authorized Firearms* for firearms requalification requirements.

IV. Compensation

- A. The department will compensate officers for fifteen (15) working days of approved military leave per calendar year.
- B. When an officer has already taken military leave in excess of fifteen (15) working days in a calendar year, the officer has the discretion of using either accrued leave time or leave without pay for any additional approved military time. The officer may also rearrange their regular scheduled duty and work regular days off at an IMPD duty assignment chosen by the officer's supervisor with approval from the division commander.
- C. It is the responsibility of the officer's division or district commander to notify the Human Resource office if an officer is taking extra time off, or is to be placed on leave without pay due to excess military leave.
- D. Failure to follow the procedures listed above will result in the officer taking leave without pay.

V. Reemployment Benefits

- A. Officers serving in reserve component forces are granted certain rights concerning reemployment only if they comply with the provisions of USERRA.
- B. The most current information may be obtained through the officer's military unit, the National Committee for Employer Support of the Guard and Reserve, or the U.S. Department of Labor's Veterans' Employment and Training Service.
- C. Before applying for a voluntary military leave of absence, officers should consider all aspects of their reemployment rights.



Indianapolis Metropolitan Police Department

GENERAL ORDER

3.15

EARLY INTERVENTION

POLICY

It is the policy of the Indianapolis Metropolitan Police Department to use all reasonable means to support and enhance every employee's work performance. The Early Intervention System provides a supervisory tool to monitor individual job performance. This system can be used to identify those employees in need of review and evaluation to ensure that supervisory input occurs before job stress or other contributing factors necessitate corrective or disciplinary action by the department.

DEFINITIONS

Early Intervention System (EIS) – A comprehensive database(s) containing standardized performance measures documenting an individual employee's job performance. This system incorporates peer to peer comparisons of employees to assist supervisors in identifying performance trends that may be irregular and require intervention.

PROCEDURE

I. Early Intervention

- A. Supervisors may initiate early intervention for employees who display potential warning signs, which may include, but are not limited to, the following:
 - 1. Disciplinary actions;
 - 2. Adverse personality changes;
 - 3. Internal Affairs investigations;
 - 4. Excessive sick leave;
 - 5. Vehicle accidents;
 - 6. Citizen's complaints;
 - 7. Excessive Uses of Force;
 - 8. Lawsuits and Tort Claims;
 - 9. Possible or potential misuse of alcohol or drugs; and/or
 - 10. Other personal or family issues that may affect job performance.
- B. Professional Standards may also initiate early intervention for any employee exhibiting potentially negative performance trends.



- C. The Early Intervention System contains a collection of the following information for review and evaluation by supervisors:
1. Commendations and awards;
 2. Coaching sessions;
 3. Vehicle pursuits;
 4. Use of Force incidents;
 5. Lawsuits and Tort Claims;
 6. Formal discipline;
 7. Complaints;
 8. Vehicle accidents; and
 9. Internal Affairs investigations.
- D. The Early Intervention System does not make determinations concerning job stress or performance problems. This system is only intended to assist supervisory personnel in evaluating and guiding the employee.
- E. Supervisors will collect the following additional information for review and evaluation regarding an employee's potential warning signs and/or irregular performance trends indicated in the Early Intervention System:
1. Radio runs;
 2. Police reports made;
 3. Arrests made;
 4. UTTs written;
 5. Detective case clearances; and
 6. Any other relevant information.
- F. Supervisors will ensure that a conference is conducted with the affected employee.
1. The conference will consist of an evaluation of all relevant information, in order for a fair and meaningful assessment to be made.
 2. The review and conference shall be conducted as soon as possible to avoid the escalation of more serious problems and to assist the employee in resolving the situation in a timely manner.
- G. All information gathered prior to and resulting from the conference are to be used by supervisors as a resource in helping to determine if job stress and/or performance problems exist.



H. A supervisor summary, and all other gathered information, shall be forwarded by the supervisor through the employee's chain of command for review. The supervisor summary shall include, but not be limited to, the following:

1. A listing of any relevant information discovered through the review process;
2. Any information obtained through the employee conference; and
3. A final determination with results and recommendations.

II. Commander Review

A. The employee's Division Commander or designee will make a final determination based on an assessment of the supervisor's review and conference with the employee. Determinations may result in one (1) or more of the following measures:

1. Assessment that no problem exists, terminating further action;
2. Coaching by an immediate supervisor;
3. Remedial training;
4. Referral to counseling sources (e.g., POST team, Chaplain's Office, Wellness);
5. Referral to the Employee Assistance Program for voluntary or mandatory counseling/support;
6. Referral to drug testing (if reasonable suspicion exists);
7. Referral to psychological or medical fitness-for-duty examinations; and/or
8. Other corrective action as deemed appropriate.

B. The Supervisor summary, review materials, and all determinations will be forwarded to Professional Standards.

III. Annual Evaluation

The Professional Standards Commander shall conduct a documented annual evaluation of the Early Intervention System to ensure that all elements of the system are operating efficiently and effectively to meet the needs of the department. This evaluation shall be submitted to the Chief of Police.



Indianapolis Metropolitan Police Department

GENERAL ORDER

3.16

COMPLAINTS REGARDING EMPLOYEES

POLICY

In order to maintain the integrity of the agency, it is the policy of the Indianapolis Metropolitan Police Department (IMPD) to conduct thorough, fair, and impartial investigations of all complaints of employee misconduct and/or performance.

PURPOSE

The purpose of this policy is to provide citizens with a fair and effective avenue for filing complaints against employees of IMPD, to ensure all allegations of employee misconduct and/or performance are received and fully and fairly investigated, to ensure all dispositions are supported by a preponderance of the evidence, and to ensure all investigations are documented in the Professional Standards Case Management system.

DEFINITIONS

Civilian Employee – Non-sworn members of the IMPD.

Citizens' Police Complaint Board (CPCB) – A 12-member complaint board comprised of nine (9) voting board members who are citizens - six (6) members are appointed by the City-County Council and three (3) are appointed by the Mayor. The board also includes three (3) non-voting police officers. One is appointed by the Fraternal Order of Police, one by the Mayor, and one by the City-County Council.

Citizens' Police Complaint Office (CPCO) – The CPCO is an independent complaint intake office which operates under Local Ordinance 202-801 through 808.

Complaint – Any allegation by a citizen regarding an IMPD employee's performance or alleged misconduct.

Misconduct – An act or omission by an IMPD employee that is illegal or violates an IMPD written directive.

Preponderance of the Evidence – Prevalence of evidence to conclude more likely than not that an allegation(s) did or did not occur.

Sworn Employee – Sworn employees are members who have taken an oath under section 279-102 of the *Revised Code of the Consolidated City and County of Indianapolis* (e.g., reserve officers, park rangers, merit employees).

PROCEDURE

I. Employee Responsibilities

A. When approached by a citizen with a complaint against a sworn employee, employees must:



1. Request a supervisor to respond to the scene if the complaint is made during an **active** incident (defined as “in-progress” or having occurred less than twelve (12) hours prior to the complaint); or

NOTE

Complaints resulting from differences of opinion between an employee and a citizen concerning the issuance of a UTT, or of the guilt or innocence of the citizen accused of the offense, are matters to be decided by the judicial system. These incidents are not subject to requesting a supervisor to respond to the scene for a complaint.

2. Refer the citizen to the Citizens’ Police Complaint Office (CPCO) if the complaint is **delayed** (defined as having occurred more than twelve (12) hours prior to the time of the complaint being reported); and
3. Assist the citizen, as needed, by providing directions and instructions on how to contact the CPCO.

NOTE

IMPD recognizes the importance of effective and accurate communications between its employees and the community. If an employee believes that a citizen wishing to file a complaint is deaf, hearing impaired, or has limited English proficiency, the employee shall notify Communications that a qualified and licensed interpreter or translator is needed. The type of aid or service requested by the citizen must be given primary consideration.

B. When approached by a citizen with a complaint against a civilian employee, employees must:

1. Refer the citizen to the civilian employees sworn supervisor for complaint intake; and/or
2. Assist the citizen making the complaint by providing directions and instructions on how to contact the employee’s sworn supervisor.

C. Employees may report misconduct directly to their supervisor. However, if the misconduct involves the employee’s supervisor, the employee may circumvent the chain of command.

NOTE

Any employee who refuses to assist a citizen wishing to file a complaint, or who engages in any form of retaliation, including discouragement, intimidation, coercion or adverse action; and/or who fails to cooperate with an investigation, will be subject to disciplinary action and may result in a separate Citizen’s Complaint being filed against said employee.

II. Complaint Intake

A. CPCO

1. When necessary to refer a citizen complaint against a sworn employee to the CPCO, employees shall provide the following contact information:
 - a. In-Person/Mail: 200 East Washington Street, Suite 1841 (M-F, 8am – 5pm);
 - b. Telephone: (317) 327-3440;
 - c. Fax: (317) 327-4380;
 - d. Email: CPCO@indy.gov; and/or
 - e. Online: <http://tinyurl.com/IndyCPCO>.



2. Once a complaint is received, the CPCO will route the complaint to Professional Standards. Professional Standards will determine if the complaint is administrative or criminal in nature.

NOTE

Due to local ordinance, anonymous complaints cannot be received by the CPCO; however, the CPCO will notify Professional Standards and the incident will be investigated by IMPD to the extent the information provided allows.

- B. Should a citizen wish to file a complaint on a civilian employee, they will be referred to the employee's sworn supervisor who will conduct an investigation as detailed in Section IV. below.

III. Complaint Types

- A. Active Field Complaint – Any employee on the scene of an active field incident who is approached by a citizen wishing to make a complaint of employee misconduct or performance shall immediately contact an on-duty supervisor to respond to the scene.
- B. Delayed Field Complaint – Employees will refer citizens wishing to file a complaint of misconduct or performance to the CPCO for complaints; however, supervisors may be requested to the scene for delayed field complaints depending on the nature of the allegation(s) or if there is a need to preserve evidence.
- C. Formal Complaint – A complaint filed in person with the CPCO within sixty (60) days after an incident occurred alleging misconduct involving full-time merit employees.

1. The citizen's statement is recorded, signed, notarized, and transcribed.
2. Formal Complaints which are deemed lower-level misconduct by Professional Standards may be routed to a district/unit supervisor for investigation. Complaints that are deemed to be of a more serious nature will be assigned to Internal Affairs (IA), or if criminal in nature, the complaint will be assigned to the Special Investigations Unit (SIU) for investigation.

NOTE

CPCO may request any case be assigned specifically to IA for investigation.

3. Upon the completion of a Formal Complaint investigation, CPCO will schedule a review with the CPCB. The CPCB will meet to review the investigation and will vote to either endorse or not endorse the disposition(s). The CPCO will notify the employee(s) and citizen of the case resolution.
- D. Informal Complaint – A complaint filed with the CPCO over sixty (60) days after an incident occurred alleging misconduct involving sworn employees.
 1. Citizens have up to one (1) year after the incident to file an Informal Complaint.
 2. Informal Complaints may be processed in person, over the phone, via email, through the mail, or online.
 3. Informal Complaints which are deemed lower-level misconduct by Professional Standards may be routed to a district/unit supervisor for investigation. Complaints that are deemed to be of a more serious nature will be assigned to IA, or if criminal in nature, the complaint will be assigned to the SIU for investigation.



4. Upon the completion of an Informal Complaint investigation, Professional Standards will notify the employee(s) of the case resolution and the CPCO will notify the citizen of the case resolution.

E. Internal Complaint (IA)

1. If a complaint is determined to be administrative in nature, or the allegations are deemed to be of a more serious nature, Professional Standards will assign the complaint to IA to investigate.
2. An IA detective will begin a thorough and unbiased investigation into the allegations of the complaint.
 - a. There are no formal time limits regarding how long it is necessary for IA to complete an investigation.
 - b. The IA Section Supervisor will brief the Commander of Professional Standards regularly regarding the status and timeliness of current investigations.

NOTE

The Fifth Amendment does not give the employee the right to refuse to answer questions during an IA interview as long as the questions are specifically, directly and narrowly related to the employee's performance and official duties.

3. Once the investigation is complete, each allegation of misconduct will have a final disposition of either:
 - a. Unfounded – Proven not factual because the incident was found not to have occurred.
 - b. Exonerated – Incident found to have occurred, but employee's actions were lawful and proper.
 - c. Not Sustained – Insufficient evidence exists to prove or disprove the allegation(s) of a complaint.
 - d. Sustained – Sufficient evidence exists to prove the allegation(s) made in the complaint occurred.
4. If any allegations are sustained, Professional Standards will route the IA Investigative Summary directly to the employee's district commander or deputy chief for review and, if applicable, corrective or disciplinary action. The employee's chain of command will confer to decide what disciplinary action to impose (Refer to Section V. below).
5. The employee shall be advised by their chain of command of the sustained disposition and formal discipline will be imposed by the employee **signing** and **dating** the Special Disciplinary Action Report.
6. If there are no sustained allegations, Professional Standards will notify the employee of the case disposition.

F. Criminal Complaint (SIU)

1. If a complaint is determined to be criminal in nature, Professional Standards will assign the complaint to SIU, or another specifically assigned unit, to investigate. Criminal investigations will take precedence over administrative investigations.
2. The SIU detective will begin a confidential, thorough, and unbiased investigation into the allegations of the complaint.
3. Once the SIU investigation is completed, the summary, along with the Uniform Crime Report (UCR) disposition, is forwarded to Professional Standards.



4. When appropriate, SIU will notify the involved employee of the case disposition and recommendation for referral to IA.

IV. Supervisor Responsibilities

A. During an Active/Delayed Field Incident, the investigating supervisor shall:

1. Respond to the scene of the complaint (active incident) or contact the citizen making the complaint without unnecessary delay or respond to the scene, if necessary (delayed incident);
2. Gather all relevant information and evidence and investigate the complaint;
3. Take statements from employees, the citizen, and any independent witnesses who observed the incident. The investigation may include locating physical evidence, obtaining nearby video recordings, canvassing the area, locating independent witnesses, etc.;

NOTE

If evidence of a crime or serious violation of misconduct is discovered during the investigation, the supervisor will stop and confer with their district/branch commander or designee, prior to contacting either IA or SIU.

4. Attempt to resolve the complaint with an explanation of department policies and procedures to the citizen;
 5. Refer the citizen to the CPCO if the citizen is not satisfied with the supervisor's explanation or results (sworn employees only);
 6. Document the complaint in Blue Team prior to the end of the supervisor's shift and forward through the chain of command, **even if the complaint was resolved to the citizen's satisfaction**. The entry shall include the date, time, location, nature of the complaint, the citizen's information (name, address, date of birth, telephone, etc.), the employee(s) involved, allegation(s) of misconduct, investigative actions taken, and a recommended disposition;
 7. Confer with the employee's chain of command to decide what corrective or disciplinary action to impose for any sustained allegation(s), if applicable (Refer to Section V. below); and
 8. Forward the complaint up the chain of command to the employee's district/branch commander or designee for review and approval. Once approved, the complaint will be forwarded to Professional Standards for inclusion in the Professional Standards Case Management system.
- B. If a CPCO Informal/Formal Complaint is routed to the branch/district for investigation, the investigating supervisor shall:
1. Review the complaint packet included in Blue Team. Gather all relevant information and evidence and investigate the complaint. Take statements from employees, the citizen, and any independent witnesses who observed the incident. The investigation may include locating physical evidence, obtaining nearby video recordings, canvassing the area, locating independent witnesses, etc.;
 2. Ensure the employee(s) involved prepares an inter-department memo explaining their actions;

NOTE

Written statements provided by employees are *Garrity*-protected.



3. Attach all investigative documents (including statements, pictures or corrective/disciplinary action, if applicable) in Blue Team and forward through their chain of command:
 - a. Entries shall include all investigative actions taken and a recommended disposition.
 - b. Professional Standards provides thirty (30) days for the completion of the investigation while local ordinance provides sixty (60) days for the completion of the investigation involving a Formal Complaint.
 4. Confer with the employee's chain of command to decide what corrective or disciplinary action to impose for any sustained allegation(s), if applicable (Refer to Section V. below); and
 5. Forward the complaint up the chain of command to the employee's district/branch commander or designee for review and approval. Once approved, the complaint will be forwarded to Professional Standards for inclusion in the Professional Standards Case Management system.
- C. Driving Complaints – District supervisors are responsible for investigating complaints when an IMPD employee is alleged to be operating a police vehicle in a manner consistent with impaired driving (speeding, aggressive driving, tailgating, etc.).
1. The complaint will be assigned to a supervisor from the district in which the complaint originated.
 2. The investigating supervisor will initiate contact with the employee (via radio communications, telephone, pager, etc.) and order the employee to safely park the vehicle and stand by for the supervisor to arrive.
 3. If contact is not established with the employee, the supervisor will respond to the employee's residence in an attempt to make contact with the employee.
 4. Once contact is established with the employee, the supervisor will observe the employee for any signs of intoxication, such as alcohol intoxication or being under the influence of a medication or drug, whether prescription or illicit. If the supervisor has reasonable suspicion to believe the employee is intoxicated due to a medication or drug, the supervisor will call for SIU.
 5. If **no** signs of impairment are observed, the supervisor **shall** administer a Portable Breath Test (PBT).
 - a. If the PBT is .000%, the supervisor will complete the investigation of the driving complaint and enter it in Blue Team.
 - b. If the PBT detects alcohol below .05% BAC, the supervisor will call for IA.
 - c. If the PBT detects alcohol at, or greater than .05% BAC, the supervisor will call for SIU.
 6. Document the complaint in Blue Team prior to the end of the supervisor's shift and forward through the chain of command. The entry shall include the date, time, location, nature of the complaint, the citizen's information (if provided), the employee(s) involved, allegation(s) of misconduct, investigative actions taken, and a recommended disposition.
 7. Confer with the employee's chain of command to decide what corrective or disciplinary action to impose for any sustained allegation(s), if applicable (Refer to Section V. below).

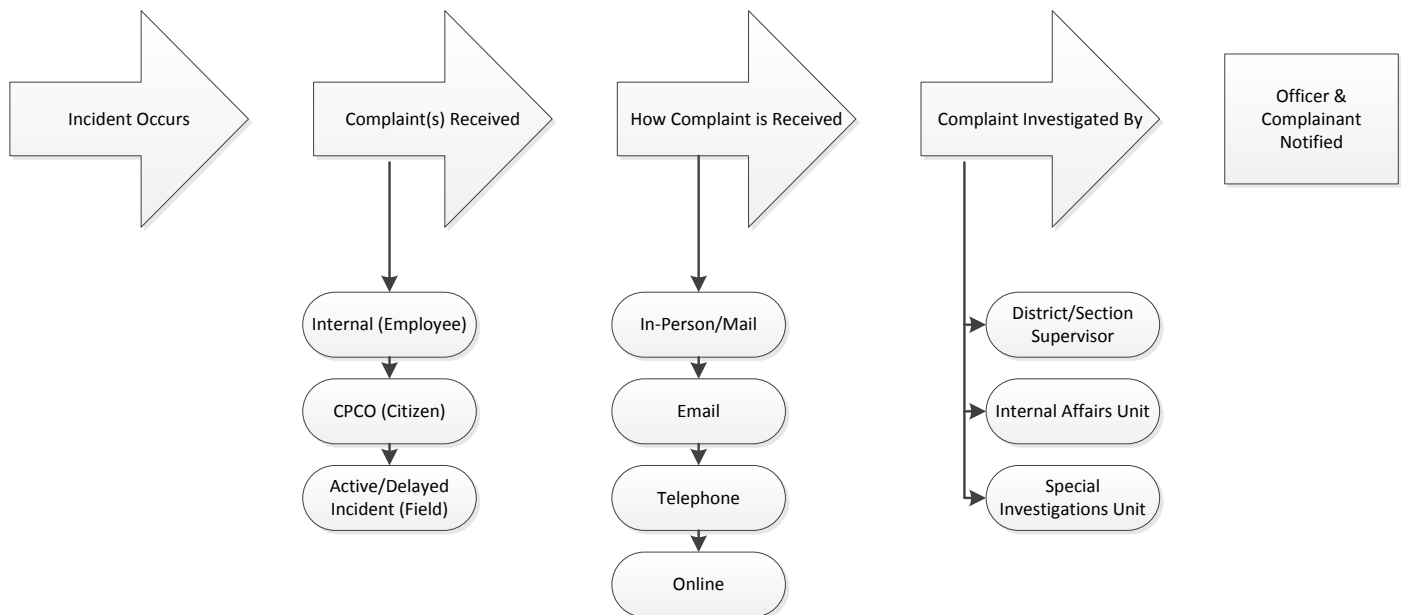


8. Forward the complaint up the chain of command to the employee's district/branch commander or designee for review and approval. Once approved, the complaint will be forwarded to Professional Standards for inclusion in the Professional Standards Case Management system.
9. If attempts to locate the employee are unsuccessful, the investigating supervisor will contact IA and enter the complaint into Blue Team. It will be the responsibility of the IA Section Supervisor to conduct a follow-up investigation to determine if there was a violation of department policy.

V. Imposition of Formal Discipline

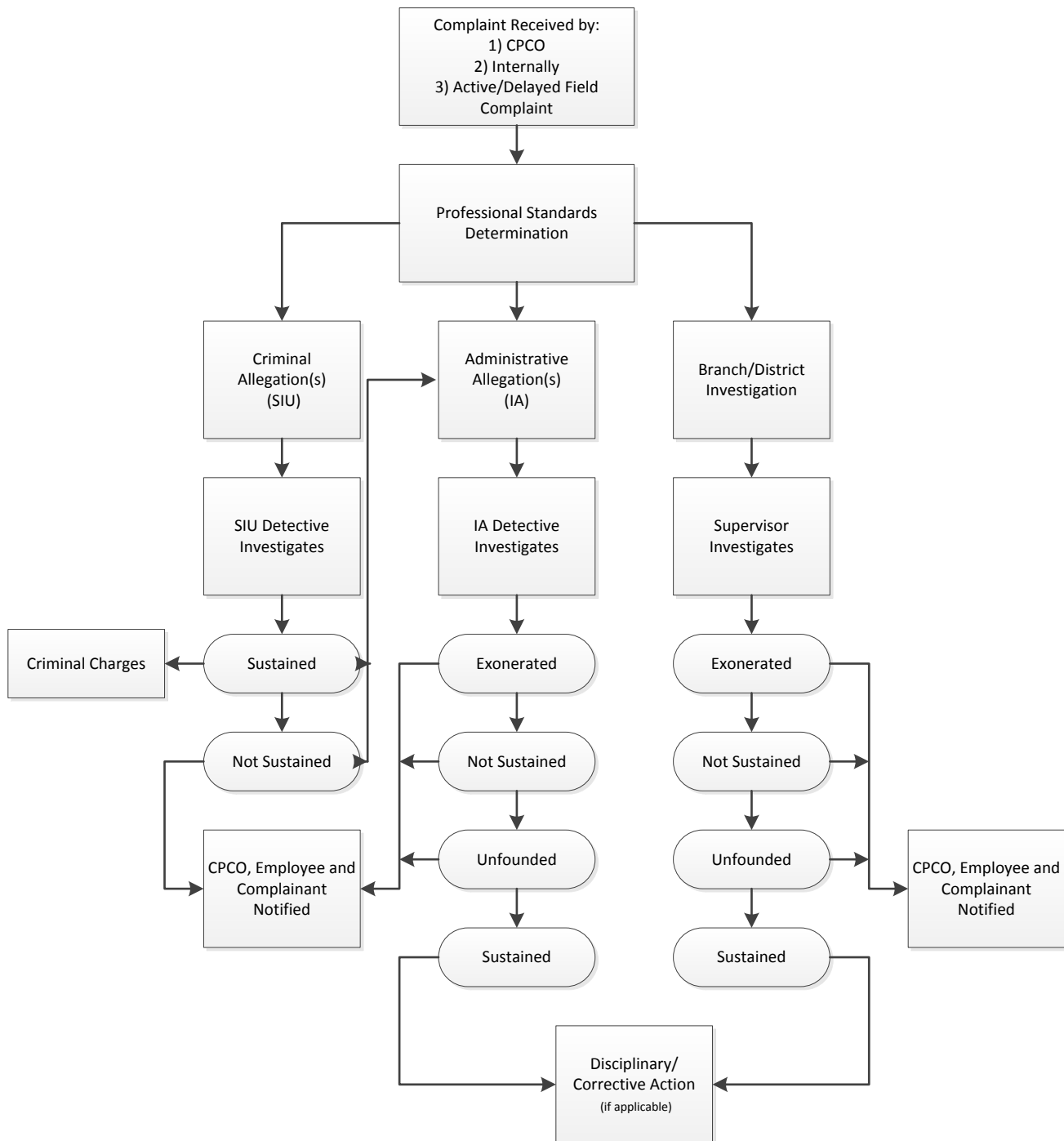
- A. Citizen's Complaints (CPCO or Field) – Discipline regarding a sustained complaint must be imposed no later than sixty (60) calendar days after the department has become aware of the violation. The completed disciplinary packet, including the signed and dated Special Disciplinary Action Report, must be completed and returned to Professional Standards within this time period.
- B. Internal Affairs – Discipline regarding a sustained complaint must be imposed no later than thirty (30) calendar days after the IA Section Supervisor has signed-off on the investigation. The completed disciplinary packet, including the employees signed and dated Special Disciplinary Action Report, must be completed and returned to the Office of the Chief of Police within fourteen (14) calendar days of receiving the IA Investigative Summary.

VI. Complaint Process





VII. Investigative Process





Indianapolis Metropolitan Police Department

GENERAL ORDER

3.17

COACHING EMPLOYEES

POLICY

Successful employee development requires supervisors to handle minor performance or behavioral concerns before they develop into more serious problems or require discipline. Supervisors will proactively address such concerns with the employee and then complete a Coaching entry in Blue Team to document their efforts.

PROCEDURE

I. General Guidelines

- A. Coaching may be used when:
 - 1. Minor infractions or performance-related issues may violate policy, but do not merit formal discipline;
 - 2. The action or behavior of the employee is not consistent with past performance; and/or
 - 3. The supervisor wishes to document their efforts to correct, instruct, or train the employee.
- B. If a Coaching entry is used, it will not result in the employee advancing Schedules on the Disciplinary Matrix.
- C. Coaching entries less than 12 months old may be considered when a supervisor is deciding whether to issue formal discipline for recurring performance or behavior issues.
- D. Prior coaching entries will not be used as aggravators when assigning formal discipline.
- E. Coaching entries more than 12 months old will remain part of the employee's record, but will not count against the employee for future discipline, promotion, or transfer/reassignment.
- F. A supervisor must use discretion to make fair and consistent decisions regarding when to coach an employee and when to formally discipline an employee. The initiating supervisor's decision is subject to review by the chain of command, who may reverse or revise the decision. Any such change must be discussed with the initiating supervisor and clearly communicated to the impacted employee.

II. Coaching an Employee

- A. When coaching an employee, the supervisor will notify the employee they are documenting the coaching in Blue Team. The supervisor will formally meet with the employee to discuss the concerning performance or behavior. The meeting should include the following:
 - 1. A discussion of the problem and any underlying issues;
 - 2. The supervisor's expectations regarding the employee's conduct;
 - 3. The employee's feedback; and
 - 4. The development of a remedial plan to improve the performance or behavior, including a timeline or expected date of completion.
- B. The supervisor may order the employee to complete remedial training if the supervisor believes it will help correct the problem.
- C. If remedial training is ordered, the supervisor will coordinate with Training Academy staff to provide the employee with specific training to address the issue(s) of concern.



- D. The supervisor will monitor the employee's performance after the meeting, ensure any remediation plan is completed within the agreed upon time frame, and follow up as needed.

III. Documenting Procedures

- A. After the employee meeting, the supervisor will complete a Blue Team Coaching entry within three days.
- B. The Blue Team Coaching entry should include a description of the supervisor's concern, a summary of the Coaching session with the employee, and any remedial plan developed to address the issue.
- C. The supervisor must provide the involved employee an opportunity to submit an inter-department memorandum in response to the Coaching session and Blue Team entry. The initiating supervisor will attach the employee's written response to the original Coaching entry in Blue Team.
- D. The supervisor will forward the entry up the chain of command and copy the involved employee.
- E. Any remedial training will be documented in the employee's training records.



Indianapolis Metropolitan Police Department

GENERAL ORDER

3.18

DISCIPLINE PROCESS

POLICY

Members of the Indianapolis Metropolitan Police Department are held to the highest standards of ethical and professional conduct. In cases of misconduct, it may be necessary to utilize discipline to correct wrongful behavior and prevent future violations from occurring. Therefore, the Indianapolis Metropolitan Police Department is committed to a progressive discipline process that is fair, consistent, and protects the rights of members as well as the interests of the department.

DEFINITIONS

Aggravating Circumstance – Any aspect of a violation related to the facts of the incident that increases discipline to more than what is presumptively specified by the disciplinary matrix.

Direct Discipline – Discipline that is initiated and issued by a supervisor and is not the result of an ongoing or previous investigation.

Disciplinary Matrix – A set of schedules that identifies disciplinary action for a violation based upon the severity of the violation, the existence of an active reckoning period, and mitigating and/or aggravating circumstances. The matrix is an appendix of this general order.

Discipline – An adverse personnel action, including written reprimand, suspension without pay, demotion, or discharge.

Member – For purposes of this general order, a member shall be defined as any sworn, paid police officer of the Indianapolis Metropolitan Police Department serving at the rank of captain or below.

Mitigating Circumstance – Any aspect of a violation related to the facts of the incident that decreases discipline to less than what is presumptively specified by the disciplinary matrix.

Presumptive Discipline – The discipline identified by the disciplinary matrix, absent any mitigating or aggravating circumstances, or where mitigating and aggravating circumstances negate each other.

Reckoning Period – The interval of time following the imposition of discipline for which that violation can be considered when issuing discipline for future violations.

Violation – For purposes of this general order, a violation is any action or inaction that is contrary to the Indianapolis Metropolitan Police Department Rules and Regulations, General Orders, Division Orders, Special Orders, Procedural Notices, or Standard Operating Procedures.

PROCEDURE

I. Application of the Disciplinary Matrix

- A. The disciplinary matrix must be utilized when a member is issued discipline for violations as defined in this general order.



- B. The disciplinary matrix is not applicable to violations committed by civilian employees, reserve police officers, or civilian volunteer police officers.
- C. The disciplinary matrix may be applied to recruit officers or probationary officers. However, any discipline issued during the probationary period is ultimately at the discretion of the chief of police; up to and including discharge from the department.
- D. Discipline for officers serving at the rank of major or above is at the discretion of the chief of police.
- E. The disciplinary matrix is not applicable to discipline arising from points assessed by the Crash Review Board.

II. Special Report – Disciplinary Action

The Special Report – Disciplinary Action (IMPD Form 1-2-41 R3) is required for all discipline to be issued, except for:

- A. Discipline issued directly by the Chief of Police; or
- B. Discipline arising from points assessed by the Crash Review Board.

III. Incidents Involving Multiple Violations

- A. The disciplinary action to be issued shall be based on the level of the most severe violation.
- B. While discipline for multiple violations related to a single incident is not cumulative, all violations shall be included on the Special Report – Disciplinary Action (IMPD Form 1-2-41 R3).

IV. Application of Mitigating Circumstances

- A. Mitigating circumstances must be directly related to the incident or series of incidents giving rise to the discipline.
- B. Personal characteristics of the member to be disciplined are not to be considered as mitigating circumstances.

EXAMPLE

Mitigating circumstances would not include the fact that the member has never committed a violation or that the member is going through a difficult time at home.

- C. Mitigating circumstances can include, but are not limited to:
 - 1. Actions taken under stress in the heat of the moment;
 - 2. Belief that the action taken was correct decision at the time of the incident; or
 - 3. Actions taken to gain control of a potentially volatile situation.

V. Application of Aggravating Circumstances

- A. Aggravating circumstances must be directly related to the incident or series of incidents giving rise to the discipline.



B. Aggravating circumstances should not be influenced by:

1. Personal characteristics of the member;
2. Personal issues with the member;
3. Past undocumented events; or
4. Member's relationships with other members of the department.

C. Aggravating circumstances can include, but are not limited to:

1. Additional sustained violations related to the incident;
2. Willful conduct or deliberate indifference to Rules and Regulations, General Orders, Division Orders, Special Orders, Procedural Notices, or Standard Operating Procedures;
3. Willfully continuing participation in negative/improper actions after documented attempts to change behavior; or
4. Documented coaching entries that are related to the type of violation that was sustained.

VI. Discipline Administered According to Prescribed Discipline Levels

- A. All subsections of Rules and Regulations have prescribed discipline levels, with the exception of Section VIII., (Violation, with the determination by the Chief based on a preponderance of the evidence, of any Federal, State, or local laws).
- B. Most violations contained in the general orders have prescribed discipline levels.
- C. In cases where discipline is to be issued for a violation without prescribed discipline levels (i.e., branch, section, or unit Standard Operating Procedures) the Discipline Level Application Guide appended to this general order should be used to determine an appropriate discipline level.
- D. When existing general orders are revised or new general orders created, discipline levels will be prescribed as follows:
 1. The Professional Standards Branch will evaluate the new directive and recommend discipline levels for the various sections.
 2. The recommended discipline levels will be emailed to and reviewed by the current Board of Captains. Within ten (10) days of receipt, a majority of the Board of Captains must either approve or disapprove the recommended discipline levels.
 3. Any section(s) for which the recommended discipline level was disapproved by the Board of Captains will be assigned a discipline level by the Chief of Police, or designee.
- E. Changes to discipline levels absent a change to a general order will occur as follows:
 1. Officers and supervisors may recommend a change to a particular discipline level by forwarding an inter-department to the Professional Standards Branch. The Professional Standards Branch may also initiate the recommended modification on its own.



2. The Professional Standards Branch will evaluate each request. If a modification is warranted, as determined by the commander of the Professional Standards Branch, the recommendation will be forwarded to the current Board of Captains. Within ten (10) days of receipt, a majority of the Board of Captains must either approve or disapprove the recommended discipline levels.
3. Any section(s) for which the recommended discipline level was disapproved by the Board of Captains will be assigned a discipline level by the Chief of Police, or designee.

VII. Direct Discipline Administered by a Supervisor

- A. Supervisors have to the ability to issue direct discipline based on the authority prescribed by the Indianapolis Metropolitan Police Department Rules and Regulations, Section VI., (Authority to Discipline).
- B. When issuing discipline, a supervisor other than the Chief of Police must:
 1. Contact the Professional Standards Branch (IMPDPProfessionalStandards@indy.gov) to determine the current disciplinary matrix schedule number of the member to be disciplined.

NOTE

If, in the opinion of the member's chain of command, the member needs to be immediately relieved of duty in connection with the severity of the conduct in question, nothing in this section prevents that action.

2. Prepare a Special Report – Disciplinary Action Form (IMPD Form 1-2-41 R3), to include:
 - a. The specific violation(s) of Rules and Regulations, General Orders, Division Orders, Special Orders, Procedural Notices, or Standard Operating Procedures giving rise to the discipline, along with the corresponding discipline level(s) (Level A-G);
 - b. A description of all mitigating and/or aggravating circumstances supporting the discipline;
- NOTE**
- Supervisors should not automatically apply the presumptive discipline without considering the mitigating and aggravating circumstances.
- c. The member's current disciplinary matrix schedule number;
 - d. The appropriate discipline to be issued as required by the disciplinary matrix in consideration of the above factors; and
 - e. An admonishment that the member will be subject to discipline for his or her next violation at the next schedule number of the disciplinary matrix, subject to appropriate reckoning periods (see Section IX., below for further information on reckoning periods).
 3. Physically provide the Special Report – Disciplinary Action (IMPD Form 1-2-41 R3), to the member and have the member sign the report, indicating whether or not he or she requests a hearing before the disciplinary Board of Captains.

NOTE

All discipline under this subsection must be issued within 60 days of the department becoming aware of the misconduct in question.



VIII. Discipline Administered as the Result of an Internal Affairs or Other Departmental Administrative Investigation

- A. Upon notification of a sustained violation arising from an Internal Affairs investigation, complaint received through the Citizens Police Complaint Office, or other administrative investigation, a division, district, or branch commander must:
 - 1. Initiate a meeting, conference call, or group email exchange with the member's chain of command, providing each a copy of the documents received.
 - 2. Require each member of the member's chain of command to prepare an inter-department communication identifying what he or she views as aggravating and/or mitigating circumstances related to the incident, along with copies of any other documentation (such as coaching sessions) that have bearing on the incident.
- B. After reviewing all of the above documents, the division, district, or branch commander will decide whether mitigated, presumptive, or aggravated discipline should be applied to the most serious violation.
- C. Based on the discipline to be administered, the Special Report – Disciplinary Action (IMPD Form 1-2-41 R3) should be completed by the supervisor at the appropriate level, as indicated on each schedule of the disciplinary matrix. The report should include the information outlined in Section VIII., A., 2., above.

EXAMPLE

If the discipline to be administered is a three-day suspension, the Special Report should be prepared by a captain or higher rank, and not delegated to a sergeant or lieutenant.

- D. The supervisor issuing the discipline should physically provide the Special Report – Disciplinary Action Form (IMPD Form 1-2-41 R3), to the member and have the member sign the report, indicating whether or not he or she requests a hearing before the disciplinary Board of Captains.
- E. All documents, including the packet received by the division, district, or branch commander, the inter-departments prepared, and the Special Report – Disciplinary Action (IMPD Form 1-2-41 R3), shall immediately be emailed to the Professional Standards Branch at IMPDProfessionalStandards@indy.gov.

IX. Reckoning Periods

- A. In order to ensure the fairest and most progressive process possible, each discipline level (A-G) in the disciplinary matrix has a corresponding reckoning period, which increases with each schedule number of the matrix.

EXAMPLE

A Level "A" violation on Schedule 3 of the matrix will have a longer reckoning period than a Level "A" violation on Schedule 1.

- B. Previous discipline for which the reckoning period has expired cannot be used:
 - 1. As an aggravating circumstance to increase current discipline; or
 - 2. As the basis for a "failure to improve" violation.



- C. When a member receives discipline, he or she will be advanced to the next schedule number of the disciplinary matrix for any discipline that is issued during the reckoning period for the current violation. For example:
1. A member with no prior history of violations receives discipline on Schedule 1 of the matrix for Level "A" violation, which has a reckoning period of two years.
 2. A new violation during the two-year reckoning period would result in discipline issued according to Schedule 2 of the matrix. A new reckoning period, as prescribed by the matrix, would then be in effect and the member would be advanced to Schedule 3 of the matrix.
 3. After the expiration of the reckoning period for the first violation, the member would be reduced to Schedule 2 of the matrix, provided that no additional violations have occurred. Similarly, the member would be reduced to Schedule 1 after the reckoning period for the second violation expires, provided that no additional violations have occurred.
- D. In the event a member commits a violation and then commits a second violation before discipline is administered for the first, both violations will be disciplined at the schedule the member was on at the time of the first violation. However, the member will be advanced two schedules for future discipline. Reduction of discipline schedules will function as in the section above.



IMPD Disciplinary Matrix – SCHEDULE 1

(Violation during no active reckoning period for any previous violation)

Discipline Level	Employee Level	Mitigated	Presumptive	Aggravated	Reckoning Period
A	All levels	Counseling Form*	Written Reprimand	1 Day Suspension	2 Years
B	Patrol Officer	Written Reprimand*	1 Day Suspension	2 Day Suspension	2 Years
	Supervisor	1 Day Suspension*	2 Day Suspension	3 Day Suspension	
C	Patrol Officer	1 Day Suspension	2 Day Suspension	3 Day Suspension	3 Years
	Supervisor	2 Day Suspension	3 Day Suspension	4-6 Day Suspension	
D	Patrol Officer	4-6 Day Suspension	7-8 Day Suspension	9-10 Day Suspension	4 Years
	Supervisor	7-8 Day Suspension	9-10 Day Suspension	11-20 Day Suspension	
E	Patrol Officer	11-20 Day Suspension	21-29 Day Suspension	30-39 Day Suspension	5 Years
	Supervisor	Demotion	Demotion	Demotion	
F	Patrol Officer	40-49 Day Suspension	50-90 Day Suspension	Discharge	5 Years
	Supervisor	Demotion	Demotion	Discharge	
G	All levels	Discharge	Discharge	Discharge	5 Years

Lowest rank authorized to issue discipline –

For patrol officers:

- Discipline Level A: Sergeant
- Discipline Level B: Lieutenant
- Discipline Level C: Captain
- Discipline Level D: Major through Assistant Chief
- Discipline Levels E and F: Chief of Police

For supervisors:

- Discipline Level A
 - Sergeant: Lieutenant
 - Lieutenant: Captain
 - Captain: Major through Assistant Chief
- Discipline Level B
 - Sergeant: Captain
 - Lieutenant: Captain
 - Captain: Major through Assistant Chief
- Discipline Level C
 - Sergeant through Captain
 - Major through Assistant Chief
- Discipline Level D through F: Chief of Police

***For Sustained I.A. Investigations & CPCO Complaints Only:** If a member is on Schedule 1 and the violation is a Mitigated Level A or Level B, a Coaching entry documented in Blue Team may be used in lieu of formal discipline. If a Coaching entry is used, it will not result in the member advancing to the next Schedule; however, the issuing of formal discipline will result in advancement to the next Schedule.



IMPD Disciplinary Matrix – SCHEDULE 2

First violation during an active reckoning period for any previous violation (first stage of progressive discipline)

Discipline Level	Employee Level	Mitigated	Presumptive	Aggravated	Reckoning Period
A	Patrol Officer	Written Reprimand	1 Day Suspension	2 Day Suspension	2 Years
	Supervisor	1 Day Suspension	2 Day Suspension	3 Day Suspension	
B	Patrol Officer	1 Day Suspension	2 Day Suspension	3 Day Suspension	3 Years
	Supervisor	2 Day Suspension	3 Day Suspension	4-6 Day Suspension	
C	Patrol Officer	4-6 Day Suspension	7-8 Day Suspension	9-10 Day Suspension	4 Years
	Supervisor	7-8 Day Suspension	9-10 Day Suspension	11-20 Day Suspension	
D	Patrol Officer	11-20 Day Suspension	21-29 Day Suspension	30-39 Day Suspension	5 Years
	Supervisor	Demotion	Demotion	Demotion	
E	Patrol Officer	40-49 Day Suspension	50-90 Day Suspension	Discharge	5 Years
	Supervisor	Demotion	Demotion	Discharge	
F	All levels	Discharge	Discharge	Discharge	5 Years
G	All levels	Discharge	Discharge	Discharge	5 Years

Lowest rank authorized to issue discipline –

For patrol officers:

- Discipline Level A: Sergeant or Lieutenant: Captain
- Discipline Level B: Lieutenant or Captain
- Discipline Levels C and D: Major through Assistant Chief
- Discipline Level E and F: Chief of Police

For supervisors:

- Discipline Level A
 - Sergeant or Lieutenant: Captain
 - Captain: Major through Assistant Chief
- Discipline Level B
 - Sergeant through Captain: Major through Assistant Chief
- Discipline Level C
 - Sergeant through Captain: Major through Assistant Chief
- Discipline Level D through F: Chief of Police



IMPD Disciplinary Matrix – SCHEDULE 3

Second offense during an active reckoning period for any previous violation (second stage of progressive discipline)

Discipline Level	Employee Level	Mitigated	Presumptive	Aggravated	Reckoning Period
A	Patrol Officer	1 Day Suspension	2 Day Suspension	3 Day Suspension	3 Years
	Supervisor	2 Day Suspension	3 Day Suspension	4-6 Day Suspension	
B	Patrol Officer	4-6 Day Suspension	7-8 Day Suspension	9-10 Day Suspension	4 Years
	Supervisor	7-8 Day Suspension	9-10 Day Suspension	11-20 Day Suspension	
C	Patrol Officer	11-20 Day Suspension	21-29 Day Suspension	30-39 Day Suspension	5 Years
	Supervisor	Demotion	Demotion	Demotion	
D	Patrol Officer	40-49 Day Suspension	50-90 Day Suspension	Discharge	5 Years
	Supervisor	Demotion	Demotion	Discharge	
E	All levels	Discharge	Discharge	Discharge	5 Years
F	All levels	Discharge	Discharge	Discharge	5 Years
G	All levels	Discharge	Discharge	Discharge	5 Years

Lowest rank authorized to issue discipline –

For patrol officers:

- Discipline Level A: Captain
- Discipline Level B: Major through Assistant Chief
- Discipline Levels C through F: Chief of Police

For supervisors:

- Discipline Level A
 - Sergeant through Captain: Major through Assistant Chief
- Discipline Levels B through F: Chief of Police



IMPD Disciplinary Matrix – SCHEDULE 4

Third offense during an active reckoning period for any previous violation (third stage of progressive discipline)

Discipline Level	Employee Level	Mitigated	Presumptive	Aggravated	Reckoning Period
A	Patrol Officer	4-6 Day Suspension	7-8 Day Suspension	9-10 Day Suspension	4 Years
	Supervisor	7-8 Day Suspension	9-10 Day Suspension	11-20 Day Suspension	
B	Patrol Officer	11-20 Day Suspension	21-29 Day Suspension	30-39 Day Suspension	5 Years
	Supervisor	Demotion	Demotion	Demotion	
C	Patrol Officer	40-49 Day Suspension	50-90 Day Suspension	Discharge	5 Years
	Supervisor	Demotion	Demotion	Discharge	
D	All levels	Discharge	Discharge	Discharge	5 Years
E	All levels	Discharge	Discharge	Discharge	5 Years
F	All levels	Discharge	Discharge	Discharge	5 Years
G	All levels	Discharge	Discharge	Discharge	5 Years

Lowest rank authorized to issue discipline –

For patrol officers:

- Discipline Level A: Major through Assistant Chief
- Discipline Levels B through F: Chief of Police

For supervisors:

- All ranks at all levels: Chief of Police



IMPD Disciplinary Matrix – SCHEDULE 5

Fourth offense during an active reckoning period for any previous violation (fourth stage of progressive discipline)

Discipline Level	Employee Level	Mitigated	Presumptive	Aggravated	Reckoning Period
A	Patrol Officer	11-20 Day Suspension	21-29 Day Suspension	30-39 Day Suspension	5 Years
	Supervisor	Demotion	Demotion	Demotion	
B	Patrol Officer	40-49 Day Suspension	50-90 Day Suspension	Discharge	5 Years
	Supervisor	Demotion	Demotion	Discharge	
C	All levels	Discharge	Discharge	Discharge	5 Years
D	All levels	Discharge	Discharge	Discharge	5 Years
E	All levels	Discharge	Discharge	Discharge	5 Years
F	All levels	Discharge	Discharge	Discharge	5 Years
G	All levels	Discharge	Discharge	Discharge	5 Years

Lowest rank authorized to issue discipline –

All ranks at all levels: Chief of Police



IMPD Disciplinary Matrix – SCHEDULE 6

Fifth offense during an active reckoning period for any previous violation (fifth stage of progressive discipline)

Discipline Level	Employee Level	Mitigated	Presumptive	Aggravated	Reckoning Period
A	Patrol Officer	40-49 Day Suspension	50-90 Day Suspension	Discharge	5 Years
	Supervisor	Demotion	Demotion	Discharge	
B	All levels	Discharge	Discharge	Discharge	5 Years
C	All levels	Discharge	Discharge	Discharge	5 Years
D	All levels	Discharge	Discharge	Discharge	5 Years
E	All levels	Discharge	Discharge	Discharge	5 Years
F	All levels	Discharge	Discharge	Discharge	5 Years
G	All levels	Discharge	Discharge	Discharge	5 Years

Lowest rank authorized to issue discipline –

All ranks at all levels: Chief of Police



IMPD Disciplinary Matrix – SCHEDULE 7

Sixth offense during an active reckoning period for any previous violation (sixth stage of progressive discipline)

Discipline Level	Employee Level	Mitigated	Presumptive	Aggravated	Reckoning Period
A	All levels	Discharge	Discharge	Discharge	5 Years
B	All levels	Discharge	Discharge	Discharge	5 Years
C	All levels	Discharge	Discharge	Discharge	5 Years
D	All levels	Discharge	Discharge	Discharge	5 Years
E	All levels	Discharge	Discharge	Discharge	5 Years
F	All levels	Discharge	Discharge	Discharge	5 Years
G	All levels	Discharge	Discharge	Discharge	5 Years

Lowest rank authorized to issue discipline –

All ranks at all levels: Chief of Police

Discipline Level	Definition
A	CONDUCT THAT HAS A MINIMAL NEGATIVE IMPACT ON THE OPERATIONS OR PROFESSIONAL IMAGE OF THE DEPARTMENT
B	CONDUCT THAT HAS MORE THAN A MINIMAL NEGATIVE IMPACT ON THE OPERATIONS OR PROFESSIONAL IMAGE OF THE DEPARTMENT; OR THAT NEGATIVELY IMPACTS RELATIONSHIPS WITH OTHER OFFICERS, AGENCIES OR THE PUBLIC.
C	CONDUCT THAT HAS A PRONOUNCED NEGATIVE IMPACT ON THE OPERATIONS OR PROFESSIONAL IMAGE OF THE DEPARTMENT, OR ON RELATIONSHIPS WITH OTHER OFFICERS, AGENCIES OR THE PUBLIC.
D	CONDUCT SUBSTANTIALLY CONTRARY TO THE VALUES OF THE DEPARTMENT OR THAT SUBSTANTIALLY INTERFERES WITH ITS MISSION, OPERATIONS OR PROFESSIONAL IMAGE, OR THAT INVOLVES A DEMONSTRABLE SERIOUS RISK TO OFFICER OR PUBLIC SAFETY.

Discipline Level	Definition
E	CONDUCT THAT INVOLVES THE SERIOUS ABUSE OR MISUSE OF AUTHORITY, UNETHICAL BEHAVIOR, OR AN ACT THAT RESULTS IN AN ACTUAL SERIOUS AND ADVERSE IMPACT ON OFFICER OR PUBLIC SAFETY OR TO THE PROFESSIONALISM OF THE DEPARTMENT.
F	ANY VIOLATION OF LAW, RULE OR POLICY WHICH: CONSTITUTES A WILLFUL AND WANTON DISREGARD OF DEPARTMENT VALUES; INVOLVES ANY ACT WHICH DEMONSTRATES A SERIOUS LACK OF INTEGRITY, ETHICS OR CHARACTER; OR INVOLVES MISCONDUCT WHICH DEVIATES FROM NORMAL AND ACCEPTED PROFESSIONAL PRACTICE OR SOCIETAL EXPECTATION.
G	ANY FELONY VIOLATION OF LAW; VIOLATION OF RULE OR POLICY SO FAR REMOVED FROM NORMAL AND ACCEPTED PROFESSIONAL PRACTICE OR SOCIETAL EXPECTATION THAT IT EGREGIOUSLY VIOLATES THE PUBLIC TRUST, THE OATH OF OFFICE, OR THE CHIEF'S ABILITY TO MAINTAIN GOOD ORDER AND DISCIPLINE TO THE POINT OF PRESUMPTIVELY RENDERING THE MEMBER UNFIT FOR CONTINUED EMPLOYMENT WITH THE DEPARTMENT; OR INVOLVES ANY CONDUCT WHICH CONSTITUTES THE FAILURE TO ADHERE TO ANY CONTRACTUAL CONDITION OF

	EMPLOYMENT OR REQUIREMENT OF CERTIFICATION MANDATED BY LAW.



Indianapolis Metropolitan Police Department

GENERAL ORDER

3.19

SEPARATION PROCEDURE

POLICY

This directive provides separation procedures for retirement, disability retirement, resignation, dismissal, suspension, or death of sworn personnel from the department. It is the policy of the Indianapolis Metropolitan Police Department to make the separation procedures from the department as efficient and timely as possible.

PROCEDURE

I. Retirement/Disability Retirement

- A. Officers who intend to retire must first contact their respective Pension Specialist three (3) months in advance of their anticipated retirement date for assistance in determining the officer's final working date.
- B. The officer will then contact the IMPD Human Resources Office to obtain a retirement packet.
- C. The officer will prepare an inter-department indicating intention to retire.
 1. The inter-department should be submitted a minimum of fourteen (14) days prior to the retirement date.
 2. The original must be forwarded through the chain of command to the Chief of Police.
 3. Copies will be forwarded to both the IMPD Human Resources Office and the IMPD Finance Office.
- D. Officers must follow the procedures in the retirement packet in order to separate and receive their final paycheck.
 1. The officer will complete the Employee Separation Interview Form and return it to the IMPD Human Resources Office.
 2. Report to the Property Section and finalize proper disposition of all property and evidence being held in the officer's name.
 3. After all issued equipment is returned, the officer will receive a copy of the Payroll Release Form signed by the IMPD Human Resources Supervisor.
 - a. The original Payroll Release Form will be forwarded to the IMPD Finance Office by the IMPD Human Resources Supervisor so the officer's paycheck can be computed to include earned leave time.
 - b. The final paycheck will be disbursed as soon as possible.



4. The IMPD Human Resources Supervisor will issue the retirement badge and submit an Identification Card Request in order to have a retired officer photo ID issued.
- E. The IMPD Human Resources Office will contact the IMPD Technical Projects Section to ensure all computer access is removed.

II. Resignation

- A. Officers who intend to resign must prepare an inter-department indicating intention to resign.
 1. The inter-department should be submitted approximately fourteen (14) days, when possible, prior to the officer's intended date of resignation.
 2. The original must be forwarded through the chain of command to the Chief of Police.
 3. Copies will be forwarded to both the IMPD Human Resources Office and IMPD Finance Office.
- B. Officers must complete the following steps in order to separate and receive their final paycheck.
 1. Complete the Employee Separation Interview Form and return it to the IMPD Human Resources Office.
 2. Report to the Property Section and finalize proper disposition of all property and evidence being held in the officer's name.
- C. After all issued equipment is returned, the officer will receive a copy of the Payroll Release Form signed by the IMPD Human Resources Supervisor.
 1. The original Payroll Release Form will be forwarded to the IMPD Finance Office by the IMPD Human Resources Supervisor so the officer's paycheck can be computed to include earned leave time.
 2. The final paycheck will be disbursed as soon as possible.
- D. The IMPD Human Resources Office will contact the IMPD Technical Projects Section to ensure all computer access is removed.

III. Dismissal/Suspension

- A. It is the responsibility of the dismissed or suspended officer's division commander or designee to retrieve all issued equipment, complete the Issued Property Control Form, and return it to the IMPD Human Resources Office Supervisor.
- B. The officer's division commander or designee may return the issued property to the designated units or place the items in the Property Section. The IMPD Human Resources Supervisor shall be listed as the claimant and notified.
- C. The officer's division commander or designee is responsible for making proper disposition of all property and evidence held in the officer's name.
- D. After all issued equipment is returned, the officer will receive a copy of the Payroll Release Form signed by the IMPD Human Resources Supervisor.



1. The original Payroll Release Form will be forwarded to the IMPD Finance Office by the IMPD Human Resources Supervisor so the officer's paycheck can be computed to include earned leave time.
 2. The final paycheck will be disbursed as soon as possible.
- E. The IMPD Human Resources Office will contact the IMPD Technical Projects Section to ensure all computer access is removed.

IV. Deceased Officers

- A. It is the responsibility of the deceased officer's division commander or designee to retrieve the officer's issued property, complete the Issued Property Control Form, and return it to the IMPD Human Resources Office Supervisor. This should be done as soon as reasonably possible without causing undue inconvenience to the deceased officer's family.
- B. The officer's division commander or designee may return the issued property to the designated units or place the items in the Property Section. The IMPD Human Resources Supervisor shall be listed as the claimant and notified.
- C. After all issued equipment is returned, the commander or designee will receive a Payroll Release Form signed by the Human Resources Supervisor.
 1. The Payroll Release Form will then be forwarded to the IMPD Finance Office by the IMPD Human Resources Supervisor so the officer's paycheck can be computed to include earned leave time.
 2. The final paycheck will be disbursed as soon as possible.
- D. The IMPD Human Resources Office will contact the IMPD Technical Projects Section to ensure all computer access is removed.



Indianapolis Metropolitan Police Department

GENERAL ORDER

3.20

CHANGE OF EMPLOYEE INFORMATION

POLICY

It is the policy of the Indianapolis Metropolitan Police Department that all employees, sworn and civilian, will make notification to the department within 72 hours any time the employee's personal information listed in the WISE System has changed.

PROCEDURE

I. Employee Responsibility

- A. Every employee of the Indianapolis Metropolitan Police Department, sworn and civilian, is responsible for logging into a department computer at least once per month and verifying that their personal information is listed accurately in WISE (Windows Information System for Employees).
- B. Whenever a sworn or civilian employee has any change in their personal information, the employee will complete a **Change of Information** form, IMPD Form No. 6-3-15, and submit it through his or her chain-of-command to the IMPD Human Resources office. This includes a change to any one or more of the following:
 - 1. Name;
 - 2. Address;
 - 3. Marital status;
 - 4. Permanent badge number;
 - 5. Telephone number;
 - 6. Desk telephone number; and/or
 - 7. Emergency notification information.
- C. Members are prohibited from listing a post office box, headquarters address (50 N. Alabama Street), a district address, or any address other than the home address in which the employee currently resides.
- D. Employees are required to list a primary home telephone number in WISE. A cellular/wireless phone may be used only if the employee's residence is not equipped with a hard-wired phone. In that case, the cell phone used by the employee must be powered on at all times.

II. Department Responsibility

- A. The Human Resources office will record the information from the Change of Information form in WISE and file the original form in the employee's personnel file. The Human Resources office will be responsible for sending a copy of the form to the IMPD Finance office to allow the employee's financial and payroll information to be updated accordingly. Failure to do so may result in a delay in processing the employee's paycheck.
- B. The Human Resources office will send a copy of the processed request to the employee to confirm that the proper changes have been made. The employee should check the WISE System to ensure that all information was entered/changed properly and retain the copy for their records.



Indianapolis Metropolitan Police Department

Family and Medical Leave

General Order 3.21

POLICY

Under the federal 'Family and Medical Leave Act of 1993', employees are eligible for up to twelve (12) work weeks of paid or unpaid, job-protected leave during a 12-month period for certain limited reasons. The department will strictly comply with the federal statute. Definitions and eligibility are explained more fully in the federal statute. Detailed information, forms, and guidance can be obtained from the Medical Liaison Officer in the Human Resources Office.

DEFINITION

FMLA: Family Medical Leave Act

PROCEDURE

I. FMLA Leave – *Generally*

- A. Officers requesting leave as described in this policy must notify the department through the IMPD Medical Liaison Officer of their intent to take leave at least thirty (30) calendar days before the date the leave is to begin.
 1. If the need for leave cannot be anticipated, notification must be made as soon as practical.
 2. A 'Request for Leave of Absence' form shall be used to notify the department of intent to invoke FMLA leave and is available from the IMPD Medical Liaison Officer. The following are the *only* events eligible for family leave:
 - a. **The birth of a child or to care for a newborn child;**
 - i. Leave must be within twelve (12) months of the child's date of birth.
 - b. **The placement with the officer of a child by way of adoption or for foster care;**
 - i. Leave must be taken within twelve (12) months of the date of placement.
 3. **To care for a spouse, child, or parent who has a serious health condition; or**
 4. **For a serious health condition that makes the officer unable to perform the functions of his/her job.**
- B. Family and medical leave is a leave classification which, if invoked, guarantees certain employee rights, and is not, of itself, a paid leave.



- C. Accrued paid leave time must be taken concurrently with the invoked family or medical leave, and exhausted before being eligible for unpaid family or medical leave. This provision is applicable to requests for intermittent leave as well. Leave category exemptions are:
1. Compensatory leave (e.g. may be used at the officer's discretion) and
 2. Sick leave (e.g. may only be used for the personal illness or injury of the requesting officer).
- D. Family and medical leave may be taken on an intermittent or reduced work schedule if medically necessary, or in the case of adoption or foster care, for home visits by the inspecting welfare agency.
1. Intermittent leave must be taken in a minimum of one (1) hour increments.
- E. If family and medical leave for illness or injury of a family member or for the officer is being requested, medical certification of the condition must be documented on using the 'Certification of Health Care Provider' form.
1. This certification must be submitted to the IMPD Medical Liaison within the thirty (30) calendar days prior to commencement of leave.
 2. If leave commences under unforeseen circumstances, certification must be submitted within fifteen (15) calendar days of the employers request for certification.
 3. Upon expiration of family and medical leave, additional leave for personal illness or injury may be requested using the Extended Sick Leave General Order.
- F. If leave is due to an officers own serious health condition, he/she will be required to submit a return to work certification from the attending physician to the IMPD Medical Liaison Officer to return to limited or full duty.
1. Completion of the physical agility test is also mandatory for a return to full duty (see General Order Extended Sick Leave).

NOTE: A return to work certification for an officer on intermittent family and medical leave may be waived at the discretion of the Director of Human Resources.

- G. Upon return to full duty an officer will be reinstated to the same position he/she left, or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment unless:
1. The officers job has been affected by circumstances such as layoff or reorganization while on leave;
 2. The officer was in a temporary duty assignment at the time leave commenced (i.e., detail assignment or manpower pool); or
 3. The officer was in a key position, which left vacant would cause undue hardship or detriment to the department. If the officer is in such a key position, he/she will be notified of such before leave commences, or as soon as practical if leave commences under unforeseen circumstances.



H. Leave an officer has taken under FMLA will neither count against the officer when competing for transfer, reassignment, or promotion, nor will it effect Performance Evaluations or shift bid rights.

1. If shift bid occurs while an officer is on FMLA leave, the officer will be contacted for his/her bid whenever possible.

I. Officers who will exhaust their paid leave while on FMLA should contact IMPD Human Resources or the IMPD Finance Office for information pertaining to continued insurance coverage and other consequences to employee benefits prior to exhausting their paid leave.

II. Legal Reference

- 29 U.S.C. (2611 through 2615)



Indianapolis Metropolitan Police Department

GENERAL ORDER

3.23

LEAVE, OVERTIME AND ATTENDANCE

POLICY

It is the policy of the Indianapolis Metropolitan Police Department to grant adequate leave time to allow officers to rest, relax, and recuperate away from the pressures of the job. Under certain conditions, members may also work a regular day off in exchange for taking a normally assigned work day off.

It is also the policy of this department to grant an immediate, paid leave to any member who suffers the loss of a close family member. If necessary, additional leave may also be requested in order to fulfill any obligations necessary.

Employee attendance records will be maintained by district, division or branch commanders, as well as the IMPD Finance office. Attendance records include time cards, overtime vouchers, court time vouchers, and time-off requests.

DEFINITION

Day – Indicative and the equivalent of the officer's current work schedule; i.e., a 10-hour shift is one (1) day; an 8 ½ hour shift in Operations is one day; and an 8-hour shift for a detective is one day.

PROCEDURE

I. Types of Leave Time Available

- A. Leave may be taken in the following time increments:
 - 1. **Vacation** – Half (½) hour increments;
 - 2. **Bonus Days** – One (1) day increments (day for a day);
 - 3. **Perfect Attendance** (PA) Days – One (1) day increments (day for a day); and
 - 4. **Accumulated Time Off** (ATO/Comp) – Quarter (¼) hour increments.
- B. Sick time is covered in the “**Off-Duty Illness and Injury**” general order.
- C. Requests for paid or accumulated overtime submitted for the same days an officer is on PA, vacation, ATO, or bonus day will not be allowed unless ordered to report for duty by a supervisor.
- D. Officers must use the most current version of each type of form. Questions regarding the latest revision number should be referred to the IMPD Print Coordinator within the Professional Standards Division.



II. Vacations

- A. Vacation leave for officers with less than five (5) years of service:
1. During the first calendar year of service, officers appointed prior to May 1st are entitled to 80 hours of paid annual vacation leave.
 2. During the first calendar year of service, officers appointed May 1st through July 31st are entitled to 40 hours of paid annual vacation leave. The scheduling of vacation leave for officers appointed in mid-year is at the discretion of the individual's commanding officer.
 3. During the first calendar year of service, officers appointed on or after August 1st are entitled to 80 hours of paid annual vacation leave effective January 1st of the next year.
 4. Officers in their second, third and fourth year of service are entitled to 80 hours of paid annual leave.
- B. Officers reaching the beginning of their fifth year of service prior to July 1st are entitled to 120 hours of paid annual leave effective January 1st of that same year. Officers reaching the beginning of their fifth year of service on or after July 1st are entitled to 120 hours of paid annual leave effective July 1st of that same year.
- C. Officers reaching the beginning of their tenth year of service prior to July 1st are entitled to 140 hours of paid annual leave effective January 1st of that same year. Officers reaching the beginning of their tenth year of service on or after July 1st are entitled to 140 hours of paid annual leave effective July 1st of that same year.
- D. Officers reaching the beginning of their fifteenth year of service prior to July 1st are entitled to 180 hours of paid annual leave effective January 1st of that same year. Officers reaching the beginning of their fifteenth year of service on or after July 1st are entitled to 180 hours of paid annual leave effective July 1st of that same year.
- E. Officers reaching the beginning of their twentieth year of service prior to July 1st are entitled to 240 hours of paid annual leave effective January 1st of that same year. Officers reaching the beginning of their twentieth year of service on or after July 1st are entitled to 240 hours of paid annual leave effective July 1st of that same year.
- F. If an officer leaves the department in the same year in which he was hired, the vacation accrual and benefits will be pro-rated, at the discretion of the Chief of Police.
- G. Up to 112 hours of unused vacation leave time may be carried over to the next year.
- H. This policy applies to all merit ranks up to and including the rank of captain. The vacation leave policy for sworn personnel holding an appointed rank is determined by the Chief of Police.

**III. Bonus Holidays**

- A. The City-County Council has provided 11 bonus holidays for sworn personnel in compensation for the services the department must provide on the following holidays:

New Year's Day	Martin Luther King Day	President's Day
Easter	Memorial Day	Independence Day
Labor Day	Columbus Day	Veteran's Day
Thanksgiving Day	Christmas Day	

- B. On January 1st of each year, sworn members are eligible for 11 bonus holidays for the year. Personnel hired after January 1st receive only those bonus holidays that occur after their date of appointment. Officers separating from the department will owe the department any bonus holiday time taken before the actual occurrence of the holiday.

- C. Up to three (3) bonus days may be carried over from one year to the next.

IV. Perfect Attendance Days

- A. Officers under the 90-Day (720 hours) or Accrued Sick Leave Plan will earn one (1) paid perfect attendance day for each quarterly calendar period worked in which less than one day of sick leave has been taken (for purposes of PA days, on-duty injuries will not be counted as sick leave).
- B. Up to five (5) perfect attendance days may be carried over from one year to the next.
- C. The IMPD Finance office is responsible for maintaining a record of perfect attendance leave time for each eligible employee.

V. Accumulated Time Off (ATO)

- A. Accumulated time off is earned at one-and-one-half times the actual amount of time worked.

EXAMPLE

If an officer works 3.0 hours of overtime and selects ATO as the type of compensation, that officer will actually earn 4.5 hours of accumulated time off.

- B. Patrol officers through the rank of captain are allowed to carry over a maximum of 480 hours. See 29 USC § 207 (o)(3). However, those officers who: (1) were former members of the IPD; (2) held the rank of captain or lieutenant; and (3) accumulated more than 480 hours of ATO pursuant to IPD's former ATO general order shall be permitted to retain those hours previously earned that are in excess of 480 hours. Those officers who have met these three criteria shall not earn any additional ATO in excess of 480 hours after May 15, 2007.
- C. The Chief of Police may allow members of the department to convert leave time which cannot be used during a calendar year to Accumulated Time Off (ATO). Officers wishing to do so must submit a request, in writing, through their chain-of-command to the Chief of Police. The request must thoroughly explain the reason the leave time could not be used during the year (active military service, line-of-duty injuries, responsibilities to the department considered to be essential, etc.). This is not an optional conversion and will only be considered in cases where leave time could not be used due to circumstances beyond the officer's control.



VI. Death Leave

- A. Upon the death of an immediate family member, an officer is eligible for three (3) working days of death leave with pay. Additional accrued leave may be requested by the member if necessary.
- B. Division commanders must immediately notify the Human Resources office of all death leave granted. If the member wishes, the member's commander will notify the Chaplain's office, providing as much information as possible.
- C. Any member having information concerning the death of a retired officer or member of another employee's immediate family should notify the Chaplain's office immediately, in order that the department may pay proper respect to the family.
- D. For the purposes of this directive, immediate family includes: spouse, mother, father, son, daughter, brother, sister, grandparents, and grand children; step relatives, including mother, father, son, daughter, brother, and sister; half-siblings (brother and sister); in-laws, including father, mother, son, daughter, brother, sister; and grandparents, and other relatives who were residing with the officer.
- E. If the officer does not provide any information regarding funeral arrangements to his commander, the Chaplain's office will try to contact the officer, or another member of his/her immediate family, to obtain this information.
- F. All pertinent information regarding funeral arrangements will be distributed to all department employees via the electronic mail system.

VII. Trade Days

- A. Request for Trade Day Off form must be used to document trade days taken and worked. An officer may be permitted to voluntarily trade work days subject to the advance approval of the commanding officer, or designee. Trade days are exempt from the computation of overtime hours.
- B. An officer may trade days with himself/herself.
- C. Trade days must be balanced within the same 28-day work period. Supervisors are responsible for verifying that the officer has completed the work and balanced the time card prior to the end of the time card period.
- D. The completed trade day slip must be sent to the officer's division or district commander. The submitting officer should make a copy of the completed slip for his or her own records.
- E. The officer's commander is responsible for maintaining records of trade days.
- F. An officer may be required to trade days if directed to do so by a supervisor, as long as it is in compliance with conditions set forth in the FOP labor agreement.

**VIII. Time Off Requests**

- A. An officer must submit an IMPD **Time Off Request** form to request all leave time off. The Finance office will audit and maintain records of all leave time and retain them for one year.
- B. A separate Time Off Request form must be used for each category of leave requested. If two or more categories of leave are being requested within the same time card period separate forms must be submitted for each.
Example: If officer uses five vacation days, one bonus day, and one PA day, then three separate Time Off Request forms must be used – one for each type of leave time.
- C. Only dates within the same calendar year may be requested on a single form.
- D. Completed copies of the Time Off Request are distributed as indicated on the bottom of the form
- E. All requests for leave time are subject to approval of the officer's immediate supervisor. The immediate supervisor is obligated to make all reasonable efforts to concur with the request of the officer. Available manpower will be the primary consideration.
- F. Requests for time off must be submitted at least five days in advance of the requested leave time. Emergency requests may be granted at the discretion of the commander.
- G. Supervisors must forward approved time off requests within three working days of their receipt to the Finance office, who maintains the official records of all leave time earned and taken by officers.
- H. The officer's commander is responsible for maintaining records of all Time Off Requests.
- I. Incorrect requests, or requests for leave not available to an officer, will be returned to the appropriate commander for correction.
- J. If an officer does not take approved leave time, written cancellation must be submitted through the chain of command before the officer's attendance record can be cleared.
- K. In the case of an on-duty injury where an officer is precluded from using earned leave time in that calendar year, all unused time can be carried over to the next year.
- L. Members cannot work vacation days, bonus days, or perfect attendance days and convert them to accumulated overtime.
- M. Members are prohibited from using leave time to work department overtime projects, except when specifically authorized to do so by the Chief of Police.



IX. Overtime Vouchers

Overtime vouchers are used to document overtime (except court time inside the boundaries of the Downtown District – See *Court Time Vouchers*). Overtime will not be recorded on the time card.

- A. Overtime vouchers must be submitted by the officer through the chain of command at the end of the officer's tour of duty.
- B. Vouchers will be verified and forwarded to the IMPD Finance office by the officer's district and division commander, or designee, within 72 hours of receipt.
- B. Overtime will be computed as follows:

EXAMPLE

1 – 7 Minutes = 0.00 Hours	38 – 52 Minutes = .75 Hours
8 – 22 Minutes = .25 Hours	53 – 60 Minutes = 1.0 Hour
23 – 37 Minutes = .50 Hours	

- D. An additional one (1) hour of "call back" time will be paid if the officer's tour of duty does not begin or end within one hour (1) and eight (8) minutes of the overtime. Callback is not paid if the officer is required to take on-site police action while off-duty.
- E. Completed copies of overtime vouchers are distributed as listed on the bottom of the form.

X. Court Time Vouchers

- A. Court time vouchers must be used to document off-duty time spent making court appearances or conducting court-related business resulting from official duties performed on behalf of the department. Valid reasons for using court time vouchers include:
 - 1. Signing affidavits;
 - 2. Giving depositions;
 - 3. Picking up and returning evidence for a court case;
 - 4. Meeting with prosecutors; and/or
 - 5. Time spent in grand jury appearances and depositions.
- B. The department will not compensate officers for court appearances resulting from off-duty employment.
- C. Court time is not to be recorded on the officer's time card.
- D. A court time voucher must be completed for each session of court attended. Appointed employees are not eligible for court time compensation.
- E. To obtain a court time voucher, officers must be subpoenaed or summoned to a court-related activity. Only one court time voucher will be issued per officer.
- F. Court time vouchers must be obtained by the officer from the appropriate location:



1. IMPD Finance Office – For officers appearing in court or conducting any other court-related business in the City-County Building or Marion County Prosecutor's Office (downtown location);
 2. Environmental Court 12 or Traffic Court 13 – Appropriate court official or bailiff;
 3. Juvenile Court – IMPD Juvenile Court liaison officer or the Juvenile Court chief bailiff; or
 4. Outside Downtown District – Officers summoned or subpoenaed to a court-related activity at any other location must contact the Finance Office or Court Coordinator in advance.
- G. Court time vouchers must be time-stamped "In" and "Out" at the location they are obtained. If no time stamp is available, the voucher must be presented to the appropriate court official, such as the court bailiff or liaison officer, for verification of time-in and time-out by means of a signature in each time box. Officers must verify that the time stamp and/or written information is clear and legible before submitting the voucher.
- H. The completed court time voucher must be turned in to the IMPD Finance Office for paid or ATO overtime, either in-person by the officer, by a supervisor or other officer, or through inter-department mail. Copies are distributed as follows:
1. The blue copy is kept and maintained by the Finance Office and is used to verify payment/ATO eligibility;
 2. The yellow copy is retained at the district/division office for record keeping; and
 3. The pink copy is retained by the officer.
- I. In court cases lasting more than one day, officers must keep their immediate supervisor informed as to the progress of the court case on a daily basis.
- J. If more than one hour and eight minutes elapses between the court appearance and the beginning or end of an officer's shift, the officer will also be compensated for one hour travel time in the form of "call back" time.
- K. Only those officers necessary and essential to the case will be subpoenaed to court.
1. Finance office personnel will verify that the officer obtaining a court voucher is on the daily court subpoena list (either by hard copy or computer-generated list).
 2. Officers not on the subpoena list must provide proof from the court that they were required to appear and should be paid.
 3. Any officer subpoenaed unnecessarily may request to be removed from the case's witness list by submitting a Witness Deletion form to the IMPD Court Coordinator.
- L. Officers must clock out immediately upon completion of court or court-related business.

XI. Time Cards

- A. Time cards are used to document the attendance of all officers, except for those in appointed positions. Time cards must be completed in black ink and record the following:



1. Regular hours worked (in military time);
2. Regular days off;
3. Trade days;
4. Leave time (vacation, bonus days, perfect attendance days, sick time, injured on duty, etc.);
5. Flex time; and
6. Unpaid leave or suspensions.

- C. When an officer uses flex time during the course of a tour of duty, it is imperative that the time card accurately reflects the hours worked by the officer. This will ensure that the officer has worked the required number of hours for the pay period.

SAMPLE TIME CARD

INDIANAPOLIS METROPOLITAN POLICE DEPARTMENT RECORD OF HOURS WORKED													
EMPLOYEE NAME _____				IDENT # _____		RANK _____		SHIFT _____					
SUPERVISOR _____				IDENT # _____		WORK PERIOD _____							
SAT	SUN	MON	TUES	WED	THUR	FRI	Work		Leave				
In _____ Out _____ R _____	In _____ Out _____ R _____	In 0800 Out 1600 2.0	In 0800 Out 1400 6.0 A 1400-1600 2.0	In 0800 Out 1600 8.0	In 0800 Out 1600 8.0	In 0800 Out 1600 8.0	In _____ Out _____ C _____	In _____ Out _____ B _____	In _____ Out _____ C _____	Hours 30.0	Hours 10.0		
In _____ Out _____ R _____	In _____ Out _____ R _____	In _____ Out _____ I _____	In 0800 Out 1600 8.0 A _____	In 0800 Out 1600 8.0 B _____	In 0800 Out 1600 8.0 B _____	In 0800 Out 1600 8.0 B _____	In _____ Out _____ C _____	In _____ Out _____ C _____	In _____ Out _____ C _____	Hours 32.0	Hours 8.0		
In _____ Out _____ R _____	In _____ Out _____ R _____	In 0800 Out 1600 8.0 A _____	In 0800 Out 1600 8.0 A _____	In 0800 Out 1600 8.0 A _____	In 0800 Out 1600 8.0 A _____	In 0800 Out 1600 8.0 B _____	In _____ Out _____ B _____	In _____ Out _____ B _____	In _____ Out _____ B _____	Hours 40.0	Hours 0.0		
In _____ Out _____ R _____	In _____ Out _____ R _____	In _____ Out _____ V _____	In _____ Out _____ C _____	In _____ Out _____ V _____	In _____ Out _____ C _____	In _____ Out _____ V _____	In _____ Out _____ A _____	In _____ Out _____ B _____	In _____ Out _____ A _____	Hours 0.0	Hours 40.0		
									Sub-Total	102.0 / 58.0			
									Total Hours	160.0			

A Accumulated Time Off	I Illness	O Injured on Duty
B Bonus Day	J Illness Not Paid	P Perfect Attendance Day
D Death Leave	K Leave Without Pay	R Regular Day Off
	M Military Leave	S Suspension
	N Military Leave (Not Paid)	V Vacation

I have reviewed this time record and believe it to be true and accurate. All overtime and court time hours have been recorded on the proper IMPD Forms, and not on this form.

Signature of Officer _____

Signature of Supervisor _____

Date _____

Date _____

X. Legal References – This general order is based on the following legal references:

- Police Special Service District General Ordinance No. 1, 1985, Section 4, as amended;
- Fair Labor Standards Act;
- Americans with Disabilities Act;
- Family Medical Leave Act; and
- 1977 Police Officers Pension and Disability Fund of Indiana.



Indianapolis Metropolitan Police Department

GENERAL ORDER

3.24

ALCOHOL AND SUBSTANCE USE

POLICY

Indianapolis Metropolitan Police Department (IMPD) employees are prohibited from consuming or being under the influence of any intoxicating or illegal substances while on-duty or while working in a law enforcement capacity. Mandatory alcohol and drug testing may be used to identify the presence of controlled substances and alcohol in an employee's system. Employees are required to report the use of any prescribed or over-the-counter medications that could impair their ability to perform their duties. Violations of this policy will be disciplined according to the procedures outlined in this general order.

DEFINITIONS

Employee - Any member of the Indianapolis Metropolitan Police Department, including sworn, civilian, reserves, and park rangers.

City-Owned Vehicle – Any vehicle owned, leased, or confiscated by the City of Indianapolis or under the control of an on-duty IMPD employee. This includes any task force vehicle assigned to an IMPD employee by another agency.

PROCEDURE

I. Illegal Substances

- A. Employees are prohibited from consuming or being under the influence of any illegal substance, including:
 1. Any substance that is not legally obtainable per federal or state law.
 2. Any legal substance that has not been obtained legally.
 3. Any substance used in a manner or for a purpose other than legally allowed or other than as prescribed by a licensed medical practitioner.
 4. Any substance that is illegal in Indiana, regardless of local laws in the jurisdiction where the substance is consumed (e.g., marijuana in a state where its use has been legalized).
- B. Employees are prohibited from possessing any illegal substance, unless it is for a legitimate law enforcement purpose.
- C. Employees are required to report the suspected use or unauthorized possession of an illegal substance by another IMPD employee.
- D. IMPD reserves the right to conduct searches of its vehicles and property where an illegal substance is suspected of being stored.
- E. Any employee arrested for, or convicted of, a criminal drug statute offense in any jurisdiction must report it to their chain of command within twenty-four hours (See General Order 2.8 – *Members Duties when Arrested or Sued*).



II. Medications and Over-The-Counter Substances

- A. Employees are responsible for knowing the effects of any prescribed medication or over-the-counter substance they ingest.
- B. Employees will not report for duty, operate a city-owned vehicle, or perform a law enforcement function while under the influence of a prescribed medication or over-the-counter substance that may affect cognitive or motor skills in a manner that interferes with the safe performance of their duties.
 - 1. If an employee is prescribed or uses such a substance, they must:
 - a. Immediately notify a supervisor and use sick leave or other leave time.
 - b. Report to the IMPD Medical Liaison at IMPD_Medical_Liaison@indy.gov their absence due to the use of a substance that may affect cognitive or motor skills in a manner that interferes with the safe performance of their duties.
 - c. If the employee is marked off sick for three or more days and completes an Officer Return to Duty Report form, it is not necessary to send an additional notification containing the same information.
 - 2. The IMPD Medical Liaison will notify the employee and the employee's chain of command if the employee may return to duty while using the medication or substance.
 - a. If an employee is approved to return to duty and experiences any adverse effects from the medication during their tour of duty, they must promptly notify a supervisor.
 - b. The supervisor will arrange to get the employee home safely and notify the Medical Liaison and chain of command.
 - c. The employee must consult their physician and/or use sick leave or other leave time until they are no longer adversely affected by the medication or substance.
- C. Legal over-the-counter medications and supplements, such as Cannabidiol products (e.g., CBD oil), may contain illegal substances such as Tetrahydrocannabinol (THC). The presence of an illegal substance in an employee's system, even when ingested through a "legal" product, may be grounds for disciplinary action.

III. Alcoholic Beverages

- A. Employees are prohibited from consuming alcoholic beverages, having alcohol in their blood, or being under the influence of alcohol while on-duty or in uniform.
- B. Employees are prohibited from transporting alcoholic beverages in a city-owned vehicle, unless for official law enforcement purposes.
- C. Employees are prohibited from operating a city-owned vehicle while consuming alcohol, under the influence of alcohol, or having any traceable amount of alcohol in their blood.
- D. Employees are prohibited from purchasing alcoholic beverages while on-duty or in uniform.
- E. Alcoholic beverages are not permitted within a city-owned vehicle or on department property unless for official law enforcement purposes.
- F. IMPD reserves the right to conduct searches of its vehicles and property where alcoholic beverages are suspected of being stored.

**IV. Off-Duty Prohibitions**

Off-duty employees under the influence of alcohol or any intoxicating or hallucinatory substance that impairs the condition of thought and action and the loss of normal control of a person's faculties, are prohibited from performing any law enforcement function or taking self-initiated police action. Such employees:

- A. Will call 911 or contact Communications as soon as possible to summon on-duty officers in situations they encounter where police response is necessary.
- B. May rely upon the authority granted to all citizens under Indiana law to defend themselves or another (see IC 35-41-3).

V. Undercover Exemptions

- A. Employees working in an official and authorized undercover capacity may be exempted from portions of this general order at the discretion of the Chief of Police.
- B. Exemptions will be made on a case by case basis when a prohibited activity is required to maintain covert status.

VI. Mandatory Testing

- A. Mandatory substance testing of bodily fluids, breath, or tissue may be used to determine the presence of chemical byproducts of substances ingested by an employee such as alcohol, amphetamines, phencyclidine (PCP), cannabinoids, tetrahydrocannabinol, cocaine, opiates, steroids or their derivatives, or other intoxicants.
- B. Substance testing is mandatory for:
 - 1. All candidates selected for sworn officer employment prior to being offered a position. Any candidate who tests positive without a valid explanation will not be hired.
 - 2. Employees who are promoted or appointed to a higher rank, upon promotion.
 - 3. On-duty employees who are noticeably impaired.
 - 4. Employees who are suspected of substance abuse when evidence rises to the level of reasonable suspicion. Indicators of substance abuse may include:
 - a. Frequent absenteeism or tardiness.
 - b. Decline in work performance.
 - c. Unusual or inappropriate behaviors.
 - 5. Annual randomly selected employees.
 - a. 25% of all sworn (including reserve) officers are randomly selected for testing.
 - b. 25% of selected civilian positions are randomly selected for testing. These selected positions are approved by the Chief of Police and placed on a list maintained by Human Resources.



VII. Testing Procedures

- A. All test results and attendant information will be considered confidential medical records, consistent with the requirements of the Indiana Access to Public Records Act.
- B. Employees ordered to submit to any form of testing will comply with directions given by department or medical personnel administering the test.
- C. When an employee is selected to be tested as part of the annual random selection, the employee or the employee's supervisor will be notified.
 - 1. Supervisors must personally communicate directions to selected employees to report to the testing facility. Email, text messages, etc. are not acceptable forms of notification.
 - 2. Upon being notified, employees must report to the testing facility within forty-five minutes and fully cooperate with testing personnel.
 - a. Any conflicts that could prevent an employee from reporting to the testing facility within forty-five minutes must be resolved by the employee's supervisor and the drug program manager.
 - b. Supervisors will maintain confidentiality if an employee is unable to be sent for testing due to manpower limitations that create an officer safety or public service concern.
 - c. An official Indianapolis Metropolitan Police Department photo ID or valid Indiana driver's license must be presented by the employee prior to testing.
- D. When a supervisor has reasonable suspicion to believe an on-duty employee is impaired, they will order the employee to submit to a preliminary breath test (PBT) or transport the employee directly to an approved medical facility for appropriate testing.
 - 1. Refusal to submit to testing will result in the employee being suspended without pay pending termination.
 - 2. A PBT will be administered when alcohol use or intoxication is suspected.
 - a. The odor of alcoholic beverage, alone, is cause for administering a PBT.
 - b. The tested employee will not eat, drink, smoke, or put any foreign substance in their mouth or respiratory tract within twenty minutes prior to the PBT.
 - c. For non-vehicle related incidents, if a PBT or certified breath test returns a Blood Alcohol Content (BAC) of .02% or higher, supervisors will:
 - i. Immediately notify the employee's chain of command, and
 - ii. For non-criminal incidents, request Internal Affairs to the scene, or
 - iii. For incidents that may result in criminal charges against the employee, request the Special Investigation Unit to the scene.
 - d. Vehicle-related incidents will be handled in accordance with General Order 7.4 – *Police Vehicle Crashes and Damage*.
 - e. Employees may be personally responsible for reimbursing the city/county for all damages caused while operating a department vehicle with any detectable amount of alcohol.



- f. A certified chemical test must be administered to confirm positive PBT results.
- 3. Employees tested for controlled substances will be placed on sick leave status pending the test results.
 - a. Supervisors will document these incidents and notify the chain of command.
 - b. Supervisors will take the appropriate disciplinary action in these instances.
- E. All controlled substance test results will be interpreted and evaluated by a certified physician.
 - 1. Positive or adulterated test results will be reported to the drug program manager and Human Resources Director. The Human Resources Director will notify the Chief of Police.
 - 2. The employee will be notified of the positive test result.
 - a. The employee will have an opportunity to explain the positive test result to the interpreting physician and/or the employee's IMPD chain of command.
 - b. The employee may have their part of the split sample sent to an approved independent testing laboratory for additional analysis, at the cost of the employee.
- F. Employees will not use voluntary self-referral to a substance abuse treatment program to avoid detection after they have been ordered to take a substance test.



Indianapolis Metropolitan Police Department

Discrimination Grievance Procedures

General Order 3.25

POLICY

It is the policy of the Indianapolis Metropolitan Police Department to eliminate, to the extent possible, discriminatory practices because of sex, race, sexual orientation, gender identity, color, national origin, ancestry, religion, disability, age, or United States military service veteran status (all as defined by law) within the department and to provide a means by which an employee or applicant for employment seeks redress of his/her grievances. Grievances filed in accordance with this general order may not be simultaneous with a filing under General Orders 'Internal Grievances' and 'Harassment'. Sexual harassment is not covered under this General Order, but is addressed under General Order 'Harassment.'

PROCEDURE

I. STEP 1

- A. Any member of the Indianapolis Metropolitan Police Department or applicant for a position with the department who believes that he or she is the victim of discriminatory acts on the part of another employee, supervisor, or officer, because of sex, race, sexual orientation, gender identity, color, national origin, ancestry, religion, disability, age, or United States military service veteran status may submit a written grievance to the Human Resources Office as soon as possible following the alleged discriminatory acts, and in such grievance specify all pertinent facts and proposed remedy.
 1. The Human Resources Section Supervisor will receive discrimination grievances and will act as the file repository and facilitator of any appeals or hearing boards for any grievance filed under this general order.
 2. The Human Resources Section Supervisor will date stamp and initial the grievance upon receipt and will forward the original to the affirmative action officer for investigation.
 3. Copies will be sent to the director of the Human Resources Office and to the Chief of Police.
- B. The Equal Employment Supervisor will date stamp and initial the grievance upon receipt and will immediately begin an investigation of the grievance.
 1. Within thirty (30) calendar days of receiving the grievance, the Equal Employment Supervisor must respond to the grievant in writing, stating his findings and recommendations pertaining to the grievance.
 2. If the Equal Employment Supervisor finds that the grievance has merit, the findings must be stated and recommendations made for corrective action to the Chief of Police.
 3. If the Equal Employment Supervisor finds that the grievance lacks merit, the reasons must be stated in the report.



4. Copies of the response will be given to the director of Human Resources, Human Resources Section Supervisor, and the Chief of Police.
- C. If the report of the Equal Employment Supervisor recommends corrective action, the Chief of Police must, within seven (7) calendar days after transmittal of such report, either accept or reject the recommendations of the Equal Employment Supervisor.
 1. If the Chief of Police does not accept such recommendations, he must appeal the determination of the Equal Employment Supervisor in accordance with Step 2 of this General Order.

II. STEP 2

- A. Within seven (7) calendar days of the issuance of the Equal Employment Supervisor's written report, if either the grievant or Chief of Police is dissatisfied with the determination or recommendations of the Equal Employment Supervisor, he may request, in writing, a review of the Equal Employment Supervisor's findings and request a recommendation from the director of Human Resources.
 1. Such request will be transmitted to the Human Resources Section Supervisor where it will be initialed and date stamped.
 2. The original will be sent to the director of Human Resources and copies will be sent to the Chief of Police and the grievant.
- B. Upon receipt of any request for review, the director of Human Resources will review the findings of the Equal Employment Supervisor.
 1. In such review, the director of Human Resources may, if deemed appropriate, reopen the investigation and obtain additional factual information pertinent to the grievance.
 2. Within fourteen (14) calendar days after the receipt of such request, the director of Human Resources must affirm, reverse, or modify the determination of the Equal Employment Supervisor and must issue a decision in writing giving the reasons therefore.
 3. A copy of such decision will be sent to the grievant, the Chief of Police, and the Human Resources Section Supervisor.
- C. If the determination of the director of Human Resources finds the grievance meritorious in whole or in part, and makes a recommendation for corrective action, the Chief of Police must accept or reject such recommendation within seven (7) calendar days after the issuance of such determination.
 1. If the Chief of Police rejects such recommendations, he must appeal to the Grievance Review Board in accordance with Step 3 of this General Order.

III. STEP 3

- A. If the grievant or the Chief of Police is dissatisfied with the determination or recommendation of the director of Human Resources, he may, within seven (7) calendar days of the issuance of such decision, request in writing a review of the decision by the Grievance Review Board.



1. The request for such review will be submitted to the Human Resources Section Supervisor.
 2. The Human Resources Section Supervisor will date stamp the request and forward it and copies of all other responses pertaining to the grievance to the members of the Grievance Review Board.
 3. The Grievance Review Board will consist of the Director of Public Safety or his designee, Chief of Police or his designee and the affirmative action officer of the city of Indianapolis, who is appointed by the mayor.
- B. Within thirty (30) calendar days from receipt of the request for review, the Grievance Review Board will review the investigatory file and may, if they deem appropriate, reopen the investigation and receive additional factual information.
1. Upon completion of the review, the review panel will, by majority vote, affirm, reverse, or modify the decision of the director of Human Resources.
 2. The Grievance Review Board will issue its decision in writing stating the reasons therefore.
 3. The original document will be sent to the grievant through the Human Resources Section Supervisor.
 4. Copies will be sent to the Chief of Police and a copy will be retained by the Human Resources Section Supervisor.
- C. If the Grievance Review Board finds the grievance meritorious, in whole or in part, and makes recommendations for corrective action, such recommendations must be carried out to eliminate any proven discriminatory practices.

IV. STEP 4

- A. If the grievant is dissatisfied with the findings of the Grievance Review Board, he may, within fourteen (14) calendar days after issuance of the board's decision or within seven (7) calendar days after receipt of notice of the decision (whichever is later), file a written request with the Chief of Police for review of the decision by the Civilian Police Merit Board appointed in accordance with Sec. 279-233 of the "Revised Code of the Consolidated City and County" (As added G.O. No. 110, 2005).
1. A copy of this request will be forwarded to the Human Resources Section Supervisor by the Chief of Police.
 2. Upon receipt of the written request, the Chief of Police will forward the appeal to the president of the Civilian Police Merit Board.
 3. Copies of responses given at all levels of grievance review will be sent to the president of the Civilian Police Merit Board by the Human Resources Section Supervisor.
- B. Within sixty (60) days of receipt of the grievant's appeal, the Civilian Police Merit Board will consider the grievance and adjudicate its findings to the grievant.



1. The Civilian Police Merit Board may hold a de novo hearing, consider the evidence already submitted, or request limited evidence on specific issues, at their discretion.
 2. After conclusion of the evidence, the Merit Board will render a written decision, stating its findings, conclusions, and its decision concerning remedies, if any, which should be granted based upon the grievance.
 3. A majority vote of the board will be controlling.
 4. A copy of the decision will be forwarded to the grievant, the Director of Public Safety, the Chief of Police, and the Human Resources Section Supervisor.
- C. *Pre-Hearing Agreement:* The grievant and the Chief of Police may agree in writing, prior to the commencement of the hearing before the Civilian Police Merit Board, that the decision of the board will be final and conclusive with respect to the disposition of matters included in the grievant's complaint.
1. In the event of an agreement, the decision of the board will be binding upon the grievant and the department.
 2. The decision of the board and all matters embraced within the grievant's complaint will not be subject to review by any agency or court, except as provided in the Indiana Uniform Arbitration Act.
- D. *Post-Hearing Agreement:* If the parties have not entered into a pre-hearing agreement as described above, the grievant and the Chief of Police may, within thirty (30) days after issuance of the Civilian Police Merit Board's decision, enter into a written agreement that the decision will constitute a final and conclusive resolution on the issues presented in the grievant's complaint.
1. In this event, the decision of the board will be binding upon the grievant and the department, and such decision and the subject matter of the grievant's complaint will not be subject to review or re-determination by any court or agency.
- E. *Absence of Agreement:* If the parties do not enter into either a pre-hearing or post-hearing agreement, the decision of the Civilian Police Merit Board will be advisory only.

V. Time Limitation

- A. Investigation, determination, and review of any grievance filed must be completed within one-hundred fifty (150) days after the date of filing the initial grievance.
 1. This period may be extended for good cause by the Chief of Police.

VI. Conduct of Grievance Procedures

- A. In determining the merit of the grievance, the officer or body charged with the investigation of the grievance may meet informally with the grievant, interview witnesses, receive and consider written reports, hold hearings, receive testimony of witnesses, or utilize other methods and procedures as may be appropriate in the particular circumstances.
 1. These procedures will be informal and will not be limited by rules of evidence applicable in courts or in administrative hearings.



Indianapolis Metropolitan Police Department

GENERAL ORDER

3.26

OFF-DUTY ILLNESS OR INJURY

POLICY

Attendance is a basic occupational requirement for all officers and is a reflection of work performance. The policy of the Indianapolis Metropolitan Police Department is to grant sick leave time to an officer when illness or injury prevents the officer from performing all full-time duties required of a law enforcement officer. Sick leave is to be used only for a personal illness or injury, doctor appointments, physical therapy, or other medically-necessary appointments. All sick leave use will be monitored by the officer's shift commander and the IMPD Medical Liaison in the City/County Human Resources office.

This general order applies to full-time, sworn IMPD officers only. Sick leave for IMPD civilian employees is covered separately in the **Civilian Employee Manual**.

DEFINITIONS

Limited Duty – Status of an officer who has a temporary condition that prevents the officer from performing his or her full-time law enforcement duties. See IMPD General Order 3.29 – *Limited Duty Policy* for further information regarding Limited Duty.

Line-of-Duty Action – Any action taken by a sworn member of the Indianapolis Metropolitan Police Department while acting in an official capacity as a law enforcement officer. Indiana Code further defines this as “any action that the member, in the member's capacity as a police officer is obligated or authorized by rule, regulation, condition of employment or service, or law to perform; or performs in the course of controlling or reducing crime or enforcing the criminal law.” Source: Indiana Code § 36-8-8-14.1(g)

Attending Physician – The officer's private, treating physician. This can be the officer's primary care physician, or a private specialist, surgeon, or psychological consultant.

Wellness Physician – A medically-licensed physician, psychologist, or psychiatrist who serves as the department's Wellness Program provider.

Off-Duty Illness/Injury – An illness or injury that occurs during an officer's off-duty hours, defined as the period of time during which an officer is not working for the department in any capacity. Any illness or injury incurred during a line-of-duty action is considered an **on-duty** illness or injury. The final determination as to whether an illness or injury is considered to be on-duty or off-duty shall be determined by the Chief of Police or designee.

On-Duty Illness/Injury – See General Order 3.28 – *On-Duty Illness or Injury* for further information.

RDO – **Regular Day Off** as determined by the officer's assigned letter-day-off schedule.

Sick Leave – Time off granted to a police officer whose illness, accident, injury or disability prevents the officer from performing all duties required of a law enforcement officer.

**SICK LEAVE PLANS****IMPD 720 Hour Sick Leave Plan**

Pertains to ALL former members of the Indianapolis Police Department and Marion County Sheriff's Department, regardless of hire date, but who are not in the Accrued Sick Leave Plan.

IMPD Accrued Sick Leave Plan

Pertains to former sworn members of both departments who were hired between the established dates under the Accrued Sick Leave Plan, but excludes those who chose to opt out of this plan. This includes:

- Former Indianapolis Police Department officers hired between December 31, 1984 and January 1, 1993.
- Former Marion County Sheriff Department deputies hired between August 31, 1986 and January 1, 1993.

PROCEDURE**I. 720 Hour Sick Leave Plan**

- All officers under the 720 Hour Sick Leave Plan (90 Day Plan) are allocated 720 hours of sick leave time per year, beginning on January 1st of that year. This sick leave may be used for an off-duty accident, injury, or illness. This sick leave may not be carried over from year to year.
- Sick leave may be taken in shift, hour, or half-hour increments.
- Mark-offs are **consecutive**, from date of mark-off to date of mark-on, **including** regular days off.

EXAMPLE

If an officer marks off sick on Monday and Tuesday, goes on regular days-off (RDOs) Wednesday and Thursday, remains off sick on Friday, then returns to work Saturday, that officer has used **five** sick days.

II. Accrued Sick Leave Plan

- All officers under the Accrued Sick Leave Plan will earn up to 96 hours of sick leave time per year.
- Sick leave hours will accrue at a rate of eight (8) hours per month.
- No sick leave may be earned during any month in which the officer is on unpaid status for more than one-half of that month.
- No sick leave may be accrued while an officer is on disability leave.
- Accumulated sick leave will be carried over from one calendar year to the next.
- Sick leave may be taken in shift, hour, or half-hour increments.
- Mark-offs days are consecutive, from date of mark-off to date of mark-on, **excluding** regular days off.

EXAMPLE

If an officer marks off sick on Monday and Tuesday, goes on regular days-off (RDOs) Wednesday and Thursday, remains off sick on Friday, then returns to work Saturday, that officer has used **three** sick days.



III. Marking Off Due to Off-Duty Illness or Injury

- A. When marking off sick or injured, or while on sick or injured status, the officer's first obligation is to notify an immediate supervisor with the same information to be provided to the Medical Liaison, as indicated in sub-section B. below.
1. An officer must contact an immediate supervisor prior to the officer's tour of duty.
 2. If unable to contact an immediate supervisor, the officer marking off must notify an alternate supervisor (i.e., shift lieutenant or supervisor from the prior shift).
- B. When marking off due to an off-duty illness or injury, the officer must call the Medical Liaison Recording Line at **327-SICK** (7425) and provide the following information:
1. Name and department identification number;
 2. Present assignment, shift, and letter-day off;
 3. Nature of illness or injury;
 4. Beginning date of mark-off; and
 5. Anticipated date of return.
- If voice mail is not working, the officer is responsible for making the notification to the Medical Liaison Office as soon as possible by sending an e-mail message to **IMPD_MEDICAL_LIAISON**.
- C. The officer's immediate supervisor is responsible for completing the bottom section of IMPD Form No. 6-3-38, **Officer Mark Off Report** (available on the shared drive). The supervisor will e-mail the completed form to the Medical Liaison at **IMPD_MEDICAL_LIAISON**. If the form cannot be e-mailed for some reason, it may be faxed to 327-5472.
- D. Officers are responsible for making proper notations on their time card. If an officer works two hours, then goes home sick, the officer's time card should reflect two hours of work time and six hours of sick time (for officers assigned to a regular eight-hour shift), regardless of which sick leave plan the officer is under.
- E. The Medical Liaison is responsible for assisting the affected officer's commander by maintaining and monitoring the illness and/or injury records of the officer.

IV. Officers Marked Off Due to Off-Duty Illness or Injury

Each officer is responsible for keeping his/her supervisor and the Medical Liaison informed of their status while on sick leave.

- A. **ON the tenth (10th) calendar day of absence**, the officer will contact his/her attending physician and request a signed **medical status update** from their physician. This may be a doctor's standard form, a doctor's note, or prescription, signed by the physician.
1. **The medical status update must include, at a minimum:**
 - a. Updated information regarding the officer's illness or injury;
 - b. General prognosis about officer's recovery;
 - c. Scheduled physical therapy or other appointments;
 - d. Upcoming appointments with the attending physician or specialist(s); and
 - e. Reasonable estimate of officer's return to limited or full duty, if determined.



2. The officer will forward the medical status update statement to the Medical Liaison office.
 3. If the officer has made a diligent effort to obtain a medical status update from the attending physician and is unsuccessful, the officer will contact Medical Liaison for assistance.
- B. **AFTER the tenth (10th) calendar day of absence**, the officer will update his/her supervisor and the Medical Liaison by e-mail on a **weekly basis** regarding their status. The officer's district/branch commander must ensure all sick/injured leave is monitored at the branch/district level.
- C. Any officer wishing to leave the metropolitan area (Marion County and seven contiguous counties) while marked off sick must request permission to do so:
1. A ***Request to Travel*** authorization must be submitted to the officer's commanding officer, preferably by e-mail, with concurrent notification to the Medical Liaison. The commanding officer will indicate approval or disapproval, then forward the request to the Medical Liaison.
 2. The *Request to Travel* must indicate the officer's destination and reason for travel, must be approved by the officer's commander. The approved request will be forwarded to the Medical Liaison. Authorized reasons could include travel to an out-of-town medical treatment center, out-of-town family funeral, or other legitimate reason;
 3. A written statement from the officer's attending physician concerning ability to travel may be required; and
 4. Travel is considered authorized only after the request has been approved in advance by the commanding officer and notification forwarded to the requesting officer.
- D. Officers marked off sick or injured are prohibited from working **any** off-duty employment. See General Order 3.13 – *Off Duty/Extra-Duty Employment*, for further information.
- E. Officers marked off work due to illness, injury or other medical/psychological condition **shall not** operate a department-owned vehicle. See IMPD General Order 4.16 – *Police Vehicle Operations* for further details. Supervisors are responsible for ensuring compliance.

V. Sick Leave

- A. Sick leave is restricted to 30-day intervals, with re-evaluation prior to each additional 30-day extension by the officer's attending physician.
- B. Officers requesting to use additional sick leave must submit a written explanation and justification to support the request. This request must be accompanied by a letter of prognosis from the officer's attending physician certifying that the officer is unfit for full or limited duty.
- C. If it is determined the officer is **not** able to return to full duty within **one year** of the original mark-off date of illness or injury, the officer **shall** apply for a disability pension. If the officer has used up all available contractual sick leave time within this one year period, the Chief of Police may authorize the officer to use any other available leave time. Once all available leave time is exhausted, the officer will be placed on leave without pay.



VI. Returning to Duty After Absence Due to Illness or Injury

- A. Immediately upon returning to duty from any sick or injured leave, supervisors must call the Medical Liaison at 327-SICK (7425) and provide their return-to-work date. This notification should be made prior to the officer's regular days off in order to prevent sick time from being used during that time period.
- B. Supervisors are responsible for completing the **Return to Duty Report** form within InterAct RMS, which will send an automatic notification to the Medical Liaison. If InterAct RMS is unavailable, a copy of this form (*Form No. 6-3-38*) can be found on the shared drive/Intranet. The officer should e-mail the form to the Medical Liaison at [IMPD_MEDICAL_LIAISON](#). If the form cannot be e-mailed for some reason, it may be faxed to 327-5472.

VII. Medical Release Requirements

- A. Officers marking off sick or injured for **two (2) days or less** are not required to submit a medical release before returning to duty, unless ordered to do so by the officer's division commander or Chief of Police or designee.
- B. Officers returning to duty after a non-duty-related illness or injury of **three (3) or more days** are required to obtain a medical release from their attending physician at their own expense.

VIII. Release To Full Duty or Limited Duty Requirements

- A. A **medical release** from the officer's attending physician must describe the nature of the officer's illness or injury, medication prescribed for that illness or injury, the officer's ability to return to work, and whether the officer will return full-duty or limited-duty status.
- B. Officers must present a copy of the medical release to the shift supervisor for review. Supervisors have the authority to deny an officer's return to duty if the supervisor feels the officer is impaired at that time. ***Under no circumstances will an officer be allowed to report for duty while under the influence of a chemical intoxicant.*** See *General Order 3.24, Substance Abuse*, for further information.
- C. Immediately upon returning to duty, the officer will complete the following steps:
 - 1. Scan the medical release form and send it to the Medical Liaison via e-mail to [IMPD_MEDICAL_LIAISON](#). If the form cannot be e-mailed for some reason, it may be faxed to 327-5472.
 - 2. Forward the original copy of the medical release through the chain-of-command to the Medical Liaison; and
 - 3. Provide a copy of the medical release to the branch or district secretary.
- D. If released to **limited duty** only, the officer must also immediately contact the Medical Liaison at 327-3722.
- E. Officers who have follow-up medical treatment due to any off-duty illness or injury must submit medical status update statements through their chain-of-command to the Medical Liaison following each appointment.



IX. Attendance Probation / Medical Check-up / Fitness-for-Duty Evaluation

The Chief of Police or designee has the authority to place an officer on attendance probation, order an officer to obtain a medical check-up, or order an officer to submit to a fitness-for-duty evaluation by the Wellness physician. The Medical Liaison will set up any necessary appointments with a Wellness physician and will notify the officer's commander of the appointment date and time. The commander will then notify the officer.

- A. Attendance Probation – Officers who have marked off **six** (6) or more times within a twelve (12) month period for non-duty related illness or injury may be placed on Attendance Probation. These officers will be required to obtain a medical release from their attending physician and submit that release to the Wellness physician at **Public Safety Medical Services**, located at 324 East New York Street, Suite 300. Officers must call this office at (317) 972-1180 to make an appointment to ensure the Wellness physician will be available.
1. Officers on Attendance Probation must follow this procedure for **all** future mark-offs, regardless of duration.
 2. Officers must complete **six** (6) months with no more than **two** (2) non-duty-related illness or injury mark-offs to be removed from Attendance Probation.
 3. Failure to comply with requirements of Attendance Probation may result in disciplinary action.
- B. Fitness-for-Duty Evaluation – The Chief of Police or designee may order an officer to a Wellness physician for a fitness-for-duty evaluation. A commanding officer may initiate a medical and/or psychological evaluation by submitting a written request to the Chief of Police or designee. The purpose of the evaluation is to develop a complete medical and psychological history and to determine if the officer is able to perform the full duties required of a police officer.

X. Officer Responsibilities

Officers are responsible for:

- A. Assisting in any investigation regarding the facts of their illness or injury;
- B. Complying with any request to be examined by a department physician;
- C. Submitting necessary paperwork in a timely manner;
- D. Cooperating in obtaining medical and/or psychological records as necessary;
- E. Informing the Medical Liaison of any changes in status or other relevant information; *and*
- F. Returning to limited and/or full duty when appropriate and as soon as medically advisable.



Indianapolis Metropolitan Police Department

GENERAL ORDER

3.28

ON-DUTY ILLNESS OR INJURY

POLICY

The policy of the Indianapolis Metropolitan Police Department is to provide complete and comprehensive medical care for officers who suffer a duty-related illness or injury. Officers injured in the line of duty will not have any sick time deducted from their sick leave bank.

This general order applies to full-time, sworn IMPD officers and IMPD Reserve officers only. On-duty illness or injuries involving IMPD civilian employees is covered separately in the **Civilian Employee Manual**.

Officers failing to comply with this order may be responsible for any medical expense incurred and subsequent reporting to credit bureaus by medical providers.

DEFINITIONS

Limited Duty – Status of an officer who has a temporary condition that prevents the officer from performing his or her full-time law enforcement duties. See IMPD General Order 3.29 – *Limited Duty Policy* for further information.

Line-of-Duty Action – Any action taken by a sworn member of the Indianapolis Metropolitan Police Department while acting in an official capacity as a law enforcement officer. Indiana Code further defines this as “any action that the member, in the member's capacity as a police officer is obligated or authorized by rule, regulation, condition of employment or service, or law to perform; or performs in the course of controlling or reducing crime or enforcing the criminal law.” Source: Indiana Code § 36-8-8-14.1(g)

Attending Physician – The officer's private, treating physician. This can be the officer's primary care physician, or a private specialist, surgeon, or psychological consultant.

Workers Compensation Physician – A medically-licensed physician, psychologist, or psychiatrist who is employed by, or represents a company retained by the City of Indianapolis to act as the City's Workers Compensation benefits provider.

Wellness Physician – A medically-licensed physician, psychologist, or psychiatrist who serves as the department's Wellness Program provider.

Off-Duty Illness/Injury – See General Order 3.26 – *Off-Duty Illness or Injury* for further information.

On-Duty Illness – An occupational or duty-related disease or health condition caused by an exposure that results in a presumption of disability or death which was incurred in the line of duty or as a result of a line-of-duty action.

On-Duty Injury – An injury that occurs while in the performance of an officer's prescribed law enforcement duties (also known as **IOD**, or Injured-On-Duty), but not due to reckless or negligent behavior. “On-duty” may include time spent working a regular shift, overtime, department detail, law enforcement grant, or recall to duty due to a large-scale incident. This can also include an off-duty illness or injury that occurs as a direct result of a line-of-duty action (as defined above).

RDO – **Regular Day Off** as determined by the officer's assigned letter-day-off schedule.

Sick Leave – Time off granted to a police officer whose illness, accident, injury or disability prevents the officer from performing all duties required of a law enforcement officer.



PROCEDURE

I. Medical Treatment

- A. Officers injured in the line of duty who require medical treatment should be taken to the appropriate medical facility based on the type and degree of injury as specified below. This determination will be made by authorized medical personnel. In the absence of medical personnel the decision will be made by an on-scene IMPD supervisor:
1. **Minor Illness / Injury** – If the injury or illness is of a less serious nature, the officer should be taken to U.S. HealthWorks Occupational Health Center, preferably by a supervisor.
 2. **Serious Illness / Injury** – If the injury or illness is of a more serious nature, *including any injury that requires transport by ambulance*, the officer should be transported to Methodist Hospital.
 3. **Critical Illness / Injury** – In cases of extreme emergency involving potentially life-threatening injury or illness, the officer may be transported to the closest hospital for emergency medical treatment. After an Emergency Department physician has determined the injuries are no longer of a critical or life-threatening nature, the officer may subsequently be transferred to Methodist Hospital for further diagnosis and treatment.
- B. Officers injured in the line of duty who wish to transfer from the initial treating facility to a different facility may do so at their own expense with approval from the city-contracted workers compensation administrator, in conjunction with the Medical Liaison.
1. Officers are advised that their personal health insurance benefits do not cover illness or injuries incurred in the line of duty; *therefore*,
 2. Any officer electing to transfer to a different facility will assume full financial responsibility and any related repercussions after release from the initial treating facility.
- C. Officers previously injured in the line of duty who continue to experience problems with injuries or illness after being treated and released must submit a request to reopen treatment for that specific injury or illness to the Medical Liaison.
1. The Medical Liaison will forward the request to the city-contracted workers compensation administrator for consideration. The officer will be notified as to when and where to report for treatment.
 2. Officers who fail to obtain this authorization prior to being treated at the medical facility will be responsible for the cost of that visit and any resulting treatment.

II. Reporting Procedures

- A. When an officer injured in the line of duty is transported to a medical facility for treatment, the on-scene supervisor shall complete a **Request for Medical Services** form using the InterAct RMS system. If the supervisor is unable to access Interact RMS, the Request for Medical Services form (IMPD Form No. 1-1-62) can be found on the shared drive.
1. The supervisor will provide the treating facility with a copy of the completed form. The form can be transmitted electronically if the facility is capable of receiving it in this manner. Otherwise, the form must be printed and a hard copy provided to the medical facility.



2. If InterAct RMS is unavailable, the supervisor must e-mail the completed form to the Medical Liaison at [IMPD_MEDICAL_LIAISON](#). Alternatively, the form can be faxed to 327-5472. If e-mail and fax are unavailable, the completed form must be sent via inter-department mail.
- B. The officer's supervisor must also complete and submit the following reports:
 1. **Report of Injury to Officer** – Must be completed using the InterAct RMS system. If the supervisor is unable to access Interact RMS, the *Report of Injury to Officer* (IMPD Form No. 6-4-40) can be found on the shared drive.
 2. **Special Reports** – When required, supervisory special reports will be prepared and forwarded through the chain of command to the Chief of Police or designee.
 3. **Officer Mark-Off Report** – The officer's immediate supervisor is responsible for completing IMPD Form No. 6-3-38, **Officer Mark Off Report** (available on the shared drive). The supervisor will then e-mail the completed form to the Medical Liaison at [IMPD_MEDICAL_LIAISON](#), and forward one copy to the officer's commander. If the form cannot be e-mailed for some reason, it can be faxed to 327-5472. If e-mail and fax are unavailable, the completed form must be sent via inter-department mail.
- C. When it is necessary to mark off due to an **on-duty** illness or injury, the officer must call the Medical Liaison Recording Line at **327-SICK** (7425), and provide the following information:
 1. Name and department identification number;
 2. Present assignment, shift and letter day off;
 3. Nature of illness or injury;
 4. Beginning date of mark-off; and
 5. Anticipated date of return.
- D. If an officer is incapacitated due to illness or injury, the officer's immediate supervisor will become responsible for calling the Medical Liaison Recording Line at **327-SICK** (7425), in addition to completing the appropriate paperwork.
- E. The department-approved workers compensation contractor will be considered the claims administrator for the Indianapolis Metropolitan Police Department and is responsible for medical claims involving officers injured while on-duty. The name of the approved facility should be listed on the Request for Medical Services form (IMPD Form No. 1-1-62), which is available through InterAct RMS or on the shared drive.
 1. Supervisors having any questions regarding the approved medical facility should contact the Medical Liaison during regular business hours at 327-3722.
 2. After regular business hours, the officer's supervisor should contact Communications. The Communications supervisor may contact the Medical Liaison, if necessary.
- F. If a third-party billing representative contacts an officer regarding an on-duty injury or illness, the officer should provide all information necessary to assist in processing the claim. If necessary, the officer may contact the Medical Liaison for assistance.
- G. Failure to cooperate with third-party billing representatives may result in the officer being personally responsible for payment of all medical bills and collection fees, as well as the possibility of having their personal credit rating adversely impacted due to late payment for medical services.

If voice mail is not working, the officer is responsible for making the notification to the Medical Liaison Office as soon as possible by sending an e-mail message to [IMPD_MEDICAL_LIAISON](#).



III. Monitoring of Officers Marked Off Due to Illness or Injury

Each officer is responsible for e-mailing his/her supervisor and the Medical Liaison to keep both informed as to their status while on sick/injured leave.

- A. **After the tenth (10th) calendar day of absence**, the officer will update his/her supervisor and the Medical Liaison by e-mail on a **weekly basis** regarding their status. The officer's district/branch commander must ensure all sick/injured leave is monitored at the branch/district level.
- B. Any officer wishing to leave the metropolitan area (Marion County and seven contiguous counties) while marked off sick must request permission to do so:
 - 1. A ***Request to Travel*** authorization must be submitted to the officer's commanding officer, preferably by e-mail, with concurrent notification to the Medical Liaison. The commanding officer will indicate approval or disapproval, then forward the request to the Medical Liaison.
 - 2. The *Request to Travel* must indicate the officer's destination and reason for travel and must be approved by the officer's commander. The approved request will be forwarded to the Medical Liaison. Authorized reasons could include travel to an out-of-town medical treatment center, out-of-town family funeral, or other legitimate reason;
 - 3. A written statement from the officer's attending physician concerning ability to travel may be required; and
 - 4. Travel is considered authorized only after the request has been approved in advance by the commanding officer and notification forwarded to the requesting officer.
- C. Officers marked off sick or injured are prohibited from working **any** off-duty employment. See General Order 3.13 – *Off Duty/Extra-Duty Employment*, for further information.
- D. Officers marked off work due to illness, injury or other medical/psychological condition shall not operate a department-owned vehicle. See IMPD General Order 4.16 – *Police Vehicle Operation* for further information.

IV. Release To Full Duty/Limited Duty Requirements

- A. A medical release must describe the nature of the officer's illness or injury, medication prescribed for that illness or injury, the officer's ability to return to work, and whether the officer will return to full-duty or limited-duty.
- B. Officers must present a copy of the medical release to the shift supervisor for review. Supervisors have the authority to deny an officer's return to duty if the supervisor feels the officer is impaired at that time. ***Under no circumstances will an officer be allowed to report for duty while under the influence of a chemical intoxicant.*** See General Order 3.24, *Substance Abuse*, for further information.
- C. Immediately upon returning to duty, the officer will notify the supervisor and provide the appropriate paperwork. The supervisor will:
 - 1. Scan the medical release form and e-mail it to the Medical Liaison at [IMPD_MEDICAL_LIAISON](#). If the form cannot be e-mailed for some reason, it may be faxed to 327-5472.



2. Attach the original copy of the medical release to the **Return to Duty** form and forward it through the chain-of-command to the Medical Liaison; and
 3. Provide a copy of the medical release and a copy of the **Return to Duty** form to the division, branch or district secretary.
- D. If the release is restricted to **limited duty**, the officer must also immediately contact the Medical Liaison at 327-3722.
- E. Officers who have follow-up medical treatment due to any on-duty illness or injury must submit medical status update statements through their chain-of-command to the Medical Liaison following each appointment.

V. Medical Check-Up / Fitness-for-Duty Evaluation

- A. Medical Checkup – The Chief of Police or designee has the authority to order an officer to obtain a medical check-up evaluation by the Wellness Physician. The Medical Liaison will set up any necessary appointments with a department physician and will notify the commanding officer of the appointment date and time. The commander will then notify the officer.
- B. Fitness-for-Duty Evaluation – The Chief of Police or designee may order an officer to a Wellness Physician for a fitness-for-duty evaluation. A commanding officer may initiate a medical and/or psychological evaluation by submitting a written request to the Chief of Police. The purpose of the fitness-for-duty evaluation is to develop a complete medical and psychological history and to determine if the officer is able to perform the full duties required of a police officer.

VI. Compensation

- A. Officers marked off sick or injured will not receive overtime compensation for medical care or treatment.
- B. Officers who have returned to work from an on-duty-related illness or injury who must receive medical treatment during on-duty time may do so without having to use leave time.
- C. Officers who have returned to work from an on-duty-related illness or injury and who must receive medical treatment during off-duty time will be compensated, providing proper medical documentation is provided. Appointments must be scheduled during working hours whenever possible.
- D. If the officer has received a subpoena and is required to appear in court while marked off sick or injured, the department will pay court time for officers providing proper court time documentation is provided.



VII. Extended Medical Leave

- A. Extended medical leave due to on-duty illness or injury (IOD) is restricted to 365 days and is available for on-duty injuries only. Extended medical leave does not apply to off-duty injuries or illness.
- B. If it is determined that an officer is not able to return to duty within one year of the original mark-off date of the illness or injury, the officer **SHALL** apply for a disability pension. If a disability pension is not applied for, the officer may be placed on leave without pay.
- C. Officers on extended medical leave are prohibited from working any off duty employment.

VIII. Officer Responsibilities

Officers are responsible for the following:

- A. Making the proper notation on their time card;
- B. Assisting in any investigation regarding the facts of their illness or injury;
- C. Complying with any request to be examined by a Wellness physician;
- D. Submitting necessary paperwork in a timely manner;
- E. Cooperating in obtaining medical and/or psychological records as necessary;
- F. Informing the Medical Liaison of any changes in status or other relevant information; and
- G. Returning to full duty when appropriate and as soon as medically advisable.



Indianapolis Metropolitan Police Department

GENERAL ORDER

3.29

LIMITED DUTY POLICY

POLICY

The policy of the Indianapolis Metropolitan Police Department is to assign an officer to Limited Duty Status whenever the officer is unable to fully perform all of the normal duties required of a police officer, but can perform limited duties, as determined by the IMPD Medical Liaison, with approval from the officer's treating physician.

The purpose of Limited Duty is to return the officer to a fully productive employee status, but in an assignment that is compatible with the officer's temporary medical or psychological condition. The nature and requirements of the assignment can vary, as determined by the Medical Liaison, to accommodate the specific limitations of the officer. Limited duty assignments are made on a temporary basis pending the officer's return to full duty.

This general order applies to full-time, sworn officers of the Indianapolis Metropolitan Police Department, as well as IMPD Reserve officers only. Policy involving limited duty for IMPD civilian employees is covered separately in the **Civilian Employee Manual**.

DEFINITIONS

Full-Duty Status – Status of an officer who has no physical or psychological restrictions or limitations to perform the full range of duties required of a merit police officer, as established and maintained by the City/County Human Resources office.

Worker's Compensation Physician – A medically-licensed physician, psychologist, or psychiatrist who is employed by, or represents a company retained by the City of Indianapolis to act as the City's Workers Compensation benefits provider.

Wellness Physician – A medically-licensed physician, psychologist, or psychiatrist who serves as the department's Wellness Program provider.

Attending Physician – The officer's private, treating physician. This can be the officer's primary care physician, or a private specialist, surgeon, or psychological consultant.

Limited Duty Status – A temporary work status for an officer who is unable to perform the required duties of a full-time law enforcement officer due to an illness, injury, or temporary medical condition.

Limited Duty Position – A temporary work assignment that has been identified by the Medical Liaison and assigned to an officer on limited duty status. The nature and requirements of the assignment can vary, as determined by the Medical Liaison, to accommodate the officer's specific limitations.

Manpower Pool – A category within the department Manning Table in which an officer may be temporarily placed while on limited duty status. This position is limited in duration, as defined in this directive, is subject to review by the Medical Liaison, and does not serve as a permanent assignment.



PROCEDURE

I. Limited Duty Status

- A. Officers must immediately notify their branch or district commander and the Medical Liaison of any change in their physical or psychological condition that could endanger the safety of the officer or others, or that would prevent the officer from performing satisfactorily in a full-duty status. These changes in condition include, but are not limited to, medical illness or injury, psychological condition, and pregnancy.
- B. **ON the tenth (10th) calendar day** of absence, the officer will contact his/her attending physician and request a **medical status update** be completed and returned to the officer. The purpose of the medical status update is to determine whether the officer is ready to return to work with no limitations, or whether the officer must return to limited duty.
 1. The medical status update must include, at a minimum:
 - a. Updated information regarding the officer's illness or injury;
 - b. General prognosis about the officer's recovery;
 - c. Scheduled physical therapy or other appointments;
 - d. Upcoming appointments with the attending physician or specialist(s); and
 - e. Reasonable estimate of officer's return to limited or full duty, if determined.
 2. The officer will forward the medical status update statement to the Medical Liaison.
 3. If the officer has made a diligent effort to obtain a medical status update from the attending physician and is unsuccessful, the officer will contact the Medical Liaison for assistance.
- C. The Chief of Police or designee may order an officer to be seen by a Wellness physician for a fitness-for-duty evaluation. A commanding officer may initiate a medical and/or psychological evaluation by submitting a written request to the Chief of Police or designee. The purpose of the evaluation is to develop a complete medical and psychological history in order to determine whether the officer is able to perform the full duties required of a police officer.
- D. The Medical Liaison will contact the appropriate district and/or division commanders to identify a limited duty position. Unless otherwise directed by the Chief of Police, officers may be permitted to remain working at their current district or branch while on limited duty. Officers on limited duty must abide by the restrictions set forth in the officer's attending physician's medical status update.

II. Limited Duty Periods

- A. Limited duty status will initially be granted for a 90-day period or less, depending on the nature of the illness or injury and prognosis of the attending physician.
- B. An officer may request an extension of the initial limited duty status beyond 90 days if the officer expects to be able to return to full duty status within an additional 90 days. This request must be submitted in writing to the Medical Liaison during the last 30 days of the preceding 90 day period of limited duty.
- C. Upon receipt of the limited duty extension request, the Chief of Police or designee **may** order the officer to be examined by a Wellness physician. If the Wellness physician determines the officer will be able to return to full duty within an additional 90 days, the officer's limited duty may be extended by the Chief of Police or designee.



- D. If the officer's original medical situation worsens or changes, the officer may reapply in writing to the Medical Liaison for up to an additional 185-day period of limited duty status.
 - 1. The officer's request must be supported by a statement from the officer's attending physician.
 - 2. The Chief of Police or designee may order the officer to be re-examined by a Wellness physician to verify the change in medical status and document the need for an extension of limited duty, as well as the period of time expected to allow the officer to return to full duty.
- E. If it is determined that an officer is not able to return to full duty within one (1) year of the original illness or injury mark-off date, the officer **will** apply for a disability pension. If a disability pension is not applied for, the officer may be placed on leave without pay.
- F. An officer may not be assigned to limited duty for more than 365 days for any single injury, illness or condition within any 12-month period.

III. Manpower Pool

- A. The Medical Liaison will be responsible for determining the length of time the officer will remain in the Manpower Pool. This determination is based upon, but not limited to, the following:
 - 1. Reasons for which the officer was placed on limited duty status; and
 - 2. Anticipated return to full duty with no restrictions.
- B. Officers on limited duty status for less than 30 days due to off-duty illness or injury will be **detailed** to the Manpower Pool and **do not** forfeit shift bid rights, assigned RDO or special pays when returned to their permanent assignment.
- C. Officers on limited duty status for 30 days or more due to off-duty illness or injury will be **assigned** to the Manpower Pool and **do** forfeit shift bid rights, assigned RDO and special pays.
- D. Officers on limited duty status for less than 30 days due to on-duty illness or injury will be **detailed** to the Manpower Pool and **do not** forfeit shift bid rights, assigned RDO or special pays when returned to their permanent assignment.
- E. Officers on limited duty status for 30 days or more due to on-duty illness or injury will be **assigned** to the Manpower Pool and **do not** forfeit shift bid rights, assigned RDO and special pays when returned to their permanent assignment.
- F. Officers who are on pregnancy leave will be **assigned** to the Manpower Pool but **do not** forfeit shift bid rights, assigned RDO or special pays when returned to their permanent assignment.

IV. Limited Duty Restrictions

- A. Officers on limited duty status must be assigned to duties that do not require a uniform, emergency operation of a marked police vehicle, or the exercise of police authority.
- B. Officers assigned to investigative positions working in limited duty status are **not** authorized to conduct field investigations or receive overtime for investigations.
- C. Officers on limited duty status due to an off-duty illness/injury may **not** apply for a transfer or reassignment. Officers on limited duty status due to an on-duty illness/injury **may** apply for a transfer or reassignment.



- D. Officers on limited duty status are generally not permitted to perform any type of off-duty employment. However, officers wishing to perform off-duty employment that does not involve or require use of law enforcement authority, or that contradicts any of the conditions of limited duty, will be handled on a case-by-case basis by the Chief of Police or designee.
- E. Any officer wishing to leave the metropolitan area (Marion County and seven contiguous counties) while on limited duty must request permission to do so:
 - 1. A **Request to Travel** authorization must be submitted to the officer's commanding officer, preferably via e-mail, with concurrent notification made to the IMPD Medical Liaison.
 - 2. A written statement from the officer's attending physician concerning ability to travel may be required.
 - 3. Officers on limited duty may be authorized to attend outside agency training. The approval for the training will be at the discretion of the Medical Liaison and will take into consideration the needs of the officer to comply with mandatory training requirements.
- F. Officers on limited duty, sick leave, or injured-on-duty status must request appropriate assistance from on-duty officers when involved in any situation requiring the use of police authority, except for certain administrative duties as directed by the respective division commander.

V. Officer Responsibility

While on limited duty status officers are responsible for maintaining contact with the Medical Liaison and assisting with the following:

- A. Officers must remain available to the Medical Liaison and be ready to:
 - 1. Assist in any investigation regarding the nature and extent of their disability;
 - 2. Comply with any requests to be examined by a Wellness physician for a fitness-for-duty examination; and
 - 3. Cooperate in obtaining medical or psychological records as necessary.
- B. Actively seeking release to full duty as soon as possible by taking the following actions:
 - 1. Reporting to an assigned limited duty position and performing duty functions as directed by the Medical Liaison in accordance with department directives;
 - 2. Informing the Medical Liaison of any change in status or providing any other relevant information; and
 - 3. Rehabilitating from illness or injury as soon as medically advisable by:
 - a. Attending all scheduled/required medical appointments with physicians and/or specialists;
 - b. Attending required physical therapy sessions, as ordered by the physician or specialist;
 - c. Following all treatment recommendations prescribed by the physician.
- C. Prior to returning to full duty from limited duty status, the officer must obtain a medical release to full duty from the officer's attending physician, or Wellness Physician if directed to do so by the Medical Liaison.



Indianapolis Metropolitan Police Department

Out-of-Town Travel

General Order 3.30

POLICY

The Indianapolis Metropolitan Police Department recognizes that there are occasions when members must travel out-of-town on official business such as specialized training, prisoner pickup, an on-going investigation, or other authorized purposes. The purpose of this order is to establish policy and procedures concerning such out-of-town travel.

PROCEDURE

I. Out of Town Travel – *Generally*

- A. No member of the department is authorized to travel out-of-town on departmental business without approval through the appropriate chain-of-command.
- B. Upon approval of an out-of-town trip, an 'Out-of-Town Travel Authorization' form will be completed and submitted through the chain-of-command to the Administration Division commander.
 - 1. The original form will be retained by the Administration Division.
- C. If an out-of-town departmental vehicle is required, the assigned vehicle information will be provided on the 'Out-of-Town Travel Authorization' form by the fleet administrator prior to releasing the keys.
- D. If a gasoline credit card is required, a copy of the 'Out-of-Town Travel Authorization' form must be presented to the fleet administrator in order to obtain the credit card.
 - 1. This copy will be retained by the fleet administrator.

II. Reimbursement

- A. The department is authorized to reimburse employees with original receipts for:
 - 1. Reasonable lodging rates;
 - 2. Equipment specifically required; and
 - 3. One (1) trip home during training lasting at least ninety (90) days.
- B. The department **will not** reimburse employees for:
 - 1. Personal items (i.e. haircuts, clothing, etc.);
 - 2. Long distance telephone calls;
 - 3. Dry cleaning;



4. Personal entertainment (i.e. alcoholic beverages, movies, recreation, etc.); or
5. Optional equipment.

III. Computing Hours Worked

- A. Hours worked while on an out-of-town detail must be properly documented. Officers will be compensated for their regularly scheduled number of work hours while they are on the detail.
- B. If actual work time (e.g., time actually with a prisoner, time in class, time spent on an investigation during the detail, etc.) exceeds the officer's regularly scheduled number of work hours, overtime compensation will be made accordingly, using FLSA guidelines and the appropriate directives.
 1. Overtime compensation **will not** be made for meal time, sleep time, time spent studying, or any other non-work activity.
 2. Overtime incurred as a result of traveling to and from an out-of-town detail site will be compensated.



Indianapolis Metropolitan Police Department

Employee Assistance Program

General Order 3.31

POLICY

It shall be the policy of the Indianapolis Metropolitan Police Department to establish an Employee Assistance Program (EAP). The EAP is designed to assist employees and/or eligible family members in dealing with a variety of personal problems or job related difficulties. The goal of the program is to enable the employee and/or eligible family members to recognize and resolve the unfavorable reactions to a particular emotional or stress related issue. In situations that involve a particularly critical or traumatic incident involving death or serious injury, the department shall remove an employee from the line-of-duty pending administrative review (if applicable). This is to ensure that the employee receives Critical Incident Stress Management counseling as necessary. <1.3.8>

DEFINITIONS

Chemical Dependency Program: Chemical dependency services include individual counseling and/or group sessions with urine screening as needed, and are available only to employees. *Family members are not eligible for chemical dependency programs.*

Critical Incident Stress Management (CISM): CISM is available to officers and support staff after they have been involved in a critical incident. This usually occurs in a group setting with individual follow-up care at the EAP facility if needed.

Employee Assistance Program (EAP): A city sponsored program that provides assessment, counseling, and referral if necessary, *at no cost to employees or eligible family members*, whose personal problems, including substance abuse, are interfering with job performance or their personal life. <22.2.10a>

Employee: All members of the Indianapolis Metropolitan Police Department, including sworn, civilian, and reserves. Volunteers are excluded. (Reserve officers are not volunteers for the purposes of this directive)

PROCEDURE

I. Employee Assistance Program – *Generally*

- A. It is the responsibility of the employee to seek assistance before personal problems, alcohol, or other substance abuse leads to job-related problems or disciplinary action.
 - 1. Assistance may be found in either the Employee Assistance Program or other programs.
 - 2. Employees may voluntarily and directly contact EAP by calling (317) 634-5362 or (800) 822-4847. The phone is staffed 24 hours a day, seven days a week.
- B. **Eligibility** – As an employee, officers are eligible to participate in all EAP services beginning the first day of employment with the City of Indianapolis.



1. An employee's spouse and dependent family members who are eighteen (18) and under and living at home, may also receive counseling services through the EAP.

C. EAP services include the following:

1. Individual Counseling;
2. Marital Counseling;
3. Family Counseling;
4. Stress Management;
5. Critical Incident Stress Management (employees only);
6. Chemical Dependency Services (employees only);
7. Troublesome Emotions; and/or
8. Other personal problems.

NOTE: The EAP is available to the employee and the employee's immediate family as a *free service* whether or not the employee participates in a City/County healthcare plan or 'Wellness' program.

- D. Employees may voluntarily refer themselves to the EAP or, if necessary, be formally referred to it by the department. [<22.2.10d>](#)

II. Voluntary Self-Referral

- A. IMPD employees may voluntarily and directly contact the EAP or any other program for treatment. [<22.2.10b>](#)
 1. Contacts and subsequent discussions with EAP staff are **confidential** and no feedback is provided to the department. EAP personnel shall provide timely and appropriate assessment services. [<22.2.10c>](#)
 2. The expense for programs *other* than the EAP is the responsibility of the employee.
 - a. If the EAP must refer an employee to another provider for treatment, it may be at the employee's expense.
 - b. Medical insurance benefits may partially cover treatment; details of the city's EAP contract may be acquired from the contract administrator for the City of Indianapolis.
 - c. Details about insurance benefits information may be obtained from the IMPD Finance office.
 3. Any employee voluntarily acknowledging an alcohol or other substance abuse problem will be given a reasonable opportunity to deal with the problem.



NOTE: After being ordered to take a substance test by the department, either for cause or as a random sample, an employee may not use a voluntary self-referral as a means to escape detection.

B. *Supervisory Responsibilities* – If a supervisor believes that an employee is experiencing ‘personal issues’ that are affecting job performance, the supervisor should suggest that the employee contact EAP as a Voluntary Self-Referral. <22.2.10f>

1. Ideally, this should be done before the employee’s job performance has deteriorated to the point where department intervention may become necessary.

NOTE: This does not preclude a supervisor from taking immediate action if the employee’s behavior is considered detrimental to the employee, the public, or the department.

C. Examples of ‘personal issues’ shall include, but not be limited to, the following: <22.2.10f>

1. Tardiness to work assignments;
2. Disrespectful behavior towards supervisors;
3. Poor work performance;
4. Anger management issues; and/or
5. Excessive unexcused work absences.

III. Formal Departmental Referral

A. A Formal Departmental Referral may be ordered based on job performance related problems observed, discovered, or discussed during the supervisor’s review of performance, or during disciplinary counseling.

1. Details such as duty assignment, leave status, etc. will be decided on a case by case basis if directed to the EAP for evaluation.

B. *Supervisory Responsibilities* – A supervisor who has knowledge, or a reasonable belief that an employee is struggling with a substance abuse or other personal problem, must, with the approval of the officer’s Division Commander, direct the employee to the EAP for evaluation. <22.2.10bef>

1. Supervisors will document such referrals and the reasons to the Chief of Police through the chain of command. <22.2.10f>

C. EAP Report – *Because feedback from a Formal Departmental Referral is **not considered confidential information***, the feedback received from the EAP will be directed to the following persons:

1. Drug Program Manager (DPM): Feedback from a Formal Departmental Referral pertaining to *suspected substance abuse* will be directed to the DPM, who will report it immediately to the Chief of Police.



2. Medical Liaison Officer (MLO): Feedback from a Formal Departmental Referral pertaining to *issues other than substance abuse* will be directed to the IMPD MLO, who will report it immediately to the Chief of Police.



Indianapolis Metropolitan Police Department

GENERAL ORDER

3.32

ISSUED PROPERTY CONTROL: MEMBERS ON LEAVE

POLICY

In order to more accurately and efficiently control and safeguard assets owned by the Indianapolis Metropolitan Police Department (IMPD), the following policy has been adopted for transferring control of property issued to officers who are off work for a period of time due to illness, injury, suspension, or administrative discretion.

DEFINITIONS

Officer – For the purposes of this directive, this term applies to all sworn employees, as well as civilian employees authorized to wear a department uniform.

RTC – Release to Claimant

PROCEDURE

I. Illness or Injury

- A. When an officer is injured or becomes ill while working and may be hospitalized, a supervisor is responsible for relieving the officer of their body armor, gun belt, and accessories (e.g. weapon, handcuffs, OC/CS spray, ECD, department keys, and radio).
 - 1. The property must be placed in the IMPD Property Section with the status of RTC, and the officer's name used as the claimant.
 - 2. The information must also be included in the property section of the incident report.
- B. If it is determined an officer will be off for more than sixty (60) calendar days, the Chief of Police or designee, with the assistance of Human Resources and the Medical Liaison, will conduct a review to determine if the issued property listed below in Section II, must be retrieved from the officer.

II. Suspension

- A. Suspended officers may retain department-issued property at the discretion of their immediate supervisor if the suspension is less than ten (10) days.
- B. Suspended officers are not permitted to carry any form of department identification, badge, or department-issued firearms; operate department vehicles; or participate in any action requiring the use of official police authority.
- C. Officers suspended for more than ten (10) days, but less than six (6) months, must turn in the following issued property to their supervisor:
 - 1. All department identification cards;
 - 2. Badge and hat shield;
 - 3. Radio, laptop, microphone, pager, cellular telephone, all chargers, cords, cases, and accessories;
 - 4. All firearms (including ECD); and
 - 5. Vehicles, gas cards, and associated equipment.



- D. In addition to the property listed above, officers suspended for six (6) months, or who have been recommended for discharge, must turn in the following issued property to their supervisor:
1. All holsters and leather gear;
 2. Body Armor;
 3. ERG equipment or Mobile Field Force equipment;
 4. Helmet (riot, bicycle, or motorcycle);
 5. Handcuffs;
 6. OC/CS spray and holder;
 7. Batons;
 8. All keys (e.g., staff, office, vehicle, handcuff, shotgun rack, etc.);
 9. Trauma Kit;
 10. Naloxone (Narcan) Kit; and
 11. Any other department-issued property or other supplies.
- E. The responsible supervisor shall place the department-issued property in the IMPD Property Section with a status of HOLD. The responsible supervisor must designate a claimant (e.g., suspended officer, officer's administrative supervisor, etc.) with the status of RTC once a release of the property is determined to be appropriate.

III. Administrative Discretion

- A. In special circumstances, the officer's department-issued firearm and/or other department-issued property may be collected (e.g., administrative leave, fitness for duty, etc.).
- B. The officer receiving department-issued property shall place the property in the IMPD Property Section with a status of HOLD. The responsible officer must designate a claimant (e.g., officer, supervisor, etc.) with the status of RTC once a release of the property is determined to be appropriate.

IV. Disposition

- A. All property submitted in the IMPD Property Section must also be included in the property section of an incident report.
- B. The items may be disposed by the Deputy Chief of Administration or designee to be released to an appropriate repository.



Indianapolis Metropolitan Police Department

GENERAL ORDER

3.33

EDUCATION & TRAINING

POLICY

The Indianapolis Metropolitan Police Department is committed to providing professional service to the community while at the same time ensuring those officers who are pursuing their education have every opportunity to achieve their goal within the limits of the department's obligation to the citizens of Indianapolis. Ongoing training and continuing education provides benefits to the individual, the department, and the city.

It is the policy of this department to encourage sworn personnel to achieve a minimum of a bachelor's degree from an accredited college or university. Commanders have the discretion to consider reasonable requests from officers for time off to facilitate attending classes at an accredited college or university.

The department recognizes the importance of specialized job or duty-related training for all employees. Any member of the department may request outside training that would benefit the department.

PROCEDURE

I. Program Outline

- A. College incentive pay is determined by FOP contract and will not be retroactive.
- B. Classes actually attended, tested out of, or taken on-line (distance education) will count toward college incentive pay. College credits given for life experiences or prior non-college education will not count toward incentive pay.
- C. The Human Resources office is responsible for maintaining college records including college incentive pay records.
- D. Officers will be credited with college semester hours and given the appropriate incentive pay upon presentation of an original transcript (no photocopies will be accepted). In order to receive the maximum allowable incentive pay, both the diploma and original transcript must be presented.

II. Accredited Agencies

- A. For the purposes of incentive pay, colleges or universities must be accredited by one of the following accreditation agencies:
 - 1. Middle States Association of Colleges and Schools;
 - 2. New England Association of Schools and Colleges;
 - 3. North Central Association of Colleges and Schools;
 - 4. Northwest Association of Schools and Colleges;
 - 5. Southern Association of Colleges and Schools; or
 - 6. Western Association of Schools and Colleges.



- B. If an officer receives college credit or a degree from a college or university which is not accredited by one of the recognized accreditation agencies listed above, it is the individual officer's responsibility to provide the Human Resources office with all the documentation necessary for validating the accreditation of the college or university.
- C. Colleges or universities using internal or non-independent accrediting methods or institutions will not count toward college incentive pay.
 - 1. The Human Resources office will validate the educational institutions accreditation status for final approval or denial of college incentive pay.
 - 2. The Human Resources office's decision is within its administrative discretion. Accordingly, it is final and not subject to appeal or grievance.

III. Department Training

- A. All officers must complete the state-required annual training courses, including legal updates.
- B. The training records specialist will maintain a record of all officers' training.

IV. Specialized or Advanced Training

- A. Any officer wishing to attend specialized or advanced outside training must submit a completed *Request for Training*, IMPD Form No. 6-1-4 (the most current version), through their chain-of-command. The request should be submitted at least five (5) weeks, or as early as possible, before the training begins.
- B. A *Request for Training* form is not required from officers attending at their own expense or on their own time. However, if an officer requests to be detailed to the training by the department, a *Request for Training* must be submitted.
- C. If travel or expenses are involved, a *Travel Authorization Request* must be submitted along with the *Request for Training* form.
- D. To request reimbursement of permitted expenses, such as textbooks, required materials, etc., original receipts must be submitted to the Finance Office along with the *Travel Expense Report* form.

NOTE

Request for Training, Travel Authorization Request, and Travel Expense forms can be found on the shared drive at: S:\common\IPDFORMS\Travel Authorization

- E. Officers must submit copies of training certificates to the training records specialist for inclusion in their training file.



Indianapolis Metropolitan Police Department

GENERAL ORDER

4.2

CANINE UNIT RESPONSE

POLICY

The Indianapolis Metropolitan Police Department (IMPD) maintains a 24-hour, on-call Canine Unit (K9) to conduct building searches, assist in arrests, prevent the escape of offenders, track suspects, and locate explosive devices. Only department-trained and approved police service dogs (PSDs) are authorized for use by department employees assigned a canine. The use of canines for law enforcement activities constitutes a real or implied use of force, officers may use only the degree of force that is reasonably necessary to apprehend or secure a suspect as governed by the department's Use of Force General Order.

PROCEDURE

I. General Responsibilities

A. The use of a PSD is authorized to:

1. Prevent injury, harm, or potential harm to the K9 officer, other officers, or citizens during the commission or attempted commission of any criminal act.
2. Locate, apprehend, or control suspects reasonably believed to be violent or dangerous.
3. Search for evidence, explosives, or other contraband (excluding narcotics).
4. Apprehend fleeing criminal suspects when the K9 officer reasonably believes that probable cause exists to arrest the suspect for a serious misdemeanor or a felony.
5. Locate and apprehend suspects when it would be unsafe for officers to proceed into an area.
6. Protect the safety of the community or officers in jeopardy of harm if subjects would be allowed to flee without other intervention by the department and its members.
7. Apprehend a subject wanted for a criminal act during a major civil disorder, with permission from the Homeland Security Commander or designee.
8. Assist in locating a missing person when exigent circumstances requiring the necessity of a K9 response exist and with permission from the Homeland Security Commander or designee.

B. Prior to requesting K9, officers will ensure a K9 response is appropriate per guidelines outlined above.

C. Officers must request K9 through Communications.

1. Communications will notify an available K9 officer to respond.
2. If an on-duty K9 Officer is not available, Communications will notify on-call K9, with an IMPD supervisor's approval.



3. If prior to K9's arrival, the need for K9 is no longer required or feasible, officers will notify Communications to disregard K9 units.
- D. Unless requested by a K9 officer or the K9 Commander, employees will not:
1. Approach,
 2. Tease,
 3. Pet,
 4. Incite, or
 5. Give any type of command to a PSD.
- E. Officers should generally maintain a distance of ten feet from a PSD.
- F. Only K9 officers are permitted to handle a PSD.
- G. PSDs will not be requested or used for crowd control.
- H. Officers are authorized to operate a K9 vehicle with a K9 officer's approval.
- I. When a K9 officer is actively involved in an incident, officers must follow the safety and tactical directions given by the K9 officer.
- J. K9 may be used to locate criminal suspects or to locate evidence that an officer has reason to believe has been abandoned or hidden in a specified open area, subject to the following conditions and limitations:
1. When officers are pursuing a suspect, and contact with the suspect is lost, before requesting K9 assistance, officers will:
 - a. Stop and pinpoint the location where the suspect was last seen.
 - b. Shut off engines of vehicles in the area, if possible.
 - c. Avoid vehicle or pedestrian movement in the area where the suspect was last seen.
 - d. Protect the area to be searched or tracked by securing a perimeter.
 - e. Remain within their vehicles with emergency lights activated, when reasonable.
 - f. Maintain the outer perimeter, unless a K9 officer requests their assistance in an inner perimeter search.
 2. On-scene supervisors will:
 - a. Ensure the perimeter of the area to be searched is secure.
 - b. Secure the integrity of the search area by discouraging citizen's from entering.
 - c. Protect all items of clothing that will be used for scent from being handled.
 - d. Ensure all officers on the perimeter remain within their vehicles with the emergency lights activated, when feasible.
- K. When searching a premise or structure, K9 officers or other appropriate personnel will loudly announce the presence of law enforcement officers and that a K9 will be released if the individual does not surrender.



1. A reasonable amount of time will be allowed for the suspect to respond.

2. The warning will be repeated on each level of a multilevel structure.

L. During a K9 search, assisting officers will ensure all citizens remain away from the PSD and K9 Officer while the search is being conducted.

M. When a PSD is used, the K9 officer must be included as an assisting officer in the incident report and narrative, when an incident report is required to be completed by an officer.

N. If confronted by a PSD, an officer's first option to prevent being bitten is CS/OC repellent, if CS/OC is ineffective, a department-issued Taser may be used.

II. K9 Officer Responsibilities

A. K9 officers report directly to the K9 Supervisor of their assigned shift and the K9 Commander.

B. K9 officers are in charge of crime scenes in relation to the use of a PSD.

C. K9 officers have the ultimate authority in deciding when and how deploy a PSD.

1. K9 officers will evaluate each situation and determine if the use of a PSD is technically feasible.

2. A supervisor sufficiently apprised of the situation may decide not to allow the deployment of a PSD.

D. A clear audible warning announcing that a law enforcement canine will be released if the person does not come forth, will be given prior to releasing a canine, unless an announcement would otherwise increase the risk of injury or escape.

E. K9 officers will not release PSDs on a subject that has surrendered and/or is complying with officers' commands.

F. If a dog bite occurs, a K9 supervisor will respond to the scene, if possible, and complete a use of force investigation.

G. If a K9 supervisor is unable to respond, a district supervisor will respond and complete a use of force investigation.



Indianapolis Metropolitan Police Department

GENERAL ORDER

4.6

MISSING PERSONS / RUNAWAYS

POLICY

The policy of the Indianapolis Metropolitan Police Department is to promptly and thoroughly investigate all incidents involving a missing person or runaway. The prompt broadcast of information regarding a missing or abducted person is an integral part of the department's response. The police department will utilize all available resources to search for adults or children reported missing with extenuating circumstances.

The first three (3) hours following an abduction are the most critical; therefore it is extremely important that the Missing Persons detective be notified as quickly as possible. There is no arbitrary waiting period required before a Missing Person or Runaway report may be taken.

DEFINITIONS

Criminal Confinement – IC 35-42-3-3

Sec. 3. (a) A person who knowingly or intentionally:

- (1) confines another person without the other person's consent; or
- (2) removes another person, by fraud, enticement, force, or threat of force, from one (1) place to another; commits criminal confinement. Except as provided in subsection (b), the offense of criminal confinement is a Class D felony.

(b) The offense of criminal confinement defined in subsection (a) is:

- (1) a Class C felony if:
 - (A) the person confined or removed is less than fourteen (14) years of age and is not the confining or removing person's child;
 - (B) it is committed by using a vehicle; or
 - (C) it results in bodily injury to a person other than the confining or removing person; and
- (2) a Class B felony if it:
 - (A) is committed while armed with a deadly weapon;
 - (B) results in serious bodily injury to a person other than the confining or removing person; or
 - (C) is committed on an aircraft.

Kidnapping – Indiana Code 35-42-3-2

Sec. 2. (a) A person who knowingly or intentionally confines another person:

- (1) with intent to obtain ransom;
 - (2) while hijacking a vehicle;
 - (3) with intent to obtain the release, or intent to aid in the escape, of any person from lawful detention; or
 - (4) with intent to use the person confined as a shield or hostage; commits kidnapping, a Class A felony.
- (b) A person who knowingly or intentionally removes another person, by fraud, enticement, force, or threat of force, from one place to another:
- (1) with intent to obtain ransom;
 - (2) while hijacking a vehicle;
 - (3) with intent to obtain the release, or intent to aid in the escape, of any person from lawful detention; or
 - (4) with intent to use the person removed as a shield or hostage; commits kidnapping, a Class A felony.



Missing Person – A missing person is defined as:

- Any person eighteen (18) years of age or older whose whereabouts cannot be determined, and the absence is a significant deviation from normal behavior and cannot be explained; or
- Any person who leaves on his or her own volition, but does not have the authority to do so (also known as a “walk-away”). This includes, but is not limited to, a walk-away from an institution, such as a hospital, nursing home, residential group home, etc.

Runaway – Per IC 31-37-2-2: A child commits a delinquent act if, before becoming eighteen (18) years of age, the child leaves home:

- (1) without reasonable cause; and
- (2) without permission of the parent, guardian, or custodian, who requests the child's return.

Any child who is twelve (12), but not yet eighteen (18) years of age, will be considered a runaway.

Extenuating Circumstances – Any circumstance that places a missing person or runaway at risk. Some examples of extenuating circumstances may include, but are not limited to, the following:

- The child is under twelve (12) years of age;
- The person is thought to have a developmental disability;
- The person is thought to have an emotional instability;
- The person may be unable to communicate (i.e. hearing/speech impaired, non-English speaking);
- The person is thought to be in a dangerous environment or at risk of sexual exploitation;
- A juvenile is thought to be in the company of adults who may endanger the welfare of the child;
- The person's absence is a significant deviation from normal behavior and cannot be explained;
- The well-being of the person is thought to be in jeopardy or otherwise at risk; and/or
- The missing person is not from or familiar with the Indianapolis area.

A Child Is Missing – The ACIM program is a public/private partnership devoted to assisting law enforcement agencies in search and early recovery efforts during the initial hours of the disappearance of a child or elderly person through a rapid-response neighborhood alert system.

Amber Alert – The Indiana Amber Alert is a state-wide notification system used to publicly broadcast information regarding life-threatening child abductions. This partnership between Indiana law enforcement agencies and the Indiana Broadcasters Association (IBA) and is administered through the Indiana State Police (IC 10-13-5).

Patient Protection Program of Marion County – A program set up to work in association with Project Lifesaver International to provide a means of protection for citizens of Marion County who suffer from autism, Alzheimer's disease, dementia and/or brain injury. The program consists of personnel from multiple agencies within the Department of Public Safety who coordinate client contact and provide services and resources in the event the client goes missing.

Silver Alert – The Indiana Silver Alert program is a state-wide notification system used to publicly broadcast information regarding missing and endangered persons over eighteen (18) years of age. This program consists of a partnership between Indiana law enforcement agencies and the Indiana Broadcasters Association (IBA), which is administered through the Indiana State Police.

Responsible Party – Any person with legal authority, custody, or guardianship of a minor or dependent adult is considered a responsible party. This includes school teachers, bus drivers, school security, and hospital/nursing home staff. In cases of independent adults or legally emancipated juveniles, any employer, neighbor, relative, friend, etc., is considered a responsible party. Any responsible party may report a person as missing or runaway.



PROCEDURE

I. Officer Responsibilities for All Runaway and Missing Person Cases

- A. Absent any extenuating circumstances, the custodial parent or verified guardian of a missing person will be instructed to report to the appropriate district headquarters based upon the person's last known location. If the reporting party is unable to report to the district headquarters, a uniform officer will be dispatched to the reporting person's location.
- B. If there are any extenuating circumstances, as described above, a uniformed officer will be dispatched to the scene to conduct an investigation. The scene may be the last known location of the missing person, or the current location of the person reporting the incident.
- C. For incidents involving a missing person who is a permanent resident of another city, but who is temporarily residing or visiting Indianapolis (i.e., college student, relative staying with family, etc.) and the complainant is in another jurisdiction and not physically present to sign the appropriate paperwork, but wishes to file the report, a Missing Persons detective must be contacted by the officer conducting the investigation in an effort to clarify the reporting process to the complainant.
- D. If the child is less than twelve (12) years of age, a Missing Persons Unit detective must be contacted while the officer is conducting the investigation.
- E. The investigating officer will obtain all required information on the **Missing Persons Report** form, IMPD Form No. 3-3-15, available on the shared drive under: S:\Common\IPDFORMS\Misc IMPD.
 1. The Missing Persons Report form must be signed by a custodial parent, verified guardian, or responsible adult (defined above). The officer will **FAX** the signed form to the **Missing Persons Unit** at (317) 327-6620 prior to marking back in-service. Photographs should not be faxed to Missing Persons; however, color photographs may scanned and sent via e-mail (*see # 2 below*).
 2. If possible, the completed and signed Missing Persons Report form, along with any current photographs, may be scanned and sent via e-mail to the Missing Persons Unit at the following proxy address: IMPD_MISSING_PERSONS@indy.gov .
 3. The original Missing Persons Report form, along with any current photographs of the missing person, must be forwarded to the Missing Persons Unit via Inter-department mail within twenty-four (24) hours of the report being taken.
- F. Officers must immediately report the missing person information to the appropriate unit in order for it to be entered into IDACS/NCIC **within two (2) hours of receipt** (*required by state law*):
 1. Missing Persons Unit – Unit personnel are responsible for entering missing person information into IDACS/NCIC during normal business hours on weekdays between 0800 – 1600 hours, excluding holidays. The telephone number to the Missing Persons Unit is (317) 327-6160.
 2. IMPD Auto Desk – Auto Desk personnel are responsible for entering missing person information into IDACS/NCIC during after normal business hours on regular weekdays, as well as twenty-four (24) hours per day on weekends and holidays. The telephone number to the IMPD Auto Desk is (317) 327-3471 or 327-2886 ➤ **Law Enforcement Only – Not for Public Release**.
- G. Prior to marking back in-service, the officer will create an Incident Report entitled **"Runaway"** or **"Missing Person"** depending on the circumstances. If more than one person from the same location is reported missing, a separate case report will be made for each missing person. This also applies to siblings from the same address.
- H. If dispatched to the scene, a responding officer will not refer the complainant to a district office in lieu of taking the report immediately, unless ordered to do so by a supervisor.



II. Additional Responsibilities if Extenuating Circumstances Exist

- A. The responding officer will request a Missing Persons detective be dispatched to the scene.
- B. The Operations supervisor will respond to the scene and be responsible for the following:
 - 1. Coordinate search efforts with available district personnel until a Missing Persons detective arrives. Police canines will **NOT** be utilized for searches.
 - 2. Ensure proper radio broadcasts are made by Communications giving descriptions, circumstances, medical or special needs of the missing subject, etc.

NOTE

The Missing Persons detective will determine appropriate resources for the search. Only Missing Persons detectives may contact and request assistance from support services programs, such as *A Child is Missing (ACIM)*, *Patient Protection Program/Project Lifesaver*, *Amber/Silver Alert*, etc., or request fire department personnel for searches. (See *Definitions* for further information regarding individual programs).

- C. The Missing Persons detective will respond to the scene and be responsible for the following:
 - 1. Assume control of the investigation and notify a Missing Persons supervisor. Other personnel already on the scene will then assume a support role.
 - 2. Ensure additional radio broadcasts are made by Communications providing further information regarding the missing person.
 - 3. If the investigation becomes extensive or is not resolved in a timely manner, the Missing Persons detective will follow-up with the reporting person on the status of the investigation.
 - 4. The immediate investigation will end after the person is found or all leads are exhausted.

NOTE

A person wanted for a crime can still be considered a Missing Person if the same criteria is applicable. For example, just because a person is wanted for writing bad checks, it does not mean they cannot be listed as a missing person. By definition according to Molly's Law, a wanted person can still be classified as a missing person.

III. Apprehending Runaways

- A. When apprehending a runaway, the officer will complete an incident report supplement entitled **Apprehended Runaway** under the IMPD case number used for the original Runaway report. The officer will complete the supplement report prior to marking back in service.
- B. If there is no court order against releasing a runaway, and the child does not need intervention from Child Protective Service (CPS) due to abuse, neglect, poor living conditions, safety of the child, volatile parent-child conflict, etc., then the officer may use discretion to release a runaway under the following conditions:
 - 1. The runaway is being released to a verified guardian, such as a custodial parent, or the Department of Children's Services. The custodial parent/verified guardian may designate a third party to which the officer may release the child, but only after the third party-designee has been positively identified.



- a. If the child is being released to a verified guardian's designee, the officer must request a criminal history check of the designee prior to releasing the child.
- b. If the criminal history check reveals the designee is a registered sex offender or has a violent criminal past, the officer shall take the child into protective custody, or allow the guardian/parent to choose another designee. The same procedure will be followed for that designee.
2. **The officer must positively identify the guardian, custodial parent, or parent's designee prior to releasing the child. That person's information must be included in the incident report.**
- C. If the apprehended runaway meets any of the criteria listed below, the juvenile must be taken into custody and transported to the appropriate facility:
 1. **Receiving/Screening/Release (RSR)** – Juvenile Justice Complex, 2451 North Keystone Avenue, if the runaway:
 - a. Criminal charges are being filed in addition to the runaway charge;
 - b. Is a resident of, or was reported as a runaway from a jurisdiction outside Marion County;
 - c. Is on probation or formal home detention at the time of apprehension;
 - d. Is a perpetrator of criminal activity and/or arrested for another offense; or
 - e. Has an active detention order (Juvenile Warrant)
 2. **Wishard Hospital** – If the runaway appears intoxicated or under the influence of any type of substance, or is in need of immediate medical attention.
- D. Officers should use the **Juvenile Arrest Guide** as a quick reference guide for determining types of charges, how they are filed, and location to which the child should be transported. This guide is updated on a periodic information and may change at different times from this general order.

IV. Amber Alert System

- A. Uniform officers responding to the scene of a missing child should be aware of the criteria needed for an **Amber Alert** and relay this information as quickly as possible to the Missing Persons detective. The criteria for an Amber Alert is as follows:
 1. The child must be under eighteen (18) years of age;
 2. The child must be believed to be abducted and in danger of serious bodily harm or death; and
 3. There must be enough descriptive information to believe that broadcast messages will help, and sufficient information is available to disseminate to the public that could assist in locating the child, alleged suspect, or the alleged suspect's vehicle.
- B. If the investigation meets the criteria for an Amber Alert, the responding detective will immediately notify a Missing Persons supervisor who will confer with the detective and determine whether an Amber Alert is warranted.
- C. Questions or concerns regarding an Amber Alert should be referred to the Missing Persons unit at 327-6160.



V. Kidnapping / Non-Custodial Parental Abduction

Any officer who has cause to believe a missing child is the result of a kidnapping or non-custodial parental abduction shall contact a Missing Persons detective immediately, preferably by telephone. Due to the sensitivity of these types of cases, the Missing Persons Unit will handle these investigations on a case-by-case basis.

VI. Missing Adults / Silver Alert

- A. Uniform officers responding to the scene of a missing person eighteen (18) years of age or older who fit one of the following profiles:
 1. The person's whereabouts cannot be determined and the person's absence is a significant deviation from their normal behavior and cannot be explained; or
 2. The person leaves on his or her own volition, but does not have the authority to do so. This includes, but is not limited to, a "walk-away" from an institution, such as a hospital, nursing home, residential group home, etc.
- B. In the case of a missing adult who fits one of the above criteria, the responding officer shall contact the on-call Missing Persons detective.
- C. The Missing Persons detective will coordinate with the Missing Persons supervisor to determine whether the following will occur:
 1. A **Silver Alert** will be issued; and/or
 2. The **Patient Protection Program** (*Project Lifesaver*) will be activated, in which case the IFD Urban Search and Rescue Team may be requested to assist.

VII. Incident Reporting Guidelines

- A. Because IC 5-2-17 prohibits authorized placement facilities (e.g., RSR, Lutherwood, psychological treatment facilities, etc.) from making a Runaway or Missing Person reports, officers will be dispatched to the appropriate location to make all applicable reports and notifications as outlined in this general order.
 1. An off-duty law enforcement officer employed by the agency who is authorized to make police reports may do so in lieu of an IMPD officer having to being dispatched. It is the responsibility of that officer to make the report "Attn: IMPD Missing Persons Branch so Missing Persons investigators can enter the subject into NCIC, if applicable
 2. The incident report title must be based on the circumstances. This may include, but is not limited to, the following incident titles: Runaway, Missing Person, etc.).
- B. The following is a list of incident report titles and person status types:

AGE	CIRCUMSTANCES	REPORT TYPE	PERSON STATUS
12 – 17	No extenuating circumstances	Runaway	Runaway
12 – 17	Extenuating circumstances	Missing Person	Missing Person
Under 18	Non-custodial abduction	Non-Custodial Parental Abduction	Missing Person
All other ages and circumstances		Missing Person	Missing Person

- C. Officers should refer to General Order 1.17 – *Juvenile Arrest Procedures*, as well as the *Juvenile Arrest Guide* for further information regarding juvenile arrests, types of charges, and destination of the detainee.



Indianapolis Metropolitan Police Department

GENERAL ORDER

4.7

MENTAL HEALTH CRISIS RESPONSE

POLICY

The Indianapolis Metropolitan Police Department (IMPD) is committed to providing its employees with the resources needed to help citizens exhibiting signs of mental illness during law enforcement encounters. IMPD employees are trained to recognize and consider the signs and symptoms of mental crises when interacting with the community. When required to engage with a subject in a mental health crisis, IMPD employees will use appropriate de-escalation techniques, when feasible. The ideal resolution for a mental or substance use crisis is connecting the affected person with the necessary resources to provide short and long-term support; however, this expectation does not restrict an officer's discretion to take other appropriate law enforcement actions when necessary. IMPD employees will treat individuals suffering from mental illness and their families with dignity and respect.

PROCEDURE

I. Recognizing and Responding to Mentally Ill Individuals in Crisis

- A. An individual is considered mentally ill when they have a psychiatric disorder that:
 - 1. Substantially disturbs their thinking, feeling, or behavior; and
 - 2. Impairs their ability to function.
- B. Intellectual disabilities, alcoholism, and addiction to narcotics or dangerous drugs are considered mental illnesses for the purposes of this policy.
- C. An individual is considered gravely disabled when, as a result of mental illness, they are in danger of being harmed because the individual:
 - 1. Is unable to provide for their own food, clothing, shelter, or other essential human needs; or
 - 2. Has a substantial impairment or an obvious deterioration of judgment, reasoning, and/or behavior that results in their inability to function independently.
- D. All sworn and civilian employees will receive documented training on interacting with individuals with mental illnesses when initially hired and on an annual basis.
- E. Employees must rely on their training and experiences to recognize signs of mental illness. These signs and symptoms may include:
 - 1. Strong and unrelenting fear of persons, places, or things.
 - 2. Extremely inappropriate or aggressive behavior for a given situation.
 - 3. Unexplained memory loss related to common facts, such as name or home address.
 - 4. Delusions or beliefs in thoughts and ideas that are false.
 - 5. Hallucinations of any of the five senses (e.g., hearing voices, feeling one's skin crawl, smelling strange odors, seeing things others cannot see).
 - 6. Obsession with recurrent and uncontrolled thoughts, ideas, and images.



7. Extreme confusion, fright, paranoia, or depression.
 8. Feelings of invincibility.
 9. Mentions, gestures, or attempts to cause harm to themselves or others.
 10. Suicidal or homicidal ideations.
 11. Observed violent or reckless behaviors (including property destruction).
 12. Alcohol or narcotic intoxication or withdrawal that presents an immediate health risk.
- F. When an officer reasonably determines that an individual is experiencing a mental health crisis and is a potential threat to themselves or others, they must:
1. Request the assistance of a Crisis Intervention Team (CIT) member, when available.
 - a. Communications may request the response of a CIT member when dispatching an incident.
 - b. A CIT member must respond to a mental health crisis incidents, when feasible.
 2. Attempt to de-escalate the situation by:
 - a. Eliminating the use of emergency lights and sirens.
 - b. Lowering radio volume.
 - c. Assuming a quiet and nonthreatening voice and manner.
 - d. Avoiding eye contact.
 - e. Slowing down the situation.
 - f. Creating distance and using environmental barriers appropriately.
 - g. Reassuring the individual that officers are there to help them.
 - h. Addressing the individual by their name.
 - i. Communicating with the individual to determine what is bothering them.
 - j. Being truthful with the individual and avoiding making false promises.
 - k. Using active listening skill and emotional labeling.
 3. Gather information regarding the individual from their caretakers, friends, and/or family, including:
 - a. Diagnoses
 - b. Existing treatment team/treating facility
 - c. Medications
 4. Determine the best course of action based upon the overall circumstances, applicable laws, and department policy, including:
 - a. Offer mental health referral information to the individual and/or family and friends.
 - b. Assist in coordinating a voluntary admission to a treatment facility.
 - c. Place the subject under an Immediate Detention.
 - d. Make an arrest.



II. Immediate Detention

- A. An officer may place an individual under immediate detention when they have reasonable grounds to believe a subject is:
1. Mentally ill (as defined in Section I.A.);
 2. An imminent danger to themselves or others, or gravely disabled (as defined in Section I.C.); and
 3. In immediate need of hospitalization and treatment.
- B. When taking an individual into custody for Immediate Detention, officers must:
1. Handcuff the detainee with their hands behind their back, unless exigent circumstances exist.
 2. Search the detainee and their possessions for weapons and other items that would constitute an obvious threat to the safety of the individual, officer, or public.
 3. Complete an *Immediate Detention* Form, IMPD Form No. 6-5-24 R4, detailing all pertinent information, including:
 - a. Signs and symptoms of the mental illness,
 - b. Circumstances qualifying imminent danger or gravely disabled designation,
 - c. Presence of weapons,
 - d. Use of SWAT,
 - e. Witness and family contact info, and
 - f. All other relevant facts needed by medical personnel to make an appropriate assessment.
 4. Arrange for immediate transportation to the appropriate treatment facility via wagon (when available), unless emergency medical treatment warrants transportation via ambulance.
 - a. Officers must attempt to have the subject transported to any facility where they are currently in treatment, even if that facility is on diversion.
 - b. An officer must follow the ambulance, or ride in the ambulance (when requested), to the appropriate treatment facility.
 - c. A signed copy of the *Immediate Detention* Form must be given to treatment facility personnel.
 - d. If a subject is under arrest and under immediate detention, they must be transported to Eskenazi Hospital Detention Facility, even when on diversion.
 5. Complete an incident report for the offense "Immediate Detention" thoroughly detailing the circumstances of the detention.
 6. Close out the CAD run with the appropriate disposition (e.g., "ID" or "ARCIT").
- C. The Behavioral Health Unit (BHU) will follow up on all immediate detentions.

III. Mental Illness Referrals

- A. In cases where an Immediate Detention is not appropriate but mental illness is suspected, employees should refer individuals to:
1. The BHU for follow up.



2. The National Alliance on Mental Illness - Indianapolis through their website www.namiindy.org or by telephone at (317) 257-7517.

- B. Employees should attempt to contact family or mental health facilities on behalf of an individual in need, when possible.

IV. Mental Writs

- A. IMPD is responsible for serving court-ordered Mental Writs regarding Emergency Detentions, Commitment Orders, and Orders for Apprehension and Return, when requested.
 1. A mental writ is a court order directing law enforcement to transport an individual to a specific facility for treatment, commitment, or evaluation.
 2. The Marion County Superior Court, Probate Division issues mental writs within Marion County.
- B. When receiving a mental writ, Communications will:
 1. Type up a pending run on the appropriate district.
 2. Notify an on-duty shift supervisor.
 3. Fax or email a copy of the mental writ to the shift supervisor.
- C. When an individual is taken into custody by a mental writ, officers must
 1. Have the individual transported by wagon, when feasible, to the mental health facility listed on the mental writ. If the listed facility is outside of Marion County, the individual must be transported to Eskenazi.
 2. Provide a copy of the mental writ to the receiving facility.
 3. Complete an incident report detailing the circumstances under which the individual was taken into custody.
 4. Close the run with the "RPTCIT" disposition.
- D. When an individual cannot be located or otherwise taken into custody for a mental writ, the run must be left open and a supervisor will provide the next shift with the mental writ paperwork.
- E. If information is discovered that prevents the mental writ from being served such as an inaccurate address, the individual is incarcerated, etc., then officers will contact the Marion County Superior Court's Probate Division Coordinator – (317) 327-5063.
- F. A mental writ will not be used as the sole basis for making forced entry into a dwelling.

V. Seizing Firearms Under the "Jake Laird Law" (IC 35-47-14)

- A. When encountering individuals believed to be dangerous, officers have the right to seize any firearms in their possession.
- B. An individual is considered dangerous when:
 1. The individual presents an imminent risk of personal injury to themselves or others; or
 2. It is probable that the individual will present a risk of personal injury to themselves or others in the future and the individual:



- a. Has a mental illness as (as defined in Section I.A.) that may be controlled by medication, and has not demonstrated a pattern of voluntarily and consistently taking their medication while not under supervision; or
 - b. Is the subject of documented evidence that would give rise to reasonable belief that the individual has a propensity for violent or suicidal conduct.
- C. An individual that has been released from a mental health facility or has a mental illness that is currently controlled by medication does not independently establish them as dangerous.
- D. When seizing a firearm from a dangerous individual, officers must:
- 1. Complete the probable cause section of an incident report detailing why the officer believes the individual is dangerous and include the quantity and type of firearms seized.
 - 2. The incident report must be completed promptly to allow detectives to follow up with the court as required by state statute. See General Order 4.25 – *Incident Reporting* for incident report submission deadlines.
 - 3. Place the firearm in the Property Room with the notation “Firearms seized from Dangerous Person” and hold it as evidence.
- E. Firearms Investigations Unit Detectives will screen probable cause affidavits with the Marion County Prosecutor’s Office (MCPO) regarding seized firearms for dangerous individuals.
- F. Officers may also obtain a search warrant for the search and seizure of firearms possessed by an individual believed to be dangerous.
- 1. The affidavit for the search warrant must describe:
 - a. Why the officer believes the individual is dangerous and in possession of a firearm.
 - b. The interactions between the officer and the individual, or a credible and reliable third party, that led the officer to believe the individual is dangerous and in possession of a firearm.
 - c. The specific location of the firearm.
 - 2. The search warrant return must be filed with the court and include the following information:
 - a. That the warrant was served;
 - b. The date and time the warrant was served;
 - c. The name and address of the individual named in the warrant; and
 - d. The quantity and identity (including the firearm type and serial numbers) of any firearms seized by the law enforcement officer.
- G. If an officer or detective seizes a firearm or obtains a warrant to seize a firearm under the “Jake Laird Law,” they must advise the Firearms Investigative Unit of the case number via email at Lairdcases@indy.gov.



Indianapolis Metropolitan Police Department

GENERAL ORDER

4.8

NALOXONE PROCEDURE

POLICY

The purpose of this directive is to outline the procedure for administering intranasal Naloxone (Narcan) when a trained officer is dispatched to a suspected overdose incident. It will define and describe the identifiers of an opiate overdose and explain the procedures for the administration of the drug.

DEFINITIONS

Naloxone (Narcan) – A prescription drug which reverses the toxic effects of opioids by competing with the presence of opiates in the brain. It is a fast acting drug that acts within one (1) to eight (8) minutes of administration. It is safe to carry and administer with no potential harmful side effects and is impossible to abuse.

Opiates – Synthetic or natural substances, prescribed and/or illicit, that cause sedation or pain relief effects. Excessive levels of opiates depress vital bodily functions such as respirations and maintaining consciousness. Prescription opiates typically appear in the form of pain medication, which include Hydrocodone, Oxycodone, Morphine, etc. The most common illicit form of an opiate is Heroin.

Opiate Overdose – A life threatening effect of an opiate on the human body often depressing the respiratory and central nervous systems resulting in a decreased level of consciousness. An opiate overdose can be reversed if proper medical treatment is administered in a timely manner.

Opiate Overdose Symptoms – Individuals experiencing an opiate overdose exhibit symptoms such as not breathing, blue lips and/or blue skin, a limp body, decreased heartrate, lack of consciousness, deep snoring/gurgling, unresponsiveness to external stimuli, and/or pale clammy skin.

Mucosal Atomizer Device (MAD) – A MAD turns Narcan into a fine mist that may be absorbed through the nasal mucosa. This device allows the administration of a drug if the patient is not breathing.

PROCEDURE

I. Training

- A. The officer shall attend a one (1) hour certified Narcan training session provided by Indianapolis Emergency Medical Services (IEMS).
- B. After successful completion of the IEMS training, the officer will be issued one (1) intranasal Narcan kit that includes:
 1. A 2mg/2ml prefilled syringe containing Narcan; and
 2. A mucosal atomizer device (MAD).
- C. This kit is to be stored in the trauma kit or on the officer's person.



II. Procedure

- A. When the trained officer arrives on scene of a possible overdose, the officer shall assess the individual for symptoms of an opiate overdose.
- B. Once the officer has confirmed the presence of opiate overdose symptoms, the trained officer shall:
 - 1. Immediately request EMS assistance;
 - 2. Ensure universal precautions are taken to prevent exposure to potential blood-borne pathogens;
 - 3. Administer the intranasal Narcan in accordance with the training provided by IEMS;
 - 4. Place patient in recovery position; and
 - 5. Monitor respirations.
- C. It has not been our experience; however, officers should be aware that the rapid reversal of an opiate overdose may cause projectile vomiting by the patient and/or violent behavior.

III. Reporting

If the intranasal Narcan is administered by a trained officer while on scene of a suspected overdose the officer shall:

- A. Complete an incident report if paraphernalia and/or narcotics are located, transport the items to the IMPD Property Room, and set the disposition for proper disposal.
- B. Follow General Order 4.7 - *Mental Writs/Immediate Detention* protocol if the individual refuses medical transportation.
- C. Complete the Naloxone (Narcan) Data form located in InterAct RMS.
 - 1. If no incident report is required, officers will complete a freestanding Naloxone (Narcan) Data form. Starting at the InterAct home page, officers will locate the Forms and Reports tab and select the Add/Search Custom Forms option. Officers will then select the form in the drop-down menu located next to Add Form.
 - 2. If an incident report is completed, officers will select the Attachments tab within the incident report and select the Naloxone (Narcan) Data form located in the drop-down menu next to Add Form.
- D. Contact the district Narcan coordinator for replacement after use.



Indianapolis Metropolitan Police Department

Mounted Patrol Unit

General Order 4.9

POLICY

The operational success of the Mounted Patrol Unit is dependant on effective coordination among personnel and their combined knowledge of the operational procedures contained in this order.

The Mounted Patrol Unit functions primarily to support police operations in traffic control, crowd control, apprehension, crime prevention, dignitary protection, safety, and searches. The unit also supports the department's overall public relations program by participating in various public activities and special assignments to enhance the professional image of the department. Due to the nature of these functions, the unit will generally operate, but not be limited to, the Downtown District. All personnel are encouraged to utilize the Mounted Patrol Unit whenever the situation warrants. [<41.1.4a>](#)

DEFINITIONS

Communications: Marion County Sheriff's Department Communications Division

PROCEDURES

I. Requesting Mounted Patrol Unit Support

- A. When members at an incident scene determine the need for Mounted Patrol Unit assistance, the request must be made through Communications.
- B. If mounted units are working, Communications will dispatch them to the area of the request. If a mounted unit is not available, Communications will first attempt to contact the Mounted Patrol Unit office by radio or telephone. If recall of a mounted team is necessary, the Mounted Patrol Unit supervisor will be paged by Communications.
- C. Communications will need the following information to properly dispatch a mounted unit:
 1. Location of incident;
 2. Type of incident; and
 3. Specific nature of service requested.
- D. Communications will then inform the requesting officer of the estimated time of arrival of the mounted team.
- E. Inquiries regarding possible uses of mounted teams should be directed to the Mounted Patrol Unit supervisor or branch commander. [<41.1.4c>](#)
- F. The mounted officer must ensure the mount is utilized in a safe and prudent manner based on the officer's knowledge of his mount's capabilities, physical surroundings, or other hazardous conditions present.



- G. Generally, when a mounted unit is involved in a tactical situation, the mounted officer will remain on his mount. From this position, the officer is able to maximize the physical mobility and functions of his mount.

II. Crowd Control

- A. Mounted Patrol units are effective in the management of large non-violent crowds. However, authorization by the Mounted Patrol supervisor, branch commander, or an Incident Commander is required to deploy a mounted unit for crowd control functions.

III. Riding Conditions [<41.1.4b>](#)

- A. Unless exigent circumstances exist, a departmental mount must not be ridden in:
 - 1. Extremely high or low temperatures as defined by the Mounted Patrol SOP; or
 - 2. Storm conditions that would endanger the safety of the mounted officer (e.g. lightning, high winds, hail, etc.)

IV. Accidents, Injuries, and Damage to Property

- A. When a member of the Mounted Patrol Unit is involved in an accident or incident resulting in visible injury or damage, in addition to the personnel contacted as described by the appropriate General Order, the Mounted Patrol Unit supervisor must be notified.

V. Life Threatening Injuries to Mount

- A. If a department mount is severely injured and it is determined it must be destroyed, a euthanasia shot is considered the primary method of destruction. The use of a firearm is prohibited unless it is necessary to protect human life.

VI. Training [<41.1.4d>](#)

- A. Mounted Patrol officers and their assigned mounts must successfully complete a department approved Mounted Patrol Training School. After completion of such schooling, both the mount and the Mounted Patrol officer shall maintain the training standards set forth by such school.
- B. The Mounted Patrol officer will immediately notify the Mounted Patrol supervisor of any problems the mount may be encountering (e.g. medical difficulties or behavioral issues).
- C. Mounted training is ongoing, and at least one day per month (8hrs), the Mounted Patrol officer with train with their mount to ensure proficiency in various areas, including equitation, control of mount and crowd control, and/or law enforcement procedures.

VII. Care for the Mount and Mount Equipment

- A. The following equipment is required for the mount: [<41.1.4f>](#)
 - 1. Bridle;
 - 2. Saddle;
 - 3. Saddle pads;



4. Halter;
5. Leads;
6. Bits; and
7. Helmet.

B. The Mounted Patrol officer shall ensure that the mount receives proper grooming, training, and medical care. The Mounted Patrol officer will: [<41.1.4e>](#)

1. Maintain all department equipment under their control and conduct periodic inspections to ensure that such equipment is in a clean and serviceable condition.
2. Report to the Mounted Patrol supervisor any equipment that is damaged, lost, or in need of replacement.

VIII. Authorized Persons [<41.1.4g>](#)

- A. **NO PERSONNEL** other than properly trained and authorized officers shall utilize a mount.
- B. Mounted Patrol officers must wear their departmental provided helmet at all times while utilizing the mount.
- C. Department employees are strictly forbidden from teasing, inciting, or giving any type of command to a mount unless authorized to do so by the Mounted Patrol officer.

NOTE: Exceptions may be authorized by the Mounted Patrol supervisor in regards to Section VIII



Indianapolis Metropolitan Police Department

Mobile Audio Video Recording

General Order 4.10

POLICY

The purpose of this directive is to establish guidelines for the use of departmental vehicles equipped with departmentally owned (only) mobile audio/video recording equipment and to acquaint officers with the benefits of this equipment for the following reasons:

- Increased officer safety;
- Produce more effective materials for the training of police officers; and
- Provide officers additional methods of collecting evidence to prosecute those who violate the law.

NOTE: Members may not use personally owned video equipment.

DEFINITION

Critical Incidents: For purposes of this General Order, critical incidents are defined as any of the following:

- Police action shooting;
- Fatality accident;
- Serious felonies; and/or
- Any incident requested by an officer or supervisor.

PROCEDURE

I. Audio/Video Recorder – *Generally*

- A. The Indianapolis Metropolitan Police Department encourages the routine use of mobile audio/video recording equipment for the purpose of collecting evidence for use in the prosecution of those who violate the law.
- B. When possible, officers shall record the following: [<41.3.8a>](#)
 1. Traffic Stops;
 2. Pursuits;
 3. Accident Scenes;
 4. Incidents of significance to law enforcement or training value;
 5. The actions of suspects during interviews when undergoing field sobriety checks or when placed in custody if the recording would prove useful in later judicial proceedings; and/or
 6. Critical Incidents
- C. Once audio/video recording begins, officers shall record the incident until it has been resolved (i.e. traffic ticket issued, arrest made, etc.).
- D. Officers shall not be required to discontinue recording an event, situation, or circumstance for anyone other than the officer in control of the camera, or a supervisor.



- E. Audio/video recordings generated on departmental equipment are the exclusive property of the Indianapolis Metropolitan Police Department and will be available for departmental use, in accordance with legal proceedings, or upon direct authority of the Chief of Police.

NOTE: Under no circumstances will video recordings be released to the media unless there is a public safety issue involved or releasing the video recording would aid in the apprehension of a dangerous criminal. <41.3.8b>

- F. Officers will reuse departmental audio/video in accordance with Section III of this General Order.
- G. Audio/video recordings generated on departmental equipment shall be retained in accordance with Indiana Code and as outlined in Section III, Part 'E' of this General Order.
- H. Audio/video recordings generated on departmental equipment deemed to be appropriate for training purposes may be utilized for such law enforcement training after the case has been adjudicated.
- I. In the event an incident is recorded where an officer's conduct is questioned through a legitimate departmental investigation, audio/video tapes will be subject to review in accordance with department and legal authority.
- J. Officers who use departmental audio/video recordings will state the following within the Probable Cause section of the incident report:
1. **"Portions of this incident were audio/video recorded. This recorded incident will be erased in compliance with departmental policy and in accordance with Indiana Code."**
- K. Officers shall inform those persons that audio/video recording equipment is being used when asked.

II. Recording – *Generally*

- A. Audio/video recording units shall be set to record at the slowest recording speed making the fullest use of the recording tape and shall utilize the date/time option on the recording device for accuracy.
- B. Those authorized and responsible for operating the equipment will check the date and time, inspect the equipment, and report any deviation in the operating condition or appearance to a supervisor.
- C. Each officer who uses the audio/video recording equipment must sign-on and sign-off at the beginning and end of shift by activating the audio recording equipment and state the following:
1. Name of the officer using the equipment; and
 2. The vehicle in which the officer is using for the recording;
- D. *The audio/video tape shall remain in the recording device until the tape has reached its capacity.*



III. Identification, Documentation, Storage, and Recycling of Recorded Tapes

- A. Officers will place an IMPD information label on the tape cartridge and complete the required information.
- B. When the recording tape has reached its capacity, or if a critical incident is recorded, officers will remove used recording tape from the recorder and activate the 'write protection tab' according to the instructions included with each new tape.

NOTE: All videos will be logged in within twenty-four (24) hours of the finish date.

- C. Officers will transport video tapes to the IMPD Property Branch (video/photo log in station). Officers will log in signing the officer's identification number and current 'LAN' password. Officers will complete all required information on the computer screen and place issued file number on the video tape label. Video will then be placed in the drop box next to station.
- D. Officers will note on the incident report the date, time, and description of the video recorded incident.
- E. Used recording tapes will be transported and stored in the Audio/Video Unit Coordinator's Office (at the IMPD training academy) in a climate controlled and secured area and will be retained in accordance with Indiana Code. [<41.3.8bc>](#)

IV. Supervisory Responsibilities

- A. Supervisory personnel who manage officers equipped with audio/video recorder equipment shall ensure that:
 - 1. All officers follow established procedures for the use and maintenance of the audio/video recorder equipment, handling of tapes and the completion of all documentation.
- B. Supervisors may randomly review videotapes and recordings to assist in periodic assessments of the following:
 - 1. Officers performance using the equipment;
 - 2. To determine whether the equipment is being fully and properly used; and
 - 3. To identify material that may be appropriate for training.

V. Audio/Video Duplication

- A. Officers requesting a duplicate recording shall complete a Request for Duplication Form and forward the form to the Audio/Video Unit. Duplication will take approximately two (2) weeks.
- B. Non-IMPD personnel will be required to direct duplication requests through the IMPD legal advisor, who will forward the approved request(s) to the Audio/Video Unit for duplication.
- C. No other reproduction of any tape or tape segment generated by departmental audio/video recording equipment is authorized without prior approval of the Chief of Police or designee.



VI. Disposition

- A. The Audio/Video Unit will send out disposition forms annually on critical incident tapes to recording officers to determine if tapes need to be held or erased.



Indianapolis Metropolitan Police Department

Notifications-Line-of-Duty/Employee Death or Serious Injury

General Order 4.11

POLICY

It is the policy of the Indianapolis Metropolitan Police Department that in cases where an employee is seriously or fatally injured, the employee's family must be given first consideration. The name of the employee MUST NOT be released to the media before the immediate survivors living in the area are notified.

The Chaplain's Office has primary responsibility for making notifications. However, if a chaplain is not available, the Chief of Police, designee, or the highest ranking officer immediately available, will be responsible for making the notification. In addition, a friend or fellow employee should accompany the official making the notification. <22.2.6>

If the Indianapolis Metropolitan Police Department is requested by another agency to perform a personal notification regarding the death or serious injury of an employee to an immediate family member who lives within the jurisdiction of the Indianapolis Metropolitan Police Department, the same courtesy and procedures will be used.

PROCEDURE

I. Notifications

- A. In cases where an employee is seriously or fatally injured, that employee's identity and pertinent information shall be forwarded to the Communications Center immediately, either by MDT or telephone. In no case shall the information be relayed via the police radio.
- B. In cases where an IMPD employee is killed or hospitalized due to a serious injury, the Communications Center will immediately notify:
 - 1. The staff chaplain, on-call chaplain (if staff chaplain is unavailable), chaplain of the officer's choice, or highest ranking officer immediately available;
 - 2. All Command Staff;
 - 3. The injured employee's immediate commander;
 - 4. Police Officer Support Team representative; and
 - 5. Media Relations.
- C. If it is determined that the immediate family of the deceased or seriously injured employee lives outside of the geographic area of the City of Indianapolis/Marion County, the Communications Center will request a prompt and personal notification from the jurisdictional law enforcement agency in the area in which the family of the employee lives.



- D. Surviving parents of the employee should be afforded the courtesy of a personal notification by representatives of the Indianapolis Metropolitan Police Department. If the parents live elsewhere, a personal notification should be requested from the law enforcement agency in the area in which the family lives.

II. Chaplain Responsibilities

The staff chaplain, on-call chaplain, or designee, will comply with the Chaplain's Office Standard Operating Procedure and:

- A. Arrange a prompt and personal notification to the employee's immediate family;
- B. Be prepared to immediately have medical personnel dispatched if needed during the notification;
- C. Confirm notification with the Communications Center;
- D. Assist in arranging transportation for the employee's immediate family to the hospital by departmental personnel. Should there be serious resistance and the family insists on driving, an officer shall be assigned to escort them;
- E. Be prepared to handle immediate child care needs. An employee's co-worker, spouse, or Victim Assistance unit may be utilized to fulfill emergency child care needs;
- F. Notify the Communications Center immediately if the family is going to the hospital. The Communications Center will then advise the ranking supervisor at the hospital that the family is en-route;
- G. Notify the employee's family minister or priest; and
- H. Offer assistance in making final arrangements if the employee is deceased.

III. Supervisor Responsibilities

The ranking supervisor at the hospital shall:

- A. Meet with designated hospital personnel to arrange appropriate waiting facilities for the family;
- B. Work with hospital personnel to arrange for a separate waiting area for fellow employees;
- C. Ensure the family is updated on the incident as soon as they arrive at the hospital;
- D. Ensure that medical personnel relay pertinent information on the employee's condition to the family on a timely basis;
- E. Be present while the family is at the hospital, within reason, and arrange whatever assistance the family may need at that time;
- F. If possible, have the employee who made the original notification present at the hospital; and
- G. Arrange for transportation of the family back to their home.

**IV. Funeral and Post-Funeral Arrangements**

- A. The Chief of Police, commander of the Honor Guard, staff chaplain, and the Police Officer Support Team coordinator will offer the assistance and support of the Department in arranging the funeral and burial. The family's wishes will be honored. [<22.2.6>](#)
- B. An employee close to the family of the employee may be detailed (with an unmarked departmental vehicle) to assist the family during the time of pre-funeral through post-funeral needs.
- C. Arrangements should be made with the Fiscal Resources Office to assist the family with legal matters, benefits, medical bills, counseling the family regarding finances and other possible problems, and supporting the family during any criminal proceedings. [<22.2.6>](#)
- D. All other procedures in the general order regarding **Funeral Detail** shall be followed.



Indianapolis Metropolitan Police Department

GENERAL ORDER

4.12

VEHICLE PURSUITS

POLICY

Vehicle pursuits are among the most hazardous duties performed by law enforcement officers. These acts can endanger the officer, citizens, the fleeing suspect, and passengers. The Indianapolis Metropolitan Police Department's goal for this vehicle pursuit policy is to better equip all officers with the ability to act and make sound decisions in a manner reasonably minimizing the risks associated with emergency driving and vehicle pursuits.

All department personnel operating vehicles in a law enforcement capacity will do so with due regard for the safety of all persons. Officers will be thoroughly familiar with Indiana state law concerning the use of emergency vehicles and equipment as well as applicable department policies and procedures. Officers must exercise reasonable judgment to ensure the risk to public safety does not outweigh the government's interest in apprehending the suspect. The preservation of life is the highest priority.

DEFINITIONS

Vehicle Pursuit – An active attempt by one or more officers to apprehend a suspect who is either an occupant or operator of a motor vehicle, when the officer has probable cause to believe the suspect is attempting to avoid capture by failing or refusing to stop or taking evasive actions (e.g., driving off a highway, making sudden or unexpected maneuvers, etc.).

Officer – For the purposes of this general order, an officer refers to all sworn personnel performing in a law enforcement capacity, including park rangers.

Pursuit Intervention Technique (PIT) – The PIT is a maneuver to spin the fleeing vehicle through direct vehicle-to-vehicle contact. It may be used to end the pursuit at the safest, earliest, and most appropriate opportunity. The use of the PIT maneuver within the guidelines and training is not designed or likely to cause serious bodily injury or death. It is designed to prevent major injury to civilians, officers, and suspects, while minimizing the potential for property damage.

Rolling Road Block (RRB) – A RRB may be used in a situation where previously trained pursuing officers reasonably believe the situation is low risk. The RRB is a technique in which three police vehicles attempt to bring the driver to a safe, controlled stop by surrounding the suspect vehicle from the front, driver's side, and rear.

Termination Point – The location a pursuit is ordered terminated by the supervisor or initiating officer, where the fleeing vehicle surrenders, or where the vehicle pursuit ends due to other circumstances (e.g., vehicle crash, tire deflating devices, PIT, etc.).

Pursuit-Rated – A vehicle designated by the manufacturer and acknowledged by the department as suitable to engage in emergency driving or pursuit activity.

Marked Police Vehicle – A city-owned, leased, or confiscated vehicle painted or marked with graphics to clearly identify it as a law enforcement vehicle. The vehicle displays a police insignia visible to others, has an overhead emergency light bar attached to the roof of the vehicle, and is equipped with an audible siren.

Semi-Marked Police Vehicle – A city-owned, leased, or confiscated vehicle painted or marked with graphics to identify it as a law enforcement vehicle. The vehicle displays a police insignia visible to others and is



equipped with an audible siren. The vehicle has emergency lights mounted inside (i.e. grill, dash, or deck lights), but lacks an overhead emergency light bar attached to the roof of the vehicle.

Pursuit-Rated Unmarked Police Vehicle – A city-owned, leased, or confiscated vehicle not clearly marked with graphics to identify it as a law enforcement vehicle and not displaying a police insignia. The vehicle has department approved emergency lights mounted inside (i.e. grill, dash, or deck lights) and is equipped with an audible siren.

PROCEDURE

I. Pursuit Authority

- A. The authority of a law enforcement officer to engage in a vehicle pursuit may be necessary to apprehend persons who either have committed or are suspected of committing a law violation. The authority to pursue law violators provides the department an opportunity to deter crime, enhance public safety, and better protect the citizens of Indianapolis.
- B. The decision to engage in a vehicle pursuit must be considered very seriously. Officers must consider not only themselves, but also the general public and occupants of the fleeing vehicle. Preservation of life is the department's highest priority. Officers are reminded state and local provisions may not protect them from the legal consequences of any reckless or negligent disregard for the safety of others.
- C. Officers in pursuit-rated marked, semi-marked, or unmarked police vehicles equipped with emergency lights and siren may initiate a pursuit. This includes pursuit-rated sport utility vehicles (SUV). Officers operating pursuit-rated unmarked vehicles will relinquish control of the pursuit to a marked or semi-marked police vehicle using emergency lights and siren as soon as possible.

II. Pursuit Guidelines

- A. Vans, trucks, or prisoner wagons will not initiate or become involved in a pursuit under any circumstances.
- B. Officers operating a pursuit-rated motorcycle may only initiate a pursuit for a felony offense (not including the act of fleeing). The motorcycle officer must discontinue pursuit once an officer in a pursuit-rated police car or SUV joins the pursuit.
- C. The vehicle's emergency lights and siren will be operated while driving under pursuit conditions. If an officer's emergency lights or siren fail or become disabled during a pursuit, or other mechanical failures occur making the vehicle unsafe, the officer will discontinue involvement and relinquish responsibility for continuation to the secondary pursuing officer.
- D. Pursuit driving is authorized when an officer:
 - 1. Has reasonable suspicion to believe an occupant has committed, is committing, or is about to commit a felony (beyond the act of fleeing alone) or a misdemeanor exception offense; and/or
 - 2. Witnesses a misdemeanor offense.

NOTE

A pursuit may not be initiated based solely upon an observed traffic infraction. If an officer has articulable suspicion additional criminal activity is afoot (beyond the traffic infraction and/or the act of fleeing), the officer may pursue.

- E. Before initiating and during any pursuit, the pursuing officer(s) and supervisor(s) must ensure the risk to the public's safety does not outweigh the governmental interest in apprehending the suspect(s) and must consider the following:



1. The dangers and risks posed to the officers, bystanders, uninvolved motorists, and vehicle occupants;
 2. Severity of the offense;
 3. Knowledge of the identity of the pursued suspect(s);
 4. Other occupants within the vehicle (e.g., children or elderly);
 5. Weather and lighting conditions;
 6. Road conditions (e.g., intersections, traffic controls, overhead lighting, curves, hills, repair, width of road, etc.);
 7. Traffic conditions (e.g., density of vehicle and pedestrian traffic);
 8. Locality of pursuit (e.g., residential, highway, school zones, etc.);
 9. Officer's familiarity with area;
 10. Danger presented by the suspect's actions (e.g., speed, driving against traffic, extreme evasive tactics, whether the officer knows or suspects the driver may be under the influence of an intoxicant, etc.); and
 11. The officer and fleeing suspect's driving skills, ability, and vehicle condition.
- F. All vehicle pursuits will be reported by radio to Communications as soon as reasonably possible. The officer will announce they are "in pursuit," which will prompt Communications to immediately begin patching the radio channels of nearby districts or jurisdictions to enhance officer safety. Those not involved in the pursuit should restrict radio traffic to a minimum level or be prepared to switch to an alternate channel.
- G. Any officer initiating a pursuit must notify Communications of the pursuit as soon as reasonably possible and provide the following information:
1. Unit number;
 2. Location;
 3. Direction of travel;
 4. Reason for initiating the pursuit;
 5. Description of suspect vehicle and occupants; and
 6. Other pertinent information (e.g., hazardous conditions, weapons, etc.)
- H. The initiating officer will remain in radio contact with Communications and advise all pertinent information until additional officers are available to assist. When a second officer joins the pursuit, that officer will handle all radio traffic to allow the initiating officer to maintain visual contact with the pursued vehicle.
- I. Communications will promptly assign, via radio, a supervisor from the district in which the pursuit began to manage the incident. The assigned supervisor will acknowledge responsibility over the radio as soon as reasonably possible. Another supervisor may take over responsibility for the pursuit if they are better positioned to monitor the incident. Communications will announce the unit number of the assigned supervisor and the reason for the pursuit once the primary pursuit channel is patched with another radio channel.



- J. The assigned supervisor will monitor and continually evaluate the pursuit to ensure the risk to the public's safety does not outweigh the governmental interest in apprehending the suspect(s), and respond to the termination point of the pursuit to take charge of the scene and investigate.
- K. Only three department vehicles may operate under pursuit conditions to stop a fleeing vehicle unless further department vehicles are authorized by a supervisor. Assisting officers will not convoy behind the pursuing vehicle. A canine and/or PIT vehicle are permitted to be a fourth or fifth department vehicle in the pursuit.
- L. The assigned supervisor may consider the following when determining if more than three department vehicles are needed/authorized:
 - 1. Number of occupants in suspect vehicle;
 - 2. Nature of offense and danger presented to pursuing officers; and/or
 - 3. Potential increased risk to officers and bystanders.
- M. Department vehicles not directly involved in the pursuit will not travel under emergency conditions unless specifically authorized to do so by the assigned supervisor. Officers relatively close to the pursuit may move toward the area to assist using normal police vehicle operation, but will not leave their assigned districts unless specifically authorized to do so by a supervisor.
- N. Pursuing officers will operate department vehicles in single file to maintain adequate distance between the vehicles, to allow for evasive action and safe operation, and to enhance overall safety.
- O. An assisting officer may assume control of the pursuit only after being requested to do so by the initiating officer. An assisting officer(s) will not attempt to pass the initiating officer's vehicle, unless the assisting officer has been requested to assume control of the pursuit by the initiating officer.

NOTE

At no time will a department vehicle intentionally contact the suspect vehicle to terminate a pursuit unless the situation warrants the use of deadly force or the officer is PIT certified.

- P. Paralleling pursuits will not occur unless the pursuit passes through an officer's immediate vicinity. The paralleling officer's vehicle must not operate under emergency conditions.
- Q. If a crash occurs during a pursuit due to the actions of the suspect, the secondary officer will notify Communications of the location, number of vehicles involved, and any apparent injury/damage as soon as reasonably possible. Communications will then dispatch an uninvolved officer to the accident scene to be investigated in accordance with General Order 7.1 – *Traffic Crash Investigations*.
- R. If the operator and/or occupant(s) of the vehicle being pursued discard any item(s) of potential evidentiary value, the witnessing officer will notify Communications of the location with a brief description of the discarded item. Communications will dispatch an uninvolved officer to the location to search for the discarded item. If the discarded item is located, the officer will notify Communications and request an evidence technician, gun liaison, or other appropriate personnel.
- S. Upon termination of a pursuit, any officer operating a police vehicle under emergency conditions will cease emergency operation once notification is made sufficient assistance is on the scene.
- T. Specialty unit officers may not proceed under emergency conditions after being notified sufficient assistance is on the scene unless it is determined a specialty skill is necessary and approved by the assigned supervisor.

III. Inter-jurisdictional Pursuits



- A. When a pursuit initiated on IMPD jurisdiction enters the jurisdiction of another agency and officers of that agency enter to assist, the initiating officer will retain responsibility of the pursuit unless relieved by a supervisor.
- B. If a pursuit initiated by another agency enters IMPD's jurisdiction, officers will not join the pursuit if they know three or more vehicles from any agency are currently in pursuit of the fleeing vehicle unless ordered to do so by a supervisor. If a PIT and/or K9 officer is available and authorized by the other agency, then one PIT and/or K9 officer may join the pursuit to attempt to terminate the pursuit.
- C. If the initiating officer from another agency is not communicating on a radio frequency capable of being monitored by Communications, the shift supervisor may permit one department vehicle to join the pursuit. The sole purpose will be to communicate the progress of the pursuit while in the IMPD's jurisdiction.
- D. If an officer properly joins a pursuit of another jurisdiction, and leaves IMPD's jurisdiction, the officer will not discontinue the pursuit until a second vehicle from a proper jurisdiction joins to assist. No officer will abandon another agency's officer until sufficient assistance has joined the pursuit, provided the IMPD officer remains in compliance with all department written directives.

IV. Canine Involvement

- A. An officer involved in the pursuit or a supervisor will promptly request canine support through Communications.
- B. Canine officers operating pursuit-rated marked or semi-marked vehicles assisting in a pursuit will take the lead car position as safety permits. The canine handler will notify all officers in the pursuit of the potential for canine release upon termination of the pursuit.
- C. If a PIT officer is involved in the pursuit, the canine unit will allow the PIT officer to be the lead car position.

V. Tire Deflating Devices

- A. Tire deflating devices may be used by properly trained officers to help end a vehicle pursuit, either by hand or by an automated rear-deployment device, except when pursuing the following vehicles:
 - 1. Motorcycles or other two-wheeled vehicles (unless deadly force is authorized);
 - 2. School Buses (when children are on board);
 - 3. Any vehicles known to be transporting hazardous materials;
 - 4. Semi-tractors and trailers (unless extreme/exigent circumstances exist); or
 - 5. Any vehicle that would pose an unusual hazard to public safety.
- B. Officers not involved in a pursuit responding to place tire deflating devices are authorized to use emergency lights and siren. When placing tire deflating devices on the roadway, emergency lights on all vehicles must be in operation.
- C. Officers deploying tire deflating devices will notify Communications of the location of the devices with ample time for pursuing officers to be notified. Extreme caution will be used during deployment.
- D. Tire deflating devices may also be placed in areas suspects might drive while trying to avoid the primary deflating devices.
- E. Details concerning the use of tire deflating devices must be documented in the incident report and Blue Team entry.



- F. Officers may go to the IMPD Fleet Management office at Riverside Garage during normal business hours to obtain replacement parts for standard tire deflating devices.

VI. Stationary and Rolling Road Blocks (RRB)

- A. Stationary road blocks will not be used to terminate a pursuit. Blocking a roadway, street, alleyway, etc., with vehicles or any other objects so a vehicle cannot pass is prohibited. However, blocking of intersections and entry ramps, etc. to enhance public safety is allowed.
- B. A RRB is best used for situations where a suspect is not necessarily increasing speed, but will not stop (e.g., DUI, medical condition, elderly person, etc.).
- C. A RRB will not be used in any kind of high-risk situation or if the suspect attempts to strike the police vehicles when they attempt to perform this maneuver.
- D. When attempting a RRB, if the suspect displays a weapon, is reckless, or any officer involved does not believe the technique can be safely performed, the technique should be discontinued and an alternate method used to end the pursuit.
- E. Details concerning the use of the RRB will be documented in the incident report and Blue Team entry.

VII. Pursuit Intervention Technique (PIT)

- A. The PIT maneuver will only be used by officers who have received agency-approved training. PIT officers will attend annual training to maintain certification. Every PIT maneuver will be performed based on the department's approved training.
- B. A PIT officer will move up to become the lead car in the pursuit. The decision to execute a PIT maneuver rests with the PIT officer. In addition to the factors listed in Section II., E., PIT officers should also consider the following:
 - 1. Danger presented by the suspect's actions (e.g., speed, driving against traffic, extreme evasive tactics, etc.);
 - 2. The fleeing driver and officer's driving skill, ability and vehicle condition;
 - 3. Location to reasonably expect the maneuver can be safely accomplished; and
 - 4. Speed in relation to the location where the PIT will be executed.
- C. The officer performing the PIT maneuver will exercise reasonable judgment to ensure appropriate conditions are met and announce the intention to perform the maneuver over the radio.
- D. Once a PIT maneuver has been performed, assisting officers will use high-risk stop procedures to include:
 - 1. Use a tactical pause – Do not rush up to the suspect vehicle;
 - 2. Maintain a safe distance;
 - 3. Use or create barriers for cover/concealment;
 - 4. Give loud verbal commands with clear instructions for exiting the vehicle;
 - 5. Handcuff behind cover, if feasible; and
 - 6. Avoid crossfire positioning.



- E. Damage to any vehicle(s) involved in a PIT maneuver is not a crash and will be documented in the incident report. A Damage to Police Vehicle Blue Team entry is also required if the PIT resulted in damage to a police vehicle. Photos will be taken of all vehicles involved, even if there was no damage, as well as the location where the PIT was performed and the path of the vehicles.

VIII. Aviation Support

- A. Officers and supervisors will request aviation support through Communications.
- B. When aviation support is available and has visual contact with the suspect vehicle, the pursuing officer(s), when appropriate, will leave emergency lights and siren on and decrease speed in order to create a safe distance between the suspect vehicle and police vehicle. Pursuing officers will allow aviation support to continue surveillance and provide direction to the ground officers.
- C. If feasible, aviation support personnel will advise ground personnel of upcoming traffic congestion, road hazards, and other factors that may endanger life and property.

IX. Pursuit Termination

- A. Any supervisor or pursuing officer should terminate the pursuit if, after assessing the factors listed in Section II., E., it is determined the risk to public safety outweighs the government's interest in apprehending the suspect.
- B. The supervisor assigned to manage the incident will have final authority to terminate a pursuit, even if a pursuing officer is of equal or greater rank.
- C. Officers ordered to discontinue a pursuit must immediately acknowledge this order via radio to both the assigned supervisor and Communications. The involved officer(s) will announce their location and remain at or near the termination point until the assigned supervisor arrives for a debriefing.
- D. Once a vehicle pursuit is terminated, no officer will knowingly reengage the suspect vehicle unless the officer can articulate additional justification for doing so and is authorized by a supervisor.
- E. Officers must notify Communications as soon as possible once the suspect vehicle has stopped, regardless of the distance or duration of the pursuit. This applies to pursuits of short duration even if the officer had not yet had an opportunity to broadcast details via radio.
- F. If occupants remain in the vehicle once a pursuit has ended, officers will use high-risk stop procedures as outlined in Section VII., D.
- G. The initiating officer, if not still involved in the pursuit, will proceed to the termination point under normal driving conditions in the event of an apprehension.
- H. Once the scene is under control, the only officers remaining at a pursuit's termination point will be the initiating officer, the last pursuing officers, the assigned supervisor, any officer who used force on a suspect, any officer who used a forcible stopping technique, and other personnel ordered by the assigned supervisor. All other officers will immediately mark back in service.
- I. The initiating officer will be responsible for all arrests once the pursuit ends. If the initiating officer is unable to proceed to the termination point (e.g., involved in a traffic accident), the officer directly in pursuit at the time of the apprehension will be responsible for the arrest and reports.
- J. If an officer attempts to stop a vehicle solely for a traffic infraction and the vehicle flees, the officer will not pursue and will notify communications via radio the following information:
 - 1. A vehicle just fled from an attempted traffic stop and they are not pursuing;



2. The officer's location and the suspect vehicle's last known direction of travel;
 3. A description of the suspect vehicle; and
 4. A description of the driver and any occupants, if known.
- K. Communications will broadcast the information provided by the officer on all channels for situational awareness and in case the vehicle or driver is wanted for a crime on another district.

X. Vehicle Pursuit Investigation and Reporting

- A. For all pursuits, the initiating officer (regardless of rank) will complete an incident report and Blue Team entry. The Blue Team entry will be completed within 24 hours. For vehicle pursuits initiated by another agency, the initial officer joining the pursuit will complete a Blue Team entry as if he/she were the officer initiating the pursuit; however, that officer does not need to complete an incident report.
1. The officer's incident report and Blue Team entry will include the reason the pursuit was initiated, a detailed description of the circumstances of the pursuit (e.g., speed, weather and traffic conditions, etc.), if any forcible stopping techniques (e.g., rolling road block, tire deflating devices, etc.) were attempted and/or successfully applied, how the pursuit was terminated, and a description of any injuries resulting to the arrestee, any involved officer, and/or involved citizens.
 2. Injuries resulting from uses of force related to the incident should not be included in the vehicle pursuit Blue Team entry. Instead, they should be included in the use of force Blue Team entry.
 3. The initiating officer will carbon copy (cc) the district commander on the original Blue Team entry and forward the Blue Team up through the chain of command.
- B. The assigned supervisor will respond to the termination point and investigate the circumstances of the vehicle pursuit. Upon receiving the Blue Team entry from the initiating officer, the assigned supervisor will:
1. Review the entry for accuracy and completeness. If additional information is required, the entry will be disapproved and routed back to the officer for correction.
 2. Once the supervisor is satisfied with the officer's entry, it will be approved and the following information, at a minimum, will be entered in the "Instructions" field of the entry:
 - a. A finding of "In Compliance/Within Policy", "In Compliance/Not Within Policy," or "Not In Compliance" with department policy;
 - b. A justification detailing all applicable considerations listed in Section II., E. for why the pursuit was either allowed to continue or ordered to be terminated; and
 - c. A summary of the supervisor's investigation, including information provided by the involved officer(s), suspect(s), and witnesses; any other relevant evidence; justification for the disposition finding; any further action taken and/or recommendations for further action.
 3. The assigned supervisor will also be responsible for any additional non-Blue Team special reports that are necessary (e.g., Injured Officer, etc.).
- C. Blue team entries for vehicle pursuits that end in accidents resulting in death or serious bodily injuries will be completed by the assigned Internal Affairs investigator based on information provided by the initiating officer, the assigned supervisor, and witnesses during the subsequent interviews. Upon completion, the IA investigator will forward the Blue Team entry to the initiating officer's lieutenant (or next higher rank if the initiating officer is a lieutenant or above), to be processed as provided below.
- D. If an officer attempts to stop a vehicle solely for a traffic infraction and the vehicle flees, the officer will complete a "Vehicle Fled – No Pursuit" Blue Team entry. The supervisor is not required to respond to the scene.



NOTE

These notifications and reporting requirements apply to officers of all ranks. If a supervisor initiates a vehicle pursuit, the investigation must be conducted by an uninvolved supervisor; it does not need to be conducted by a supervisor of a higher rank.

E. Blue Team Chain of Command routing requirements are as follows:

1. Within three working days of receipt, the assigned supervisor and any subsequent reviewing supervisor through the rank of lieutenant must forward the Blue Team entry to his/her supervisor, including a finding of "In Compliance/Within Policy", "In Compliance/Not Within Policy," or "Not in Compliance," or return it to the officer for corrections. If the assigned supervisor is not in the initiating officer's chain of command, the supervisor will forward the Blue Team entry to the initiating officer's immediate supervisor, rather than his/her own supervisor.
2. Within five working days of receipt, a captain or commander must forward the Blue Team entry to IA Pro, including a finding of "In Compliance/Within Policy", "In Compliance/Not Within Policy," or "Not In Compliance," or return it to the assigned supervisor or officer for corrections.
3. If a supervisor in the chain of command will be absent for a period of time making compliance with these deadlines impossible, that supervisor should be skipped and the Blue Team entry should be forwarded to the next supervisor in the chain of command. Under no circumstances should a Blue Team entry take longer than twenty-one days to go through the chain of command to be approved.

NOTE

If the Blue Team entry takes longer than twenty-one days to submit, the captain or commander is required to document the reason for the delay and what actions, if any, were taken to address the postponement.

- F. Incidents in which a person is intentionally injured by the suspect vehicle will be investigated in accordance with General Order 5.9 – *Investigative Responsibility*. The Critical Incident Response Team (CIRT) will investigate all vehicle pursuits in which a forcible stopping technique (e.g., PIT, stop sticks, etc.) results in serious bodily injury or death to any person.
- G. If the suspect vehicle is involved in an accident, the procedures outlined in General Order 7.1 – *Traffic Crash Investigations* must be followed.
- H. After the chain of command has reviewed and submitted the finalized Blue Team entry, the Vehicle Operations Review Board may review the pursuit or hold a hearing to evaluate the actions of the officer(s) and supervisor(s). See General Order 7.7 – *Vehicle Operations Review Board* for more information.

XII. Annual Review

The Performance and Policy division will conduct an annual analysis of pursuit reports to help identify issues with the department's pursuit policies, reporting, and training. The Performance and Policy division will also conduct an annual review which will help to identify issues and trends with pursuit policies and procedures.



Indianapolis Metropolitan Police Department

GENERAL ORDER

4.13

BOMB THREAT PROCEDURES

POLICY

It is the policy of the Indianapolis Metropolitan Police Department that all bomb threats shall be taken seriously. Officers will promptly respond to all such incidents in a professional manner and conducting a safe and thorough investigation. Everything possible must be accomplished to ensure the protection of property and the safety of all persons in the danger zone.

PROCEDURE

I. Bomb Threat Involving Police Facilities

The following procedures will be followed whenever an employee/member of the Indianapolis Metropolitan Police Department receives a bomb threat at the any IMPD building or facility.

- A. The following questions should be asked if the threat is received by telephone:
 - 1. When is the bomb going to explode?
 - 2. Where is the bomb?
 - 3. What kind of bomb is it?
 - 4. What does it look like?
 - 5. Why did you place the bomb?
 - 6. Who are you? (To avoid possible termination of the call this should be the last question asked)
- B. Attempt to keep the caller on the line as long as possible and obtain expanded answers to the previous questions. During this time, the recipient of the call should document the following:
 - 1. Time of the call;
 - 2. Exact words of the person as accurately as possible;
 - 3. Estimated age and gender of the caller;
 - 4. Speech patterns and/or accents;
 - 5. Background noises.
- C. If the incoming call is received at a police facility on a recorded line, steps shall be taken to ensure that the recording is preserved in accordance with current department evidence procedures.
- D. Contact their immediate supervisor.
- E. Contact Communications.



II. Response to Threats Involving Police Facilities

- A. The first responding officer shall refer to the Emergency Operations Manual Bomb Threat Checklist.
- B. During normal business hours, Communications will contact:
 - 1. Bomb Squad;
 - 2. Chief of police; and
 - 3. Executive staff.
- C. During normal business hours, district commanders are responsible for establishing Incident Command, if appropriate, and notifying those branches under their command of the threat. Branch commanders will immediately initiate a search of all areas, beginning with closets or other unoccupied areas under their control.
- D. After normal business hours, Communications will contact:
 - 1. Appropriate site supervisor;
 - 2. Appropriate district commander;
 - 3. Affected district commanders;
 - 4. Chief of police and assistant chief of police;
 - 5. On-call bomb technician;
- E. After normal business hours, the incident commander will utilize on-duty officers whenever possible.
- F. Upon completion of a thorough search, all officers will immediately report results of the search to the incident commander. The incident commander will forward the findings of the search to the Bomb Squad and appropriate deputy chief as soon as possible during normal business hours, or the Communications Center after normal business hours.
- G. If an explosive device or suspected explosive device is located, the procedures in Section IV. must be followed. **Under no circumstances will the device be touched or moved from the location at which it was found.**
- H. All information concerning bomb threats will be investigated by the IMPD Bomb Squad Post Blast Coordinator and the Explosives Investigation Specialist (EIS).

III. Bomb Threats at Other Locations

- A. Upon notification of a bomb threat from any source, the following procedures must be observed:
 - 1. The Communications Center will immediately dispatch a patrol officer to the location of the bomb threat.
 - 2. The first responding officer will make an initial assessment, order necessary support and assistance, and refer to Emergency Operations Manual Bomb Threat Checklist.
 - 3. A district supervisor will also be dispatched and immediately report to the scene of the threat to manage the incident and provide necessary supervisory assistance.
 - 4. The officer will locate the individual in charge of the premises and explain the procedures used by the Indianapolis Metropolitan Police Department concerning bomb threat response and investigation.



5. The officer will encourage the individual in charge of the premises to conduct a search for suspicious packages, items out of the ordinary, etc. Officers will assist the individual in organizing and executing the search. This search should be conducted by employees or representatives of the premises. Ordinarily, officers will not become involved in the actual search, but will have a supervisory, coordinating role providing direction and support.
- B. Evacuation of the premises is at the sole discretion of the person(s) in charge of the premises unless a suspected explosive device or suspicious package is located, or in the presence of some other clear and probable danger. If such danger is present, officers must take appropriate action to evacuate and reasonably ensure the well-being of those affected by the threat.

IV. Device Located Including Post-Blast Procedures

- A. Personnel locating what appears to be an improvised explosive device, military explosive, suspicious package or a post-blast incident shall follow these guidelines:

1. No known or suspected explosive item should be considered safe regardless of its size or apparent packaging. The bomb squad shall be called for assistance.

NOTE

Under no circumstances will the device be touched or moved from the location it was found, except by qualified bomb squad personnel.

2. Evacuate the area, including adjacent buildings, establishing an inner-perimeter of 300 feet in all directions from the device, including floors above and below in a multi-story building. Ensure entrances and exits are secured.
3. As much information as is available should be promptly relayed to the incident commander including:
 - a. The stated threat;
 - b. Exact comments;
 - c. Time of discovery;
 - d. Exact location of the device; and
 - e. Full description (e.g., size, shape, markings of the device).
4. The incident commander is responsible for:
 - a. Establishing an inner perimeter into which only Bomb Squad personnel are permitted;
 - b. Establishing an outer perimeter which will create a "safety buffer zone" and will be made as safe and secure as feasible. In the event it becomes necessary to establish a command post, it will be set up in the outer perimeter;
 - c. Advising Communications of the discovery;
 - d. Directing that all equipment within 300 feet of the suspected device capable of producing radio frequency energy is turned off. This includes two-way radios, cell phones, and other personal communication devices;



- e. Directing a search of the area for secondary devices or other objects that are either hazardous or foreign to the area. A perimeter should be established around any additional suspicious device found.
- B. Communications will immediately dispatch the Bomb Squad.
- C. The Bomb Squad has authority over all situations, involving explosive devices and follow-up investigation.
- D. The Bomb Squad will have investigative responsibility for all explosive devices, including post-blast incidents.

NOTE

When an explosive device is used to commit suspected arson, a fire investigator will be notified and assist as need.

V. Explosion/Bombing Incidents

When an explosion has occurred, there are many considerations that can confront the responding officers. As in other catastrophic incidents, a rapid response may help to minimize injury to victims, contamination of the scene by gathering crowds, or additional damage by resulting fires or unstable structures. Whether the explosion was the result of an accident or a criminal act, the responding officers should consider the following actions:

- A. Assess the scope of the incident, including the number of victims and extent of injuries;
- B. Assist with first aid (fire department has primary responsibility);
- C. Assist with evacuation of victims (fire department has primary responsibility);
- D. Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, blood borne pathogens, hazardous materials and secondary explosive devices;
- E. Request additional resources as needed;
- F. Identify witnesses; and
- G. Preserve evidence.

VI. Reporting Procedures

- A. The dispatched district supervisor must prepare a Bomb Threat Sheet. Copies of the Bomb Threat Sheet will be distributed to the following within twenty-four hours:
 - 1. Chief of police;
 - 2. District commander of the district in which the threat was received; and
 - 3. Bomb Squad commander.
- B. The Bomb Squad Bomb Arson Tracking System report will be prepared by the on-call bomb technician. A copy of the report will be forwarded to the chief of police.



Indianapolis Metropolitan Police Department

GENERAL ORDER

4.14

UNIFORM PATROL

POLICY

It is the policy of the Indianapolis Metropolitan Police Department (IMPD) to have uniform patrol coverage to allow for preventive and proactive patrol on a twenty-four (24) hour a day basis, every day of the week within the IMPD service area.

PROCEDURE

I. Shift Assignment

- A. Patrol shifts will be eight and a half (8 ½) hours in length with uniform officers working a schedule of six (6) days on and three (3) days off.
- B. Officers are assigned or reassigned to a shift as determined by the appropriate district commander and may be required to work any shift in order to better meet the goals and objectives of the department.
- C. During the F.T.O. (Field Training Officer) period of training, probationary officers will rotate shifts approximately three (3) times for a minimum period of twelve (12) weeks.
- D. Officers are assigned to patrol districts daily. Service area assignments are made by the shift supervisor as determined by the number of officers present and/or the needs of the community.
- E. Officers are assigned to a letter day at the discretion of a shift supervisor.
- F. Shift supervisors must maintain minimum coverage as directed by the district commander.

II. Shift Briefing (Roll Call)

- A. Roll call will be conducted at a frequency to be determined by the appropriate district commander. Roll call will commence approximately thirty (30) minutes prior to the previous shift's end time to ensure continuous patrol coverage. The elements of roll call may include, but are not limited to, the following tasks:
 - 1. Briefing officers with information regarding daily patrol activities, with attention given to unusual situations, major crimes committed, changes in the status of wanted persons, stolen vehicles, persons and/or locations that are hazardous to officers, and any progress in major investigations;
 - 2. Notifying officers of new and/or changes to current department policies or directives;
 - 3. Notifying officers of changes in schedules and/or assignments;
 - 4. Evaluating an officer's readiness to commence duties (i.e., inspection of uniforms and equipment, mental readiness, etc.);
 - 5. Roll call training, if applicable; and
 - 6. Specific instructions for use of discretionary time, if applicable.



- B. Officers must remain informed on roll call matters even when excused from roll call (e.g., roll calls missed due to vacations, sick days, court, and/or other approved absences). This may be accomplished several ways, including checking department email or speaking to a fellow officer or shift supervisor upon the officer's return.
- C. Unapproved tardiness to roll call or failure to be informed on matters covered but missed at roll call (excused or unexcused absences) may be grounds for disciplinary action. Officers must contact a shift supervisor immediately once it becomes apparent they will have an unapproved tardiness.
- D. District commanders should periodically send district detectives to roll call to facilitate the exchange of information between detective units and the shift personnel.

III. Patrol Response

- A. Calls for service may generally be classified into general, urgent, and emergency.
 - 1. The level of response may differ within each classification but the safety of the public and officers is the most important consideration.
 - 2. Officers will follow this directive when operating a department vehicle and abide by all other directives and laws concerning the operation of an emergency vehicle.
 - 3. Supervisors must ensure the correct level of response is used by officers.
- B. When a call for service is dispatched, officers must use the amount of information provided to determine if the call is general, urgent, or of an emergency nature.
 - 1. General calls require officers to proceed in a cautious, non-emergency manner.
 - a. General calls include, but are not limited to:
 - i. Reports;
 - ii. Neighborhood complaints; and
 - iii. Service calls (motor checks, security checks, etc.).
 - b. Normal driving techniques and all traffic law will be followed.
 - 2. Urgent calls require officers to proceed immediately.
 - a. Urgent calls include, but are not limited to:
 - i. Incomplete 911 calls;
 - ii. Break-in alarms; and
 - iii. Suspicious activity.
 - b. Normal driving techniques and all traffic laws will be followed.
 - 3. Emergency calls require the highest, most expeditious level of response.



- a. Emergency calls include but are not limited to:
 - i. Life threatening emergencies;
 - ii. Felonies in progress; and
 - iii. Officer calling for emergency assistance (Code One).
- b. Emergency calls require the operation of emergency lights and/or sirens.
- C. Emergency calls are reserved for circumstances when life, limb, or property may be in jeopardy or to increase the chances of apprehending a dangerous criminal. This classification of driving is reserved for officers operating with properly equipped emergency vehicles.
 - 1. Officers responding to emergency incidents other than those dispatched through Communications are guided by the most current information available.
 - 2. Communications and an IMPD shift supervisor shall be notified immediately of the incident and all pertinent information.
- D. Personnel shall exercise due caution at all times, regardless of the nature of a run, for the protection of life and property of the employee and others.
- E. Factors which determine the degree of response include, but are not limited to, the following:
 - 1. Nature and seriousness of the call;
 - 2. Relative geographic location to the call;
 - 3. Vehicle and equipment capabilities;
 - 4. Suspect(s) being alerted to the approach of the unit; and/or
 - 5. Road and/or weather conditions.

IV. Patrol Response – Investigative

- A. The preliminary investigation begins when the first officer arrives at the scene of a crime or suspected crime, and continues until the crime scene is released.
- B. The following activities are conducted as necessary during the preliminary investigation:
 - 1. Locate any injured parties and render aid and/or summon an ambulance;
 - 2. Determine if a crime has occurred and identify the nature;
 - 3. Identify, locate, and separate witnesses;
 - 4. Identify, maintain, and protect the crime scene (e.g., crime scene tape, perimeter, etc.);
 - 5. Summons additional assistance as needed (e.g., supervisor, detective, evidence technician, Crime Lab, etc.);
 - 6. Conduct interviews with victims and witnesses as necessary, considering the severity of the crime and whether a detective will respond to the scene;



7. Arrange for evidence to be processed and collected, considering whether a detective will respond to the scene;
8. Determine identity of suspect(s) when possible, effect an arrest; or broadcast description, mode and direction of travel, and known weapons;
9. Brief the responding detective or other officer assuming control of the investigation; and
10. Document all observed conditions and facts in an incident report.

V. Officer Discretion

Any dispatched police run that does not appear to be an emergency call shall be either a general or urgent call as defined in this general order.

- A. If an officer believes a true emergency exists on a dispatched police run, the officer may proceed at their own discretion using emergency driving conditions.
- B. The officer must be able to articulate the reasons and facts to support the decision.
- C. Supervisors must ensure they have the most up-to-date information about an incident to make certain the correct level of response is used by officers.

Indianapolis Metropolitan Police Department

GENERAL ORDER

POLICE VEHICLE OPERATIONS

4.16

POLICY

All Indianapolis Metropolitan Police Department (IMPD) personnel shall be required to operate police vehicles with due regard for the safety of others. When not operating under pursuit or emergency conditions, personnel shall obey all traffic laws. State and local exemptions will not protect personnel from consequences of any act involving a reckless disregard for the safety of the employee/member or others.

DEFINITIONS

Authorized Emergency Vehicle – As described in the Indiana Code (IC) 9-13-2-6, a police department vehicle equipped with a siren (IC 9-19-14-1) and emergency red and blue signal lamps (IC 9-19-14-5).

Police Vehicle – Any vehicle owned, leased or confiscated by the City of Indianapolis and driven by or under the control of any IMPD employee/member or a private vehicle driven by or under the control of an on-duty IMPD employee/member.

Marked Police Vehicle – A city/county-owned, leased, or confiscated vehicle that is painted or marked with graphics to clearly identify it as a law enforcement vehicle. The vehicle will display a readily apparent police insignia visible to others, an overhead emergency light bar attached to the roof of the vehicle, and be equipped with an audible siren.

Semi-Marked Police Vehicle – A city/county-owned, leased, or confiscated vehicle that may be painted or marked with graphics to identify it as a law enforcement vehicle, has a readily-apparent police insignia visible to others and is equipped with an audible siren. The vehicle typically has inside mounted emergency lights (i.e. grill, dash, and/or deck lights), but lacks an overhead emergency light bar attached to the roof of the vehicle.

Unmarked Police Vehicle – A city/county-owned, leased, or confiscated vehicle that is not clearly marked with painted works or graphics and does not display a readily apparent police insignia. Although the vehicle may have hidden emergency lights (i.e., grill, dash, or deck lights) and may be equipped with an audible siren, it lacks any clearly visible emergency lights.

Officer – As used in this General Order, the classification of a person, whether a regularly compensated police officer or reserve police officer, and authorized by the department to operate a police vehicle during a vehicle pursuit and/or emergency operation.

Member – The classification of a person having an official and recognized capacity with the department, i.e. a volunteer and reserve police officer.

Employee – The classification of a person employed and regularly compensated by the department, i.e. a police officer and civilian employee.

Personnel – Persons described within both member and employee classifications.

PROCEDURE**I. License Requirements**

- A. All personnel of the Indianapolis Metropolitan Police Department who drive a police vehicle shall possess and maintain a valid Indiana driver's license.
- B. All personnel who drive a police vehicle are obligated to inform the department, through their chain of command, should their driver's license become suspended, revoked, or restricted in any way.

II. Vehicle Safety

- A. All personnel operating a police vehicle or riding as a passenger shall wear safety belts and a shoulder harness (if available), as described in applicable state law, regardless of any vehicle-type exemptions. Passengers shall also be required to wear safety belts and any available shoulder harnesses. These restraints shall be worn properly adjusted and securely fastened.
- B. Children who are 12 years of age and under, and passengers who are 13 years of age and older but are small in stature, are not permitted to ride in the front seat of any police vehicle equipped with passenger-side air bags.
- C. Children will be placed in the appropriate child safety seat prior to transport as required by state law (I.C. 9-19-11-2). Infant and/or child restraint seats will not be placed in the front seat of any police vehicle.
- D. Personnel shall consider road, traffic, and weather conditions at all times while operating a police vehicle.
- E. Personnel shall exercise due caution at all times, regardless of the nature of a run, for the protection of life and property of the employee and others.
- F. Personnel exiting their vehicles at the scene of an incident should secure the vehicle, if circumstances permit, by turning off the ignition and locking all doors.
- G. Personnel parking their vehicles at the scene of an incident should do so in a manner that allows other responding emergency vehicles to enter and exit the area without delay.
- H. Personnel should use care when parking their vehicles at the scene of an incident to ensure the vehicle is not unnecessarily exposed to any danger or damage from other vehicles moving through the area.
- I. Officers must obey all traffic laws unless engaged in a pursuit or emergency driving situation. In those instances, officers are obligated to comply with the department's directives covering those actions.

III. Vehicle Equipment

- A. All police vehicles used for patrol operations shall be equipped with the following minimum equipment, when issued by the department:
 - 1. Emergency lights and siren;
 - 2. Public address system;
 - 3. Spot light or alley lights;
 - 4. First aid kit;
 - 5. Emergency flares;
 - 6. Personal protection equipment (PPE) kit – includes (WMD) bio-hazard suit, gas mask, filters, goggles, gloves, and surgical-type mask (*If kit was issued to officer*);
 - 7. Reflective safety vest;
 - 8. Emergency blanket; and
 - 9. Other equipment as authorized by the district or division commander.
- B. All personnel shall be responsible for maintaining their assigned vehicle's equipment in a safe and working condition. If the equipment is used or becomes inoperable, the employee/member will be responsible for replacing the item as soon as possible. Personnel shall report to the appropriate office or facility, depending on the item or equipment being repaired or replaced (e.g., Fleet Services, Property Room, etc.), and comply with the established repair/replacement system guidelines. If there are any questions, the officer should contact their first-line supervisor for further direction or clarification.

IV. General Guidelines

- A. Officers shall carry a department radio, approved firearm, and police identification at all times when operating a police vehicle. These items must be secured appropriately in a lockable compartment if not carried on the officer's person while out of the vehicle with the trunk being the preferred location.
- B. Officers will assist with any incident or situation requiring immediate action. This may include situations such as: providing first aid to victims; securing a hazardous scene until an on-duty officer arrives; or taking appropriate action during the commission of a felony or other serious offense. However, passenger safety is a primary concern over intervention or apprehension. Officers should use common sense and proper discretion when deciding whether to take action if there are passengers in the vehicle. Off-duty pursuits with civilian passengers in the vehicle are strictly prohibited.
- C. All personnel shall be dressed in a reasonable and appropriate manner when operating a police vehicle. Attire should not cause embarrassment to the department. Shirts and shoes shall be worn at all times.
- D. Officers no longer participating in the take-home car program due to reassignment, retirement, or separation are responsible for notifying the fleet management office to make all necessary arrangements for turning in the vehicle, keys, gas card, etc.

- E. Police vehicles may be used for off-duty employment within the restrictions of current written directives regarding off-duty/extra-duty employment, provided the employment generally benefits the citizens of Indianapolis-Marion County.
 - 1. Officers must request approval to use their police vehicle for off-duty employment purposes by submitting an off-duty work permit through the proper chain of command, as required in the Off-Duty/Extra-Duty Employment general order. Officers shall attach an additional page to explain the purpose and extent to which the vehicle will be used.
 - 2. Officers approved to use a department vehicle for off-duty employment must monitor the police radio channel covering the geographic area in which they are working. On-duty supervisors are responsible for monitoring all officers working off-duty employment within their district or jurisdiction.
- F. Officers on extended absence over 21 days will secure their take-home police vehicle at the fleet management office or a district headquarters. Any exceptions to this policy must be approved by the officer's division commander. Officers on leave for 21 days or less may secure their police vehicle at their residence, however the vehicle must be locked and secured.
- G. Officers placed on limited-duty status, marked off for an illness, or injury could be restricted from using their police department take-home vehicle. Use of their police vehicle will be determined on a case by case basis in collaboration with the IMPD Human Resources' Medical Liaison and the present command.
- H. District commanders retain the authority to temporarily reassign a police department take-home vehicle, if necessary. Notification must be made to the fleet management office regarding any changes in the temporary reassignment of the vehicle.
- I. When off-duty, officers will be responsible for changing flat tires when necessary if the police vehicle is equipped with a spare tire and jack. An exception will be permitted for any officer preparing to report for work or court. In either exception, officers are directed to contact communications and request assistance from the authorized tire service.

V. Emergency Operations

A. Emergency Operation of Police Vehicles

- 1. Officers shall operate police vehicles in accordance with Indiana state law under emergency conditions only when responding to a reported or confirmed emergency situation, or when properly operating under pursuit conditions. Officers should refer to General Order 4.12 - *Vehicle Pursuits* for additional information.
- 2. Officers operating a police vehicle as an authorized emergency vehicle shall utilize the police vehicle's emergency lights and siren.
- 3. Officers operating an authorized emergency vehicle may disregard an automatic traffic control signal or stop sign only when responding to an emergency situation or when properly operating a police vehicle under pursuit conditions. In both instances, the officer must approach all intersections with caution and be prepared to stop. The officer may enter and proceed through an intersection only when it is safe by clearing the intersection lane by lane.

4. Police vehicles approaching an automatic traffic control signal or intersecting street controlled by a stop sign must be prepared to take evasive action and brake, if necessary. The police vehicle operator must proceed with caution.
5. Officers operating an authorized emergency vehicle will cease emergency operation once officer(s) at the scene broadcast over the police radio that sufficient assistance is on scene.
6. Specialty unit officers may continue to respond as an authorized emergency vehicle after being notified sufficient assistance is on the scene only if it is determined that a specialty skill is necessary as approved by the appropriate supervisor.
7. The first officer arriving on the scene of an incident must evaluate the situation and advise control operators to disregard officers and equipment no longer needed. Units that have been disregarded will not proceed to the scene.

B. Silent Runs

1. A silent run is the operation of a police vehicle under emergency conditions utilizing emergency lights, but no siren or other audible signal.
2. Silent runs are authorized for the following:
 - a. Robberies in progress;
 - b. Burglaries in progress; or
 - c. Situations in which the officer determines, through his/her training, experience, and judgment, requires a silent run response.
3. When on a silent run, the officer shall:
 - a. Stop at all stop signs and traffic signals, proceeding only when it is safe by clearing the intersection lane by lane; and
 - b. Operate with extreme caution at a reasonable speed which will not endanger the life and property of others.

VI. Use of a Police Vehicle is Prohibited after Consuming Intoxicants

- A. Personnel, in both an on-duty and off-duty status, are strictly prohibited from operating any police vehicle with any traceable amount of alcohol, as confirmed by a certified chemical test (CCT). Officers should refer to General Order 7.4 – *Police Vehicle Crashes and Damages* for additional information regarding procedural questions involving a certified chemical test.
- B. Personnel, in both an on-duty and off-duty status, are prohibited from operating any police vehicle after taking any restrictive prescription medication or chemical intoxicant. Officers should refer to General Order 3.24 – *Substance Abuse Program* for additional information regarding procedural questions involving restrictive prescription medications or chemical intoxicants.
- C. Personnel must submit to a portable breath test (PBT) and or a certified chemical test (CCT), while operating a police vehicle, if directed to do so by an Indianapolis Metropolitan Police Department supervisor. Officers should refer to General Order 7.4 for additional information regarding testing requirements.

- D. The odor of alcoholic beverage on the breath can be used as cause to administer an alcohol screening/PBT test. A certified chemical test (CCT) must be given to confirm results of an alcohol screening/PBT test.

NOTE

Department personnel, who are unsure of their physical condition due to the use of any medication or controlled substance are prohibited from operating any police vehicle and should not report for duty without initially contacting their immediate supervisor. Refer to General Order 3.24– *Substance Abuse Program* for procedural questions.

- E. Personnel are prohibited from purchasing alcoholic beverages while on-duty. Officers are also prohibited from purchasing alcoholic beverages while off-duty and in uniform. Under no circumstances (on or off-duty) will an officer transport alcoholic beverages in a police vehicle, except for evidentiary, investigative, or other official law enforcement duties. Officers should refer to General Order 3.24 – *Substance Abuse Program* for additional information regarding exemptions for undercover officers.

NOTE

Refer to General Order 3.24 – *Substance Abuse Program* for additional information on the disciplinary matrix for consuming intoxicants and substance abuse.

VII. Supervisor Responsibilities for Vehicle Complaints

- A. Field supervisors are responsible for investigating complaints where an IMPD employee is alleged to be operating a police vehicle in a manner consistent with impaired driving.
- B. The complaint will be assigned to a supervisor from the district in which the complaint originated.
- C. The assigned supervisor will initiate contact with the employee (via radio communications, telephone, page, etc.) and order the involved employee to safely park the vehicle and stand by for a supervisor to arrive.
- D. If contact is not established with the officer, the supervisor will respond to the officer's residence in an attempt to make contact with the officer.
- E. Once contact is established with the involved employee, the supervisor will observe the employee for any signs of intoxication, such as alcohol intoxication or being under the influence of a medication or drug, whether prescription or illicit. If the supervisor has reasonable suspicion to believe the employee is intoxicated due to a medication or drug, the supervisor will call for SIU.
- F. If **no** signs of impairment are observed, the supervisor **shall** administer a PBT.
- If the PBT is .000%, the supervisor will complete the investigation of the driving complaint and enter it in Blue Team.
 - If the PBT detects alcohol below .05% BAC, the supervisor will call out IA.
 - If the PBT detects alcohol at, or greater than .05% BAC, the supervisor will call for SIU.

- G. If attempts to locate the officer are unsuccessful the supervisor will contact the office of Internal Affairs and enter the complaint in Blue Team. It will be the responsibility of the Internal Affairs commander to conduct a follow-up investigation to determine if there was a violation of department policy.

VIII. Take-Home Police Vehicle Policy

- A. The department permits officers to take home police vehicles in accordance with all provisions outlined in this policy. Unless otherwise directed, it is not mandatory or required that each officer take home an assigned police vehicle or use an assigned take-home police vehicle for off-duty purposes. On-duty use and official business only includes: driving to and from work, depositions, Prosecutor's Office, in-service training, vehicle maintenance, court, and duties required by the officer's section/unit.
1. A Vehicle Use Surcharge Matrix is attached to this general order. This matrix provides a number of optional take-home vehicle plans from which an officer may subscribe. Reserve Officers are exempt from the Vehicle Use Surcharge Matrix.
 2. Officers must complete and sign the Vehicle Use Surcharge Election form.
 3. Every officer must complete the Vehicle Use Surcharge Election form, even if opting out of the plan.
 4. All surcharge costs will be deducted from the employee's pay on a 24-pay schedule per year.
 5. Once enrolled in a plan, the officer will be allowed to change to another plan only once during any calendar year. The Chief of Police retains the discretion to waive this requirement if the officer experiences a life-altering event (e.g., divorce, death of spouse, etc.).
- B. At all times, the police vehicle is the sole and exclusive property of the department and the department retains the sole and exclusive right to each and every police vehicle.
- C. The department's sole and exclusive right to each and every police vehicle is not relinquished by assigning a vehicle for use to a member or employee even when the assigned vehicle is being operated under the department's *Take-Home Police Vehicle Policy*.
- D. There is no expectation of privacy while using, controlling or maintaining a police vehicle.
- E. A police vehicle may be entered, inventoried, towed, examined and searched at the direction of a supervisor or at the direction of an officer or supervisory personnel assigned to or within the chain of command of the Internal Affairs or Special Investigations units of the Indianapolis Metropolitan Police Department.

- F. A police vehicle may only be operated by authorized personnel of the Indianapolis Metropolitan Police Department. The vehicle may be driven inside Marion County and within the seven adjoining counties. Vehicles will be permitted outside of the approved counties only upon approval of the Chief of Police or his designee. This may include training or schools to be attended by authorized personnel.
- G. Officers who live outside of Marion County, but are ineligible to participate in the take-home car program, may park their police vehicle at any IMPD roll call site, or any other approved Public Safety facility located within the county.
 - 1. The officer must first obtain permission from the facility's supervisor or manager to park the police vehicle at that location. This documentation should be in writing or via e-mail.
 - 2. Officers choosing to park at a public safety facility must provide written notification, through the chain of command, to the officer's commander. The notification must provide the location where the vehicle will be parked and confirm that permission from the facility manager has been obtained.
 - 3. If the officer chooses to park the police vehicle at a different facility from the one first approved, the entire pre-approval and commander notification must be completed again.
- H. Officers found to be in violation of the residency requirements of the department's take-home police vehicle policy will be subject to disciplinary action in accordance with provisions set forth in the Disciplinary Matrix.

IX. Escorts

A. Escort Procedures

- 1. The Chief of Police or designee have the authority to grant permission for escorts under Section B., "permitted escorts".
- 2. The request must be made through the officer's field supervisor.
- 3. District units must mark out of service on all escorts.
- 4. For permitted escorts, the officer may either follow the individual with the valuables or transport the person in a police vehicle. This decision will be left to the officer's discretion.
 - a. If the officer transports the person requesting the escort, a waiver must be signed and forwarded to the officer's commander.
 - b. A waiver, which must be renewed annually, may be signed by the branch manager, owner of the business, etc., and filed at the appropriate district office.
- 5. Officers are prohibited from transporting any valuables or money without an employee from the business accompanying the officer.

B. Permitted Escorts

- 1. Officers may provide escorts for license branches, banks, and other financial institutions moving large amounts of money or other valuables.

2. Officers may provide emergency escorts for blood bank and donor-organ deliveries.
3. Officers may provide escorts for military and explosive conveyances as well as extreme emergencies.
4. Escorts for civilian vehicles during a medical emergency are generally prohibited.
 - a. If medical assistance is needed, the officer shall contact communications by radio and request an ambulance.
 - b. In extreme circumstances, such as a natural or man-made disaster where there are no other medical resources available, the officer may provide an escort for a civilian vehicle, but only upon receiving permission from a district supervisor.

C. Traffic Branch Escorts

1. Escorts that involve Special Events shall be performed by the Traffic Branch personnel who have been specifically trained in escort procedures and policy. Special Event escorts should be approved prior to their implementation by the Chief of Police or designee.
2. Special Event escorts may include:
 - a. Sporting events
 - b. Dignitary/VIP
 - c. Concert events
 - d. Parades
 - e. Community events
 - f. Charity events
 - g. Funerals

X. Care and Maintenance of Police Vehicles

A. General Guidelines

1. All personnel shall be responsible for obtaining and maintaining the equipment and supplies required by written directives for their vehicles.
2. An officer may install additional equipment on an assigned take-home police vehicle, providing it meets OSHA standards and does not interfere with the operation of the airbag system. All equipment additions and/or modifications must be requested in writing and approved by the Deputy Chief of Administration prior to installation of the equipment on the vehicle. Upon approval, the requesting officer will be notified of the date and time for the installation. All work will be completed by IMPD fleet technicians or at the direction of the fleet manager. Any exceptions to this list must be approved by the fleet manager.

3. **Permitted Equipment** is as follows:

- a. Add-on satellite radios;
- b. Car alarms;
- c. CB Radios;
- d. Department-owned trailer hitches;
- e. Department-approved IMPD-related license plates, emblems, or decals;
- f. Factory radios only;
- g. 2-way radios – *subject to section IX.A.5. (see next page)*;
- h. Radar units;
- i. Rechargeable flashlights;
- j. Remote starters and door locks; and
- k. Video camera (department-issued and approved).

4. **Prohibited Equipment** is as follows:

- a. Any other equipment not specifically authorized in this directive or by division commander
- b. Extra stereo equipment (amplifiers, equalizers, speakers, etc.)
- c. Drilling of holes for the purpose installing equipment, except by qualified IMPD Fleet Technicians
- d. Cargo protruding from vehicle (trunk, door, or windows), except when necessary for IMPD purposes
- e. Objects dangling from rearview mirror
- f. Window tint, except as authorized by the Chief of Police; tint must meet state and local legal requirements.
- g. Temporary emergency lights powered by a cigarette adaptor or secured via a suction cup.

5. Personally-Owned Two-Way Radios

- a. Officers wanting to install and/or use two-way radio communications equipment that requires a state or federal license to operate must have:
 - i. Written permission from the Chief of Police or designee; and
 - ii. Necessary license(s) required by the Federal Communications Commission to legally operate such two-way radio equipment.
- b. Approved two-way radios shall be installed by IMPD fleet technicians to ensure proper wiring and to avoid interference with the airbag, as well as other communications equipment (e.g., MDT).
- c. Personnel found in violation of this directive or Federal Communications Commission laws and regulations will face disciplinary action.

6. Non-approved bumper stickers, decals, or emblems will not be affixed to any police vehicle. Stuffed animals, toys, or other decorations will not be displayed on or in any police vehicle without permission from the Chief of Police.
7. Personnel are responsible for maintaining an assigned police vehicle in clean condition and will ensure the vehicle receives preventive maintenance as scheduled. Vehicles must have preventive maintenance performed as directed by Fleet Services and should be serviced, fueled, and washed during on-duty time. No overtime compensation will be allowed for preventive maintenance, car washes, or fueling of take-home vehicles.
8. Officers are responsible for the condition and security of all equipment stored or carried in the trunk of the police vehicle. This includes weapons, shotguns, SWAT gear, camera equipment, radar gear, etc. All equipment stored or carried in the trunk must be visually checked weekly for signs of moisture, rust, corrosion, etc. This is especially true for equipment that is inside another case or container. Officers may be held personally responsible for any damage caused by neglecting to inspect, clean, or maintain any department equipment in their care.

B. Vehicle Gas Cards and Fuel Usage

1. Gas cards are assigned to all police vehicles allowing personnel to obtain fuel at fleet services or from other authorized private fuel vendors.
2. Lost gas cards should be reported as outlined in written directives covering lost/stolen city/county property.


Indianapolis Metropolitan Police Department
VEHICLE USE SURCHARGE MATRIX


Please sign the line within the box of the plan you are selecting

OFFICERS WHO RESIDE INSIDE MARION COUNTY		
VEHICLE USE	COST METRIX	SURCHARGE
Vehicle used on-duty and to drive to and from work and official business only: <i>Signature</i> _____	No added fuel or maintenance costs	\$0
Vehicle used on-duty, for off-duty, and (if officer chooses) off-duty employment: <i>Signature</i> _____	Officer pays average costs of one tank of gas per month + two oil changes per year	\$65.00 per month

OFFICERS WHO RESIDE OUTSIDE OF MARION COUNTY		
VEHICLE USE	COST METRIX	SURCHARGE
Officer chooses not to participate in the take-home car program and uses vehicle only while on-duty and/or for official business. <i>Signature</i> _____	Officer parks his car at his work place or another DPS facility	\$0
Vehicle is used on-duty and to drive to and from work and official business only. <i>Signature</i> _____	Officer pays the amount of County Option Income Tax they would normally pay if they resided in Marion County	\$81.00 per month Rate calculated based on salary of a third year patrol officer
Vehicle is used on-duty, for off-duty, and (if the officer chooses) off-duty employment. <i>Signature</i> _____	Officer pays the amount of County Option Income Tax they would pay if they resided in Marion County, plus officer pays average costs of one tank of gas per month and two oil changes per year.	\$146.00 per month
Officer is not allowed to take vehicle home due to out-of-county cap* being reached. Officer is placed on a waiting list and becomes eligible to take vehicle home when an opening occurs. <i>Signature</i> _____	Officer parks his vehicle at his work place or another DPS facility and doesn't use the vehicle for off-duty employment	\$0
Officer is not allowed to take vehicle home due to out of county cap* being reached. Officer is placed on a waiting list and becomes eligible to take vehicle home when an opening occurs. <i>Signature</i> _____	Officer parks his vehicle at his work place or another DPS facility and uses the vehicle for off-duty employment	\$65.00 per month

SICK LEAVE PAY ADJUSTMENT	*OUT OF COUNTY CAP
If an officer is off work due to illness/injury for more than 21 days, any surcharge payments made can be adjusted. <i>Notification must be made to the officer's Administrative Supervisor, who will coordinate with Finance.</i>	The Out-of-County Cap is set at 200 officers. Beyond that, any additional officers will be placed on a waiting list. When an opening becomes available, the officer with the longest out-of-county seniority will be given first opportunity to sign up for the program of their choice.

PARTICIPATION AGREEMENT – TERMS OF TAKE-HOME VEHICLE PROGRAM		
By my signature below, I (<i>print name</i>) _____ hereby acknowledge and agree to all terms outlined in IMPD General Order 4.16, as well as the terms specified in the chart above. I authorize the IMPD Finance Office to make the appropriate deductions from my pay according to the program I have selected above. I agree to abide by all stipulations in this matrix and acknowledge that violations may result in suspended privileges.		
<i>Signature</i> _____	<i>Ident</i> _____	<i>Date</i> _____



Indianapolis Metropolitan Police Department

Alarm Runs

General Order 4.17

POLICY

It is the policy of the Indianapolis Metropolitan Police Department that officers respond promptly to alarm runs and thoroughly check the premises involved. <81.2.13>

DEFINITIONS

Call Back (CB): An alarm run that is disregarded or cancelled by call-back from the alarm company or owner *prior* to the officer's arrival.

Exempt Alarm (EXPN): An alarm activation should be exempted from citation only if it is triggered by severe atmospheric conditions (i.e. heavy thunderstorms, high wind, etc.) or other circumstances (i.e. power outages, floods, etc.) not reasonably under the control of the alarm user, installer, or maintainer.

False Alarm (FA): An alarm activation that elicits a police response when the situation does not require police services. This includes inadvertent alarm activations caused by the actions of an authorized person on the premises or the movements of an animal. It also includes alarm activation for a purpose other than for which the system was designed (i.e. activating a holdup alarm for a larceny report). False holdup alarms will be handled in the same manner as break-in alarms.

Good Alarm (GOOD): An alarm activation caused by an unlawful entry or holdup.

PROCEDURE

I. Alarms - *Generally*

- A. Any location having an alarm system that elicits a police response when the situation does not require police service is subject to the issuance of warning tickets, citations, and summonses for excessive false alarms.
 1. This includes residences with external alarms that do not automatically stop within fifteen (15) minutes after activation as defined above.
- B. The Alarm Unit is responsible for maintaining alarm systems files, issuing warning tickets and citations for false alarms. The City Prosecutor issues summonses for five (5) or more false alarms within a calendar year at the same location.
 1. In order to increase the efficiency of the department and reduce the high percentage of false alarms in this jurisdiction, the false alarm ordinance will be strictly enforced.
- C. All private alarm systems are governed by Chapter 811 of the Revised Code of the Consolidated City and County. Officers will strictly enforce the provisions contained in the code. The following types of alarms systems are **exempted by code**:
 1. An alarm installed on a motor vehicle;



2. An alarm designed so that the Indianapolis Metropolitan Police Department is not notified until after the occupants, an agent of the owner or lessee, or an agent of an alarm system business has checked the alarm site and determined that the alarm was the result of criminal activity of the kind for which the alarm system was designed to give notice;
3. An alarm which signals or alerts only the occupants of the premises protected by the alarm system, including an alarm located on a private residence if the only response on activation of the alarm system is a sounding alarm that automatically stops within fifteen (15) minutes of activation; or
4. An alarm installed upon premises occupied by the United States of America, the state or any political subdivision thereof.

D. The following type of alarm system is **exempted by function**:

1. Fire Alarms

II. Alarm Response – *Generally*

- A. Upon receiving a notification of an alarm activation, Communications will dispatch units to the scene.
- B. Officers will respond promptly to alarm runs and will conduct a thorough inspection of the premises, determining if the alarm activation was good, false, or exempt as defined by this General Order.
- C. Officers will advise the control operator of an apartment or suite number if one is not included in the dispatch address. The control operator will enter the apartment/suite number along with any other corrected information into the run log.
 1. The correct address and/or additional data concerning the location may be entered from the field by using the 'Set Location' (SL) command from the MDC (mobile data computers).
- D. Officers must notify the control operator when an alarm representative or owner is needed on the scene. The control operator shall also be advised of the arrival time of the representative.
 1. In lieu of contacting control operators via radio, officers are encouraged to use their MDC whenever possible.

NOTE: Holdup alarms must always be cleared by radio due to the nature of the run.

- E. If entry is suspected or a crime has occurred, the responding officer(s) must wait for the arrival of an alarm representative or the owner of the premises. If the representative or owner does not arrive within a reasonable amount of time, the officer may secure the location and mark back in service.
 1. A report shall be made detailing the circumstances of the incident.
- F. If the location is secure, the officer shall advise the control operator and mark back in service.



III. Marking Back In-Service

- A. Officers shall always set run types and run dispositions via MDC unless the CAD is down or other exigent circumstances exists.
- B. On alarm runs, the reporting officer is responsible for setting the disposition. The only acceptable dispositions are as follows:
 - 1. Good (GOOD);
 - 2. False (FA);
 - 3. Exempt (EXPN); or
 - 4. Call Back (CB)
- C. All assisting officers shall also send '8' from a blank screen when marking back in-service.

NOTE: If an assisting officer tries to clear an alarm run by using 'clear no report' or 'clear report,' it erases the disposition set by the reporting officer, thus leaving the run without a legitimate disposition.

IV. Non-dispatched Alarm Runs

- A. If an alarm activation is discovered while on patrol, the officer shall advise the control operator of the business name (if applicable) and the complete address of the location including apartment/suite number and then follow the above mentioned procedures.
- B. Officers may use the SITE function in ZClient to be put out of service on an alarm activation discovered while on patrol.



Indianapolis Metropolitan Police Department

GENERAL ORDER

4.18

OVWI ARREST PROCEDURES

POLICY

Driving while intoxicated is a serious problem, causing many deaths, injuries, and thousands of dollars in property damage each year in our city. It is the policy of the Indianapolis Metropolitan Police Department to have all its officers take proper enforcement actions upon seeing or learning of an intoxicated driver.

According to state statute, if an officer has probable cause to believe an operator of a vehicle is intoxicated, the officer shall offer the person an opportunity to submit to a chemical test (IC 9-30-6-2). Furthermore, a person who fails a certified breath test shall be arrested (IC 9-30-6-3).

DEFINITIONS

Blood Alcohol Content (BAC) – A person's alcohol concentration measured by gram(s) of alcohol per one hundred (100) milliliters of the person's blood.

Breath Alcohol Content (BrAC) – A person's alcohol concentration measured by gram(s) of alcohol per 210 liters of the person's breath. All certified tests for BrAC must be completed in accordance with Indiana Administrative Code (IAC) 260.

Intoxication – Under the influence of alcohol, drugs, or a combination thereof so that there is an impaired condition of thought and action and the loss of normal control of a person's faculties (see IC 9-30-2-86).

Operator – A person who navigates or is otherwise in actual physical control of a vehicle (see IC 9-13-2-117.5).

PROCEDURES

I. Operating a Vehicle While Intoxicated (OVWI) Investigations

- A. Officers shall arrest for OVWI when they have probable cause to believe the offense has occurred, regardless of whether it occurred in the officer's presence.
- B. All Standardized Field Sobriety Tests (SFSTs) must be administered according to the trained NHTSA procedures.
- C. Officers may use Portable Breath Tests (PBTs) to assist in developing probable cause, after the SFSTs are administered.
- D. After fully developing probable cause, officers must advise the operator of the Indiana Implied Consent Warnings, preferably by reading from a standard card.
- E. If an operator refuses to submit to a chemical test for intoxication, a warrant shall be sought for the operator's blood.

NOTE

The operator does not have the right to consult with an attorney prior to taking the test.



- F. If drug-impaired driving is suspected, a Drug Recognition Expert (DRE) should be called to the scene if one is available, and the operator should be taken for a blood draw.
- G. Prior to transporting the operator to a test site, the officer is responsible for making sure the vehicle driven by the operator is secured. This may involve towing the vehicle or having another officer stand by until the test is complete.
- H. For officer safety reasons, the suspect shall be handcuffed while being transported.
- I. Only certified breath test operators, using instruments on which they are certified, may administer a certified breath test.
- J. Absent other custodial charges, the test results from the BrAC level on a certified instrument will result in the following actions:
 - 1. Chemical test results below .05 BrAC:
 - a. After the issuance of any appropriate citations or Information and Summonses, the operator will be released and returned to the vehicle, unless evidence of drug use is present.
 - b. If drug intoxication is suspected, the officer will offer a blood test and follow procedures as outlined in this order.
 - 2. Chemical test results of at least .05 but less than .08 BrAC:
 - a. The operator may be released or arrested for OVWI, based on the operator's appearance of intoxication and driving behavior.
 - b. If the operator is arrested for OVWI, his/her license will not be confiscated.
 - c. If the operator is released, he/she shall not be permitted to drive.
 - 3. Chemical test results of .08 BrAC or greater

The operator of the vehicle will be arrested on all applicable OVWI charges and his/her driver's license will be confiscated.
- K. When an arrest for OVWI is made, the arresting officer must completely fill out the Probable Cause Affidavit.
- L. Officers shall refer to General Order 7.3 – *Towing and Impounding Vehicles* regarding towing procedures and authority.

II. OVWI – Juveniles

- A. An investigation into a possibly intoxicated juvenile operator should proceed as any other OVWI investigation.
- B. Consent by a juvenile operator to a certified chemical test is valid.
- C. The arrest or transportation of a juvenile should be handled in accordance with General Orders 1.17 – *Juvenile Arrest Procedures* and 8.1 – *Prisoner Handling, Transportation and Escape*.



III. Blood Samples

- A. Arrests for OVWI, based on probable cause, are lawful without knowledge of the BAC (i.e., OVWI “endangerment” under IC 9-30-5-2).
- B. Blood draws must be completed at Eskenazi hospital. If Eskenazi is not feasible due to circumstances beyond the officer’s control, then another hospital is acceptable.
- C. The officer will notify hospital personnel that the subject is a suspected intoxicated operator and complete any required forms.
- D. Officers must observe the blood draw to ensure:
 - 1. An alcohol-based swab is NOT used to prepare the area prior to drawing the blood; and
 - 2. The nurse uses gray-top tubes.
- E. The tube(s) must be labeled with all of the following information:
 - 1. Case number;
 - 2. Name and date of birth of the person from whom the blood is being drawn for analysis;
 - 3. Date and time blood sample taken; and
 - 4. Initials of the officer who witnesses the blood draw.
- F. Upon completion of the blood draw, officers must transport the tube(s) to the property room and submit them for testing.
 - 1. A Request for Analysis card must be completed for the blood to be tested for alcohol by Indianapolis-Marion County Forensic Services Agency (IMCFSA; “crime lab”).
 - 2. An Indiana State Department of Toxicology (ISDT) form must be completed for ISDT to test for drugs.



Indianapolis Metropolitan Police Department

Motor Checks

General Order 4.19

POLICY

The policy of the Indianapolis Metropolitan Police Department will be to conduct motor checks for citizens whenever feasible. This order establishes the policy and procedures for providing motor checks for citizens.

PROCEDURE

I. Communications Responsibility

- A. When a citizen contacts Communications requesting a motor check, the caller will be informed that a traffic officer will be dispatched to conduct the motor check. If a traffic officer is unavailable, a district officer will be dispatched.

- 1. The citizen must have in their possession the motor check form.

II. Officer's Responsibilities

- A. The officer will utilize the Headquarters radio channel or utilize the MDC to conduct a 10-29 (check for stolen) on all vehicle identification numbers before completing the motor check.
- B. The officer will read the vehicle identification number from the vehicle and transcribe the number to the motor check form.
- C. The registration or title to the vehicle is not a requirement for completion of the motor check.
- D. If an on-duty officer is approached by a citizen and asked to complete a motor check, the officer will complete the motor check and not redirect the citizen.



Indianapolis Metropolitan Police Department

Portable Breathalyzer Test

General Order 4.20

POLICY

The Indianapolis Metropolitan Police Department is committed to public safety by ensuring that the roadways remain safe from impaired drivers. In order to provide that safety, the department equips officers with as many tools as possible to generate quality law enforcement service. The portable breath test (PBT) is one such tool to assist officers when dealing with impaired drivers and underage drinking. It is the policy of the department that PBTs are assigned to the districts, and are issued by the districts to officers working in a uniformed law enforcement capacity only.

PROCEDURE

I. Portable Breathalyzer Test – *Generally*

- A. In order to maintain an accurate inventory list of issued PBTs and to insure the accuracy of the equipment being used, each district shall designate one sworn employee as the District PBT Coordinator.
- B. The DWI Enforcement Unit supervisor will be responsible for coordinating with all District PBT Coordinators, maintaining a master inventory list of all departmentally owned PBTs, indicating which district they are currently assigned to.
- C. The District PBT Coordinator will be responsible for:
 1. Creating and maintaining an inventory list of each PBT. The list must include the serial number and asset tag number of the PBT as well as the name and ID number of the officer it is currently assigned.
 2. Ensuring the PBTs are calibrated every six (6) months in accordance with standard calibrating procedures from the manufacturer's guidelines.

NOTE: District PBT Coordinators must identify a person on their district who has been trained and has the equipment to calibrate the district's PBTs. If no one is available at the district level, the DWI Enforcement supervisor in the Traffic Branch must be contacted to coordinate the process of having the PBTs calibrated.

3. Collecting the PBT from an officer who is transferring from the district or transferring from a uniformed to a non-uniformed position within the district. Each PBT must remain under the assigned district's control and will only be used by appropriate, trained personnel.

II. Operating Guidelines

- A. It is important to note that while the PBT reading is an important aspect of a DWI investigation, officers should not rely solely on the reading.
- B. Officers should also administer the Standard Field Sobriety Test in accordance with their training as outlined by the National Highway Traffic Safety Administration before using the PBT.



- C. Officers should have a 15 to 20 minute observation period before administering a test. A PBT will detect mouth or residual alcohol and give a higher reading, leading the officer to falsely assume the person has a higher blood alcohol level.
- D. Officers must ensure that cigarette or cigar smoke is not blown into the PBT chamber under any circumstances.
- E. The "SET" button should always be pressed in when the PBT is not in use.
- F. No more than one positive test should be run every two minutes. If alcohol is not detected in the first test, the PBT may be used after 15 seconds have passed.
- G. The higher the operating temperature, the faster and more accurate the PBT is. If the PBT is cold it will be "sluggish" and accuracy is compromised.

NOTE: PBT tubes will be available at the districts and can be obtained from the PBT Coordinator.



Indianapolis Metropolitan Police Department

Drug Recognition Expert Program

General Order 4.21

POLICY

The policy of the Indianapolis Metropolitan Police Department is to provide trained Drug Recognition Experts (DREs) for conducting specialized investigation to determine if there is probable cause for a blood sample collection for the purpose of analysis of intoxicants, such as drugs and alcohol. The purpose of this general order is to provide general operational guidelines for members of the Indianapolis Metropolitan Police Department when a Drug Recognition Expert (DRE) is needed.

PROCEDURE

I. Collection Techniques

- A. When an officer suspects a person may be under the influence of alcohol and other drugs or appears to be under the influence of a substance other than alcohol, the officer will contact the Communications Center and request a DRE to meet the officer at the stop site or the closest DRE test site for a preliminary field examination.
- B. Upon arrival at the test site, the investigating officer will inform the DRE of the circumstances surrounding the stop and will remain at the test site with the DRE until the DRE completes the examination.
- C. The investigating officer will attempt to facilitate the collection of a blood sample by a physician or a person trained in obtaining bodily substance samples (pursuant to IC 9-30-6-6) under the direction of the DRE. The sample container must be labeled with the following information:
 1. Case number;
 2. Name of the person from whom the sample was taken;
 3. Date and time the sample was taken; and
 4. Initials of the officer who witnessed the sample being delivered.

NOTE: Officer must witness the blood draw and testify in court regarding the blood draw.

- D. Upon completion of the DRE examination, the DRE will supply the investigating officer with a copy of his examination report, Indianapolis Metropolitan Police Department Drug Influence Evaluation Report, regardless of the examination results, which will be turned in along with the detailed probable cause and charging information. The DRE will assist the investigating officer as necessary in completing the probable cause affidavit.
 1. If the subject fails the DRE examination and probable cause exists, the subject will be charged with any appropriate offenses.
 2. If the subject passes the DRE examination and probable cause does not exist at the time of the DRE examination, the subject will be released and the determination if charges will be filed will be made after the laboratory results are known. If a warrant will be requested, it will be the investigating officer's responsibility to contact the deputy prosecutor assigned to the DRE Program and file any appropriate charges.



3. Refusal of any certified chemical test within three hours will be treated as a refusal, even if a prior test was completed, and the subject will be arrested.
4. If a subject refuses a chemical test, and an officer determines the test is an important piece of the investigation, a search warrant for a blood draw may be requested through the judge at the Arrestee Processing Center.
- E. An incident report will be completed by the investigating officer, detailing the circumstances surrounding the investigation, regardless of the examination results.
- F. The sample will be transported to the Property Branch by the officer obtaining the sample. The officer collecting the sample will submit the sample to the Property Branch by using the Drug Analysis Request Form supplied by the Property Room. In the "Chain-of-Custody" section of the form, the officer **will** sign his name on the line for the submitting officer. The Property Branch employee **will** sign his name on the line in the area marked "Released To" on the same line as the submitting officer, along with the appropriate date and time.
- G. An IMPD designee will transport the chemical test samples to the State Department of Toxicology on a regular basis. The IMPD designee will sign out the sample on the DREs **Drug Analysis Request** form at the Property Branch, and sign the sample in at the state laboratory. The sample will not be returned to the Property Branch.
- H. Upon completion of the Department of Toxicology tests, the test results will be mailed to the DRE Program Coordinator and the investigating officer.
- I. All original documents and test results within the department's DRE Program will be forwarded to the DRE Program Coordinator by the DRE within 72 hours of the examination.
- J. Juvenile DRE examinations may be conducted when the subject is suspected of OWI, with the exception of questions concerning admissions or guilt. If questioning is required, a Juvenile Rights Waiver form must be completed and the juvenile must have a parent or guardian present.



Indianapolis Metropolitan Police Department

Unwelcome Communications

General Order 4.22

POLICY

Unwelcome telephone calls and other electronic messages are both unlawful and can be very disturbing to the victim. Therefore, it is the policy of the Indianapolis Metropolitan Police Department to respond to a victim's report of any unwelcome, threatening lewd, or nuisance, telephone calls and/or electronic communications of any type. Officers will document the incident(s) and direct the complainant to contact the appropriate service provider for further investigation.

DEFINITIONS

Threatening Telephone Calls/Electronic Communications – Calls received by the complainant from a known or unknown source where the caller threatens death, bodily injury, or the commission of any other forcible felony.

Lewd Telephone Calls/Electronic Communications – Calls received by the complainant from a known or unknown source where the caller refers to sexual conduct in a patently offensive matter.

Nuisance Telephone Calls/Electronic Communications – Calls received by the complainant from a known or unknown source with the intent to annoy or alarm the victim, and with no intent of legitimate communication, whether or not a conversation ensues.

PROCEDURE

I. Reporting Procedures

- A. If a citizen has received any of the above types of telephone calls and/or other types of electronic communications and wants to make a report or talk to an officer, a district car will be dispatched to meet with that complainant.
 1. The officer dispatched will complete an incident report, made attention to the appropriate district office.
 2. The officer will provide a pre-assigned IMPD case number to the complainant.
 3. Depending on the seriousness of the situation, a district detective may be assigned to the case at a later time.

II. Referral To The Service Provider

- A. The complainant should be advised that the Indianapolis Metropolitan Police Department is not authorized to place any type of phone or electronic communication trap or trace.
- B. The complaint must make a request for a trap, trace, or other type of investigation directly to the appropriate service provider. They should be advised to retain the case number, which may be required by the service provider to initiate an investigation.



Indianapolis Metropolitan Police Department

Shoplifting Arrest Procedures

General Order 4.23

POLICY

It is the policy of the Indianapolis Metropolitan Police Department to issue a summons to persons arrested for shoplifting (conversion) whenever possible in lieu of a custodial arrest. However, the department recognizes that there are circumstances where a custodial arrest is more appropriate. Officer discretion is important in the successful implementation of this policy.

PROCEDURE

I. Summons – *Generally*

- A. The decision to arrest or summons a suspected shoplifter will be made by the officer based on the available facts.
- B. To be eligible for a summons, the following criteria must be met:
 - 1. The officer must be able to verify the true identity of the offender;
 - 2. The offender must be a resident of Marion County or an adjacent county;
 - 3. The offender must not have any criminal history relating to theft/conversion or any failure to appear in court history in Marion County or from the county from which they reside; and
 - 4. The value of the shoplifted property may not exceed \$200.00.
- C. Regardless of the above criteria, offenders will *not be eligible for a summons* under the following circumstances:
 - 1. Employee theft;
 - 2. When the offender has fled from or resisted store personnel or law enforcement officers; or
 - 3. Any other circumstances where the officer feels a summons is not the best option.

II. Summons Procedure - Adult

- A. Complete a ticket as summons charging the offender with "Criminal Conversion" I.C. 35-43-4-3, a class "A" misdemeanor.
 - 1. Notify the offender that the appropriate court personnel shall be in contact with them in regards to a date and time to attend court proceedings.



2. The summons must either be turned in by the end of the shift for forwarding to the Prosecutor's Office, or placed in the appropriate district headquarters paperwork drop box.

III. Summons Procedure – Juvenile

- A. Complete a 'Juvenile Promise to Appear' form charging the offender with "Criminal Conversion" I.C. 35-43-4-3, a Class 'A' Misdemeanor.
 1. A parent or legal guardian MUST respond in person to the scene in order to sign the Promise to Appear Form.
- B. The officer must completely fill out a 'Juvenile Fact Sheet' with all pertinent information surrounding the circumstances of the alleged offense.
- C. The 'Promise to Appear' form and the 'Juvenile Fact Sheet' must either be turned in by the end of the shift for forwarding to the Juvenile Center, or placed in the appropriate district headquarters paperwork drop box.

IV. Custodial Procedure (see General Order Arrest Procedures)

- A. The offender must be charged with "Theft", I.C. 35-43-4-2, a class "D" felony.
- B. In either arrest or summons, store personnel are responsible for completing all necessary paperwork (i.e. probable cause affidavits, charging information, JUSTIS sheets, etc.).
 1. Store personnel will be required to appear in room T501, Center Tower the following morning to file the paperwork (except Sundays).
- C. Officers must complete an Incident Report entitled Larceny/Shoplifting. The status of the offender will be "Summons" if a summons arrest is made or "Arrested" if a custodial arrest is made.

V. Evidence

- A. The business suffering the shoplifting loss has the primary responsibility for photographs of evidence or property.
 1. If someone from the business is unable to take the photographs, a departmental ET may be used.

VI. Vehicles Subject to Seizure (see General Order Forfeiture of Vehicles and Property)

- A. Indiana Code 34-24-1-1 states that the following may be seized:
 1. All vehicles (as defined by IC 35-41-1), if they are used or are intended for use by the person or persons in possession of them to transport or in any manner, to facilitate the transportation of the following:
 - a. Any stolen (IC 35-43-4-2) or converted property (IC 35-43-4-3) if the retail or repurchase value of that property is \$100 or more.



Indianapolis Metropolitan Police Department

Animal Incidents

General Order 4.24

POLICY

The Indianapolis Metropolitan Police Department is responsible for protecting citizens and property against animals, as well as other mishaps. All members must use compassion when dealing with an animal, whether stray, domestic, or injured. The Animal Care and Control Division is the primary agency to handle complaints and incidents involving animals. There are times, however, when IMPD officers must assist.

Officers must not destroy stray or injured animals unless those animals present immediate danger to the officer or other persons, or are in extreme pain.

PROCEDURES

I. Animal Run Response

- A. Officers must respond on all animal runs when dispatched. Normally, the role of IMPD is to assist an animal control officer, if needed. Until the animal control officer arrives, the officer's main responsibilities are to take care of medical needs in case of a bite or injury, and attempt to contain the animal, if possible. Care must be taken to avoid injury to officers, civilians, and the animal involved.
- B. Anytime a person sustains serious injuries as a result of an animal attack, the responding officer will make an incident report and request a supervisor.
- C. Animals do not have to be confined to warrant an investigation of any animal complaint.
- D. In the event it becomes necessary for an IMPD officer to complete an animal bite investigation, the following information is provided:
 1. An Official Indiana Animal Bites Report, State Form 14072 (R3/4-04), is to be completed by the reporting officer.
 2. The pink colored page of the form is to be given to the owner of the animal involved in the bite, or, if the animal involved in the bite is a stray and impounded, the State Form is to be sent to the Animal Care and Control Division after signing the impound card.
 3. The owner of the animal involved in the bite must be advised to confine the animal away from all other animals for a period of 10 days.
 4. An incident report must be made by the officer and must contain the following information:
 - a. The correct heading, i.e., Animal Bite, Animal Bite-Dog, Animal Investigation, or Animal Destroyed; and
 - b. Rabies tag number, date, and veterinarian's name as listed on the Rabies Vaccination Certificate.
 5. All reports must also be made attention to Animal Care and Control Division and Marion County Health and Hospital Corporation.



E. No City Dog License or Current Rabies Inoculation

1. Officers must summons the owner of the animal involved in the bite if the owner is unable to provide a rabies certificate. Violators must be slated into Environmental Court 12 on Mondays at 0900.
2. The following ordinances may be used to summon the owner:
 - Section 531-301 Rabies Vaccination
 - Section 531-109 Vicious Dogs To Be Confined
 - Section 531-102 Animal Not To Be At Large (**Leash Law**)

Leash Law Definition It shall be unlawful for the owner or keeper of an animal to cause, suffer, or allow that animal which is owned or kept by him to be at large within the city.

3. Owners should be advised that if they present the rabies certificate, with a date prior to the offense, to the Prosecutor's Office no less than 14 days before they are scheduled to appear in court, they will not be required to appear provided they have no previous similar charges.

F. Sick, Injured, or Vicious Animals

1. Prior to using a firearm, officers must make every attempt to control and confine sick, injured, or vicious animals until they can be picked up by the Animal Care and Control Division. Should the need arise to destroy an animal, a supervisor must be immediately dispatched to the scene.
2. When destroying an animal, officers must take all necessary precautions to ensure the animal is destroyed as safely and humanely as possible, e.g., moving the animal from concrete to a dirt area, and keeping spectators away from the area. Before marking back into service, the officer should wait for dead animal pick-up.
3. When an animal is destroyed, the supervisor must complete a Destruction of Animal, IMPD Form, and forward it through the chain-of-command to the District Commander for review and filing.
4. Should injury or property damage occur as a result of discharging a firearm while destroying an animal, the supervisor must also complete a Firearms Investigation Report, IMPD.
5. The officer will complete an incident report. The report will be titled Animal Destroyed.

G. Animal Drop-Off

1. An animal drop-off room is available for those animals that have been picked up. The room is located at the north-west corner of the Animal Care and Control Division facility, 2600 South Harding Street. The staff key will allow admittance at the gate and at the drop-off room exterior door.

NOTE: Animal Care and Control Division vehicles should always be used for transporting animals. Occasionally, however, the need arises to transport an animal in a police vehicle. In these cases, transporting the animals in a police vehicle will be at the officer's discretion.

2. Officers leaving animals at the drop-off room must contact the on call Animal Control officer via communications requesting the on call animal control officer meet them at the Animal Care and Control Division facility.



3. Privately owned sick or injured animals can be picked up by the Animal Care and Control Division, but the complainant must contact them during regular office hours (1000-1800). Exceptions may be made if circumstances warrant and an Animal Care and Control vehicle is available.
4. The Animal Care and Control Division does not pick up dead animals. Dead animal complaints must be referred to the Department of Public Works or advise the complainant to call the Mayor's Action Center at 327-4622.



Indianapolis Metropolitan Police Department

GENERAL ORDER

4.25

INCIDENT REPORTING

POLICY

It is the policy of the Indianapolis Metropolitan Police Department (IMPD) to ensure uniformity, thoroughness, accuracy, and completeness in incident reporting. The incident report ensures uniformity in reporting procedures and is the official record concerning the investigation of an incident or offense. Incident reports are critical in determining statistics, personnel and equipment needs, and crime analysis. Therefore, the completed report must be precise and contain enough information to accurately reflect the reported incident.

Whenever a citizen requests a report be made, it is the policy of this department that an officer will complete an incident report.

PROCEDURE

I. Incident Reporting

- A. If an in-service officer is approached by a citizen who requests an incident report, it is the responsibility of that officer to complete the report. This includes officers who are dispatched to the scene of a complaint, officers who observe a reportable incident, officers who are flagged down by a citizen, or officers who are informed of the incident.
- B. In cases where an officer arrives at an incident scene (e.g., a burglary), and the victim is unable to be contacted, the officer must notify the Communications Center of the situation and prepare an initial incident report containing as much information as possible, including:
 1. Owner, entry information, damage, statistics, etc.;
 2. Complainant information;
 3. What type of investigation was completed; and
 4. How the property was secured.

NOTE

If the proper persons are contacted after the original report is submitted, a supplement must be made to the original report under the same case number.

- C. When conducting an investigation on any reportable incident or arrest where the premises has an alcoholic beverage permit, the following information must be included in the report:
 1. The complete name and address of the business; and
 2. The Alcoholic Beverage Commission license number and expiration date.
- D. Reporting Procedure
 1. If an incident necessitates a report, a case number will be assigned through the Computer Aided Dispatch (CAD) system.
 2. All incident reports that include a custodial arrest and a probable cause must be submitted before the officer marks in service.



3. All other incident reports must be submitted before the end of the tour of duty. Under normal conditions, incident reports should be submitted before the officer marks in service.
4. When the incident reporting system becomes inoperable, an advisory message will be broadcast via radio, MDC, pager, or other available means. When that occurs, the following procedures must be followed:
 - a. On a custodial arrest, the probable cause affidavit or its contents must still be received by the Marion County Prosecutor's Office in a timely manner.
 - i. Officers may physically deliver the signed probable cause affidavit to the APC by:
 - (a). Placing the probable cause affidavit in the prosecutor's drop box located in the sally port;
 - (b). Placing the probable cause affidavit in the tray in the front lobby of APC; or
 - (c). Taking the probable cause affidavit directly to the APC Screening office.
 - ii. Officers may also scan and email the signed probable cause affidavit or its contents to MCPOAPC@indy.gov.
 - (a). If emailing a long form for OVWI arrest, the form must always be signed prior to scanning and emailing.
 - (b). If emailing the probable cause affidavit or its contents, all pertinent victim and/or witness information shall always be included in the email for screening purposes, if applicable (i.e., granting protective orders and issuing subpoenas).
 - iii. If physically or electronically delivering a sign probable cause is not feasible, the probable cause or its contents may be emailed, unsigned, to MCPOAPC@indy.gov.
 - b. The incident report must be submitted as soon as the reporting system becomes operational again.

E. Supervision of Report

1. Supervisors shall routinely monitor incident reports submitted by their subordinates. They shall review and approve/disapprove the submitted reports.
2. During the review process, supervisors are required to ensure:
 - a. An offense is listed and matches the facts of the narrative;
 - b. Media section is substantial and contains a narrative excluding names, personal identifiers, and specific addresses;
 - c. "Incident location" identifies where the incident occurred and is geo-verified. Officers should refrain from using IMPD building locations, unless the incident occurred there;
 - d. Property is listed and classified properly in the "Property" section, if necessary. If property is listed or mentioned in the narrative, it shall be listed in the "Property" section;
 - e. The narrative is reviewed to verify the facts are logical, free of obvious spelling and grammatical errors, in chronological order, and clear to the reader;



- f. The report is routed to the appropriate investigative unit responsible for investigating the type of reported incident as outlined in General Order 5.9. – *Investigative Responsibilities*. If the approving supervisor is unsure where to route the report, the report should be sent to the district where the district booking supervisor will make the determination and transfer the case to the appropriate unit for investigation; and
- g. Validation warnings are acknowledged and managed appropriately. Under most circumstances, this includes returning the report to the officer for correction or justification.

F. Supplements to Original Reports

1. Officers shall not change, correct, amend, or otherwise revise an original incident report after it has been submitted.
2. Officers needing to add or correct information shall make a supplement report to the original incident report under the same case number. The supplement should contain information which may have been excluded from the original report, or was unavailable at the time the original report was submitted.

II. Field Reporting and Management

- A. It is the policy of IMPD to log every incident in one or more of the following categories if the incident is alleged to have occurred in the department's jurisdiction. All incidents reported to IMPD requiring action will be logged in the CAD system. This includes:
 1. Citizen reports of crimes;
 2. Citizen requests for service when:
 - a. Personnel are dispatched;
 - b. Personnel are assigned to investigate; and/or
 - c. Personnel are assigned to take action at a later time.
 3. Criminal and non-criminal cases initiated by department personnel; and
 4. Incidents involving arrests, citations, and summonses.
- B. The following should be used as a guide to help determine when a report should be completed. Using these guidelines, officers must decide if a report is necessary based on a combination of training, experience, and supervisory direction. A supervisor should be consulted when there is doubt about the necessity of a written report.
 1. Offense/Arrest Reports shall be required for the following:
 - a. A person is taken into custody;
 - b. Any investigation of an Indiana Criminal Code, Title 35 offense;
 - c. A person is reported as missing or a runaway;
 - d. When directed by any department order;
 - e. When directed by a supervisor;
 - f. Any other incident or event which could bring liability upon the officer and/or department; or
 - g. Any summons issued to a person (non-custodial arrest).

**NOTE**

If an infant is surrendered to an emergency medical services (EMS) provider under the Safe Haven law, officers should not complete a report unless there are obvious signs of abuse or neglect. The EMS provider shall immediately notify the Department of Child Services who will assume care and custody of the infant. (IC 31-34-2.5)

2. Other reports that should generally be made include, but are not limited to:
 - a. Crash reports as required by law;
 - b. Supplementary reports when new information is obtained on a previously reported incident;
 - c. Supplementary reports on follow-up investigations;
 - d. Supplementary reports when assistance is given on a reportable offense/arrest;
 - e. Search or arrest warrants; or
 - f. Other citizen complaints.

C. The forms used in field reporting include, but are not limited to:

1. Officers Arrest Report (OAR) – used for all adult arrests;
2. Uniform traffic tickets;
3. Traffic warnings;
4. Vehicle tow slips;
5. Local ordinance violation tickets;
6. Juvenile Fact Sheet – used for all juvenile arrests;
7. Immediate Detention form;
8. Domestic Violence Purple Sheet
9. Naloxone form; and/or
10. Missing Persons form.

III. Distribution

The IMPD Citizen Services Center handles all public requests for copies of reports and distributes all requested information in accordance with Indiana State Law and department policy.



Indianapolis Metropolitan Police Department

Picketing Control

General Order 4.26

POLICY

The Indianapolis Metropolitan Police Department is committed to the enforcement of laws protecting life and property while still respecting individual rights. One of those rights is freedom to peacefully demonstrate.

It is the policy of the Indianapolis Metropolitan Department to balance the rights of business and property owners, neighborhoods, and our citizens with the rights of those who choose to peacefully demonstrate against others, including businesses, labor unions, abortion clinics, or government buildings.

Personal opinions regarding the disputed issues will not be revealed or discussed with the media, strikers, or strike targets.

PROCEDURES

I. Picketing Response

- A. The following is the recommended course of action to be followed by all police officers at the scene of a strike action or demonstration:
 1. District Commanders have the responsibility of monitoring those actions occurring on their respective districts.
 2. The supervisor on the scene must keep the appropriate District Commander informed of the situation, preferably by land line telephone, MDT/MDC, or secure radio.
 3. An attempt should be made to obtain the cooperation of both sides of the issue in controlling the demeanor of striking and non-striking employees or outside picketers.
 4. Minor infractions noted by officers should be brought to the attention of their supervisor who will then encourage both sides of the demonstration to correct minor situations that may occur.
 5. All laws will be enforced impartially.
 6. Police personnel must avoid fraternization, gratuities, and the use of facilities belonging to either side.
 7. The right to picket peacefully in numbers during the day or night will be recognized by the police, but force or violence will not be tolerated.
 8. The general public has a right to the free and immediate use of sidewalks and public roadways, and to enter and exit from locations where picket activity is being conducted.



9. The referral of complaints to the Prosecutor's Office is encouraged. This not only permits a cooling off period, but assures to some extent that resultant action is not due merely to the heat of passion existing at the time.
10. Police action must be taken if violence, disturbing the peace, or unlawful acts that lead to disorder occur.
11. Strike organizers are normally opposed to the problems caused by the consumption of alcohol. Officers may bring such activity to the attention of the organizers with the suggestion that the individuals involved be removed from the picket line.
12. The police cannot prohibit nor limit the size of placards or signs used by demonstrators. However, if a sign or placard is placed on private property, or interferes with traffic or pedestrian safety, and organizers will not correct the problem, action must be taken.
13. When picketing is conducted so that pedestrians or other traffic cannot safely use sidewalks or roadways, the problem will be brought to the attention of the organizers. The police should not attempt to establish a strike perimeter or limit the number of picketers, however, action must be taken if a suggestion to organizers does not correct the problem.
14. When special officers or guards are employed by a strike target, management should be advised to use them on company property only. Private officers or guards cannot be used to assist the police on public property. The use of armed guards should be discouraged.
15. When vehicles or pedestrians wish to cross a picket line, it is preferable to have a strike organizer direct the picketers to clear the entrance. If this does not work, the police must clear the entrance.
16. If the need arises, command posts should be established at appropriate sites other than the property of the business involved.
17. The department will cooperate with both sides of a demonstration when a temporary restraining order or permanent injunction is filed for by one of the parties.
18. The parties should be encouraged to enforce a restraining order or injunction through civil contempt proceedings filed with the court issuing the order. Members of the department cannot make an arrest for violations of a restraining order or injunction except where the order specifically directs law enforcement to do so.
19. When any serious crime occurs at the scene, the incident must be investigated immediately, and arrests made if possible.



Indianapolis Metropolitan Police Department

Lost/Stolen License Plate

General Order 4.27

POLICY

This directive establishes the policy and procedures to be followed when members of the Indianapolis Metropolitan Police Department take possession of license plates that are reported stolen or when a license plate is reported stolen or lost.

DEFINITION

Bureau: Indiana Bureau of Motor Vehicles (BMV)

PROCEDURE

I. Lost Plate – *Generally*

- A. If a license plate is lost, the bureau may not issue a duplicate or replacement license plate until the person in whose name the plate was issued has first notified:
 - 1. The Indiana law enforcement agency that has jurisdiction where the loss occurred; or
 - 2. The law enforcement agency that has jurisdiction over the address listed on the registration.
- B. A law enforcement agency to whom a loss is reported shall complete and present to the person reporting the loss a form provided by the bureau indicating that the loss has been reported.
 - 1. The person is responsible for obtaining the form from the bureau.
 - 2. The person must present this form to the bureau before a replacement license may be issued.

II. Reporting Lost/Stolen License Plates

A. Officer Responsibility

- 1. Communications will dispatch an officer to the scene.
 - a. The officer will complete an *'Application for Duplicate or Replacement License Plate'* for the complainant.
 - b. The officer will complete the affidavit portion of the form with the exception of the applicant's signature.
 - c. The officer will provide the complainant with the white and pink copies of the form.
 - i. The blue copy of the form will be forwarded to the Auto Desk.



NOTE: The applicant must take the form to be signed and notarized at the license branch.

III. Auto Desk Responsibility

- A. Receive and maintain the blue copy of the *'Application for Duplicate or Replacement License Plate.'*
- B. Auto Desk personnel will prepare an Incident Report titled *'Lost/Stolen License Plate.'*

IV. Recovered Lost/Stolen License Plates

- A. Officers dispatched to recover a lost/stolen license plate will conduct a wanted check on all license plates coming into their control.
- B. Officers recovering a license plate or having probable cause to believe a license may be lost/stolen will conduct a wanted check on the license plate.
- C. License plates that are reported lost/stolen and attached to a vehicle will be removed by the officer conducting the investigation before the vehicle leaves the officer's control (i.e., towed, released, etc.).
- D. All lost/stolen license plates will be taken to the Property Branch and submitted with a completed Property Room Voucher.
 - 1. Officers submitting lost/stolen license plates to the Property Branch will prepare an Incident Report titled *'Recovered Lost/Stolen License Plate.'*
 - 2. The report will be made special attention to the Auto Desk.

V. Legal Reference

- IC 9-18-6-2 (b)



Indianapolis Metropolitan Police Department

Solicitation in Roadways

General Order 4.28

POLICY

The Indianapolis Metropolitan Police Department has a responsibility to ensure the safety of all citizens. Soliciting the sale of items or donations from motorists in the roadways, medians, intersections, or other locations on public roadways creates a substantial risk of injury to solicitors, motorists, and pedestrians. It shall be the policy of this department to ensure the safe and uninterrupted flow of both vehicle and pedestrian traffic in our city.

NOTE: The detention, interdiction, or disparate treatment of persons based solely on race, ethnicity, age, gender, religion, or sexual orientation is inappropriate conduct and will not be tolerated.

PROCEDURE

I. Enforcement – *Generally*

- A. When enforcing violations related to solicitation in roadways, officers should be aware of the following:
 - 1. Only a ticket (UTT) may be used for violation of the ordinance 431-702 or 431-703; and
 - 2. An outright arrest may not be made for violation of the ordinance 431-702 or 431-703.

NOTE: A citizen will only be cited for a violation of this ordinance when probable cause exists that a violation has occurred.

- B. If a UTT is issued, the violator will be asked to sign the back of the UTT.
 - 1. If the violator does not have proper identification, a thumb print may be used.
 - 2. Failure to provide either a signature or thumb print once identity has been established will not be grounds for an arrest.
- C. If the violator refuses to provide adequate identification, an arrest may be made for Refusing To Provide Identification For An Infraction Or Ordinance Violation, Indiana Code 34-28-5-3.5.

II. UTT Issued In Association With An Arrest

- A. A UTT issued with an outright arrest (i.e., obstructing traffic, resisting arrest, etc.) is considered a companion case and must be listed on the Officer's Arrest Report (OAR).
- B. Tickets issued at the time of a warrant arrest are not considered companion charges to the arrest and are processed as if no arrest were made.



III. Completion Of The Ticket

- A. All provided spaces where information is available should be completed accurately and legibly using black ink.
 - 1. If the violator has no driver's license, the social security number must be written in the operator's license number space.

NOTE: The officer must ensure the violator's copy of the ticket is legible prior to being issued.

IV. Handling Of Tickets

- A. When the violator is *not arrested* or is arrested on a warrant:
 - 1. The hard copy of the ticket is issued to the violator.
 - 2. Tickets must be turned in by the end of the officer's shift.
 - 3. The pink copy will be forwarded to IMPD Data Processing.
 - 4. The gold copy of the ticket is retained by the officer for a period of twelve months from the date the ticket is issued.
 - 5. The white copy is forwarded to the Prosecutor's Office.
- B. When the violator *is arrested* on a companion charge:
 - 1. The hard copy is attached to the Officer's Arrest Report.
 - 2. The gold copy is retained by the officer for a period of twelve months from the date the ticket is issued.
 - 3. The pink copy is forwarded to IMPD Data Processing.
 - 4. The white copy is attached to any formal charging affidavits and forwarded to the Prosecutor's Office.
- C. The 1st violation of any of the sections listed below in a twelve (12) month period is subject to a \$25.00 fine. The citation for the 1st violation in a twelve (12) month period should be written on a parking ticket.
- D. The 2nd and subsequent violations in a twelve (12) month period are subject to a fine of up to \$2,500.00. A citation for a 2nd and subsequent violation in a (12) month period should be written on a UTT and slated into Marion Superior 'Environmental Court' at 9:00 am on a Monday at least thirty (30) days from the date the UTT is issued.
 - 1. Officers should make certain that the date selected is not a court holiday.
 - 2. The UTT should be submitted before the end of the shift using normal paperwork procedures.



V. Legal References

Revised Code of the Consolidated City and County of Indianapolis/Marion County, Indiana

- A. *Section 431-702. Prohibited Activity in Roadways:* It shall be unlawful for a pedestrian to sit, stand or move within or upon a roadway, or a median between two roadways, for the purpose of or while engaged in:
1. Soliciting;
 2. Peddling;
 3. Selling;
 4. Advertising;
 5. Donating; or
 6. Distributing any product, property, or service; or
 7. Conversation or discourse with an occupant of a vehicle in the roadway.

EXAMPLE: Tickets, handbills, newspapers, or other printed material, to or from an occupant of a vehicle in the roadway.

- B. *Section 431-703. Interference With Vehicular Traffic:* It shall be unlawful for a person to solicit, peddle, sell, advertise, donate, or distribute any product, property, or service, including but not limited to, tickets, handbills, newspapers, or other printed material, to an occupant of a vehicle within or upon a roadway, or to engage in conversation or discourse with an occupant of a vehicle within or upon a roadway, so as to:
1. Endanger the safety or welfare of an occupant of a vehicle within or upon a roadway, or a pedestrian within the immediate vicinity;
 2. Impede the free flow of vehicular traffic on the roadway; or,
 3. Obstruct or distract the view of the driver of any such vehicle within or upon a roadway.

Indiana Code

- C. *IC 35-42-2-4. Obstructing Traffic:* A person who recklessly, knowingly, or intentionally obstructs vehicular or pedestrian traffic commits obstruction of traffic, a Class 'B' misdemeanor. The offense described in subsection (a) is:
1. A Class 'A' misdemeanor if the offense includes the use of a motor vehicle; and
 2. A Class 'D' felony if the offense results in serious bodily injury.
- D. *IC 34-28-5-3.5. Refusal To Provide Identification:* A person who knowingly or intentionally refuses to provide either the person's name, address, and date of birth; or driver's license, if in the person's possession, to a law enforcement officer who has stopped the person for an infraction or an ordinance violation, commits a Class 'C' misdemeanor.

Any questions or concerns regarding the Municipal Code enforcement should be directed to 327-5439.



Indianapolis Metropolitan Police Department

IPS Related Incidents

General Order 4.29

POLICY

The Indianapolis Public Schools (IPS) are patrolled by the Indianapolis School Police Department and that agency has the responsibility for all incidents occurring on school properties. However, these schools fall within the jurisdiction of the Indianapolis Metropolitan Police Department Special Service District. It is the policy of the Indianapolis Metropolitan Police Department that officers assist the School Police under provisions of this directive when situations arise requiring necessary assistance from IMPD.

PROCEDURES

I. Response to IPS School incidents

A. Authority During School Incidents

1. The Indianapolis School Police Department has the responsibility for all incidents occurring on school properties.
2. Should it be necessary to call for assistance the IPS General Superintendent or his designee, in cooperation with the supervisor from IMPD, will take those actions necessary to correct the disorder. The General Superintendent, by statutory direction, is the only person who has the authority to close a school.
 - a. In all situations where the Indianapolis School Police call for assistance for a disorder incident, two district officers will be dispatched to the scene. The district community relations officer, if available, will be sent directly to the scene.
 - b. The primary officer will make a decision as to the seriousness of the situation and, if necessary, notify a supervisor through the Communications Center.
 - c. When the incident is judged as a "non-emergency", the district community relations officer, if available, or a district supervisor will handle the situation.

B. School-Community Area Incidents

1. Officers investigating disturbances or situations that occur within the proximity of any public school, or situations that may have repercussions upon the school or community, must notify a supervisor and the district community relations officer of the situation.
2. The IMPD supervisor must notify the supervisor of the Indianapolis School Police through the communications center. If the incident occurs in or near a public school, appropriate safeguards must be taken by the school police to offset possible disturbances within that school.



3. It is understood that situations may occur concerning the school community that may or may not have a direct affect upon the conduct of students within the school. The judgement of the situation must be made by the primary officer or a supervisor as to the possibility of continuing repercussions. If there is any doubt, officers should treat the situation as a possible indicator of future problems and make notification accordingly to the supervisor of security for the school police and within IMPD, if necessary.

C. Arrest of Students on School Premises

1. If a student is arrested by an IMPD officer for a crime committed on school premises, the arresting officer must complete all necessary paperwork and transport the student to the appropriate detention facility.
2. If a student is arrested by an IPS officer, that officer is responsible for all paperwork. IMPD may be requested to transport the prisoner.



Indianapolis Metropolitan Police Department

GENERAL ORDER

5.1

CRIMINAL INTELLIGENCE

POLICY

It is the policy of the Indianapolis Metropolitan Police Department (IMPD) that criminal intelligence information will be actively pursued and selectively maintained relating only to criminal activity that potentially impacts the community. The intelligence activities of IMPD shall include information gathering, analysis, and dissemination. All information gathered and processes employed shall be in compliance with state law (IC 5-2-4) and federal regulation (28 CFR Part 23).

DEFINITIONS

Criminal Intelligence Information – Information on identifiable individuals compiled in an effort to anticipate, prevent, or monitor possible criminal activity, including terrorist activity. This does not include criminal investigative activity, which is information on identifiable individuals compiled in the course of the investigation of specific, completed criminal acts.

Dissemination – The spreading or otherwise transferring of criminal intelligence information (including by email, printed hard copy, verbally, etc.).

PROCEDURE

I. Criminal Intelligence Collection and Use

- A. All officers are encouraged to collect criminal intelligence information and forward this information to the Criminal Intelligence section.
- B. Criminal intelligence information concerning a particular individual may only be collected and maintained if grounds exist connecting the individual with known or suspected criminal activity and if the information is relevant to that activity.
- C. The Criminal Intelligence section shall review all intelligence information to ensure the information collected and maintained complies with state and federal law.
- D. Criminal intelligence information shall be reviewed periodically to determine whether grounds for retaining the information still exist and, if not, it shall be destroyed.
- E. The Criminal Intelligence section will maintain a record of destroyed files, including both printed hard copies and electronic versions.
- F. Personnel assigned to the Criminal Intelligence section shall receive periodic training on state and federal law pertaining to gathering, disseminating, and maintaining criminal intelligence.



II. Records Security and Dissemination

- A. Printed hard copies of criminal intelligence records shall remain under the control of the Criminal Intelligence section. When not in use, they must remain in a locked filing cabinet.
- B. Electronic versions of criminal intelligence records must be password protected with permissions given only on a need-to-know basis, at the discretion of a Criminal Intelligence section supervisor.
- C. Unlawful dissemination of criminal intelligence information is a criminal offense (IC 5-2-4-7). Accordingly, any dissemination of criminal intelligence information to a person other than a sworn member of IMPD shall be done only with the approval of a Criminal Intelligence section supervisor.

III. Annual Review

The Criminal Intelligence section shall annually review the policies and practices and notify the Planning section of any necessary updates.



Indianapolis Metropolitan Police Department

GENERAL ORDER

POLYGRAPH EXAMINATIONS FOR SENSITIVE POSITIONS

5.8

POLICY

To maintain and preserve the image, integrity, and level of professionalism expected of a law enforcement agency, it is the policy of the Indianapolis Metropolitan Police Department to administer polygraph examinations to sworn and civilian employees working in designated sensitive positions as determined by the Chief of Police.

The polygraph examination is used only as a tool in part of an overall investigation to identify criminal behavior and/or corruption. Because of the nature of polygraph examinations, certain safeguards have been established to protect an employee from consequences that could be considered detrimental to the employee's integrity and reputation, such as reassignment from a sensitive position based solely on the results of the polygraph examination.

PROCEDURE

I. Internal Investigations

Any employee who is the subject of an internal investigation concerning a criminal or corruption matter may be subject to a polygraph examination, as outlined in the department Rules and Regulations manual for sworn officers and the Civilian Employee Administrative Policies and Procedures Manual for civilian employees. The Chief of Police or designee may require a polygraph examination in any case where evidence amounting to reasonable suspicion indicates that a potential criminal offense and/or act of corruption has occurred.

II. Administrative Testing for Employees in Sensitive Positions

Sworn officers and civilian employees assigned to sensitive positions within the Indianapolis Metropolitan Police Department must submit to entrance and random polygraph examinations as a condition of assignment to a sensitive position. Sensitive positions, as designated by the Chief of Police, are listed in the Manning Table under the following units, sections, and/or branches:

- ATF Achilles Liaison Section
- Crime Action Team Section
- Criminal Gang Section
- District Narcotics
- Forfeiture Unit
- Grand Jury/Prosecutor's Liaison Unit
- Identification Section
- Intelligence Section
- Narcotics Branch
- Property Section (Property Room)
- Vice Section
- Violent Crimes Section



III. Authority

The Administration Division Support Services section lieutenant serves as the Polygraph Program Manager and will oversee and coordinate the scheduling of:

- A. Entrance Examinations; and
- B. Random Testing Examinations

IV. Types of Examinations

A. Entrance Examinations

1. All employees requesting assignment to a designated sensitive position must submit to a polygraph examination as a conditional part of the selection process.
2. If an employee requesting transfer from one sensitive position to another has already taken a polygraph examination (entrance or random), an entrance examination may be waived upon approval of the branch commander of the new assignment.
3. If an employee requesting transfer from one sensitive position to another has not taken a polygraph examination (entrance or random), an entrance examination will be required as part of the selection process to the new position.

B. Annual Random Testing

1. Twenty-five percent of officers working in sensitive positions, and twenty-five percent of civilians working in sensitive positions will be tested annually. Testing will occur monthly through a blind draw conducted by the Polygraph Program Manager.
2. It is the responsibility of the Polygraph Program Manager to notify the employee and his or her branch commander of the scheduled polygraph examination.
 - a. Employees will be provided with three (3) days notice of their scheduled polygraph examination.
 - b. All scheduling conflicts will be directed to, and resolved by, the Polygraph Program Manager.
3. Examinations will include questions limited in scope to the employee's last 12 months of activity within his or her assignment.

V. Polygraph Examination Results and Findings

- A. The Polygraph Examiner will hand-deliver the results of employee polygraph examination to the Chief of Police within 72 hours. The Chief of Police is responsible for reviewing the test results.
- B. The Office of the Chief will retain all test results for a period of five (5) years.

**VI. Polygraph Resolution Process**

- A. Employees will be notified of the results of their polygraph examination within three (3) business days or less by a supervisor with the rank of captain or above.
- B. In the event the results of an employee's examination shows deception or identifies criminal or corrupt behavior, the employee may request an outside examination:
 - 1. The employee requesting an outside examination must submit a written request to the Chief of Police within three (3) business days of receiving the unsuccessful polygraph notice.
 - 2. The Office of the Chief will coordinate with the Polygraph Program Manager and the employee to arrange for the outside examination.
 - 3. The outside examination must be conducted by a certified polygraph examiner from an official law enforcement agency. No private or independent examinations will be permitted or accepted.
- C. If the follow-up polygraph examination still indicates deception or identifies criminal or corrupt behavior, the employee will be subject to further investigation.

VII. Administrative Action

- A. In the event an employee successfully completes a polygraph examination, but makes admissions during the examination reflecting questionable judgment or the need for additional training, the Chief of Police may:
 - 1. Direct the employee to remedial training;
 - 2. Take disciplinary action; or
 - 3. Transfer the employee to another assignment.
- B. If an employee in a sensitive position is found to show deception during a polygraph examination, which is substantiated through further investigation, the employee may, at the discretion of the Chief of Police or designee, be transferred from the unit and be ineligible for reassignment to another sensitive unit for a period of five (5) years.
- C. If the investigation shows no evidence of wrong-doing, the employee will be considered exonerated by the department and no further action will be taken.

Reference – IMPD Rules and Regulations**Section III., Sub-Section IX. – Failing to Cooperate or Be Truthful**

- A. Members shall be cooperative and truthful when testifying in any court or administrative hearing or Internal investigation, in accordance with the "Police Officer's Bill of Rights."
- B. Members shall be truthful in all official reports and correspondence.
- C. Upon the order of the Chief of Police or his designee, or a supervisor, members shall answer truthfully all questions specifically, directly, and narrowly relating to the performance of their official duties or their fitness for serving as a police officer.



Indianapolis Metropolitan Police Department

GENERAL ORDER

5.9

INVESTIGATIVE RESPONSIBILITY

POLICY

The purpose of this directive is to outline the investigative responsibility and crime scene authority for various crimes by defining the roles of the investigative units. This permits investigations to be conducted more efficiently and effectively, while allowing officers to concentrate on the task at hand. It is the responsibility of all officers to use good judgement and request appropriate detectives when dispatched to incidents described in this directive.

DEFINITIONS

Bodily Injury – Any impairment of physical condition, including physical pain.

Family or Household Member – An individual that: (1) is related by blood or adoption to the other person; (2) is or was related by marriage to the other person; (3) has or previously had an established legal relationship: (A) as a guardian of the other person; (B) as a ward of the other person; (C) as a custodian of the other person; (D) as a foster parent of the other person; or (E) in a capacity with respect to the other person similar to those listed in clauses (A) through (D).

Intimate Partner – An individual that: (1) is a current or former spouse of the other person; (2) is dating or has dated the other person; (3) is or was engaged in a sexual relationship with the other person; or (4) has a child in common with the other person. This definition excludes acts of prostitution and one night stands.

Serious Bodily Injury – Bodily injury that creates a substantial risk of death or that causes: (1) serious permanent disfigurement; (2) permanent or protracted loss or impairment of the function of a bodily member or organ; or (3) loss of a fetus. Serious bodily injury also requires treatment at a hospital.

PROCEDURE

I. Investigation Guidelines

A. Hierarchy Rule

1. For incidents in which the investigative responsibilities are crossed, the investigative unit responsible for the most serious crime is responsible for the investigation.
2. The investigative unit supervisor responsible for the most serious crime may defer the investigation to another appropriate unit if the totality of the circumstances does not warrant an assignment in that unit.

B. Suspect Age Rule

1. Investigations involving adult suspect(s) **18** years of age or older will be assigned to the investigative unit responsible for the most serious crime as defined in the Hierarchy Rule.



2. Unless otherwise specified, investigations involving juvenile suspect(s) **17** years of age or younger will be assigned to the Juvenile Section.
3. Investigations involving both juvenile and adult suspects, or if the suspects are unknown, will be assigned to the investigative unit responsible for the most serious crime alleged of the adult suspect as defined in the Hierarchy Rule.

II. Investigations Division Investigatory Responsibilities

A. Homicide – Detectives are responsible for:

1. The investigation of all incidents in which death has occurred or is likely to occur as a result of unnatural or unknown circumstances, except in incidents of unintentional traffic deaths; and
2. Conducting the initial investigation of all incidents in which life-threatening injury occurs. Such investigations may subsequently be assigned to an Aggravated Assault detective.
3. Incidents in which death has occurred or is likely to occur. The appropriate unit (e.g., Arson, Child Abuse, Missing Persons, etc.) will assist the Homicide detective responsible for the investigation.

NOTE

A Homicide Branch supervisor has the option to allow the initial investigating detective to retain the investigation if death eventually occurs.

B. Aggravated Assault – Detectives are responsible for:

1. Incidents involving bodily injury, but not a substantial likelihood of death, resulting from the discharge of a firearm. This excludes the use of an air gun unless serious bodily injury occurs;
2. Incidents involving the intentional use of a knife or other cutting instrument, if serious bodily injury occurs; and
3. Blunt force assault incidents, regardless of the weapon used, resulting in serious bodily injury if there is not a substantial likelihood of death, except those only resulting in short term unconsciousness and/or minor bone fractures.

NOTE

If no Aggravated Assault detective is available, the on-scene uniform supervisor will consult, via telephone if possible, with the Homicide detective/supervisor to determine whether an on-scene response by Homicide is necessary.

C. Firearms Investigations – Detectives are responsible for:

1. Reviewing and tracking all handgun arrests and maintaining records regarding prosecution and disposition of all firearms investigations;
2. Presenting all felony handgun charges to Felony Screening if the handgun violation is the only charge filed, the companion charge is a misdemeanor, or the companion charge is a narcotics or felony charge not assigned to another detective:
 - a. Types of charges include, but are not limited to: felony fleeing, criminal recklessness with no victim, and/or felony traffic charges.
 - b. This can also be handled by another booking unit through an established agreement based on where the investigation would best be handled.



3. Notifying the Indiana State Police of requests for state handgun license revocations based on criminal histories, new pending felony charges, and case by case special request;
4. Tracing all firearms recovered by IMPD or placed in the IMPD Property Section using the ETrace program (provided by ATF) with information made available to detectives and MCPO; and
5. Maintaining databases and coordinating with outside agencies regarding firearms investigations.
6. Presenting case files to the Marion County Prosecutor's Office (MCPO) for consideration of firearm retention using the "Jake Laird Law" to be filed in court for retaining and/or seizing firearms from mentally ill persons.
 - a. If a "Jake Laird Law" firearm seizure is necessary during an investigation assigned to another investigative unit, the detective from that unit will be responsible for working with the MCPO to submit the appropriate affidavit for the retention/seizure.
 - b. "Jake Laird Law" investigations not being handled by other investigative units will be assigned to Firearms Investigations.

D. **Robbery** - Detectives are responsible for:

1. All armed and strong-armed robberies of persons and businesses to exclude banks. Bank robberies are investigated by the FBI Safe Streets Task Force.
2. If rape is also committed, the primary investigating unit will be the Sex Offense Unit.

E. **Sex Offense** – Detectives are responsible for investigating the following incidents if the victim is **14** years of age or older:

1. Rape or attempt rape;
2. Sexual misconduct with a minor;
3. Sexual battery;
4. Child exploitation, except if conducted over the internet; and
5. Indecent exposure.

F. **Child Abuse** – Detectives are responsible for:

1. Sexual assaults if the victim is **13** years of age or younger, including:
 - a. Rape or attempt rape;
 - b. Child molest; and
 - c. Indecent exposure.
2. Sexual assaults if the victim is **17** years of age or younger and the suspect is a blood relative, or the victim lives with the suspect. This includes:
 - a. Rape or attempt rape;
 - b. Child molest; and
 - c. Incest.



3. Abuse, neglect, and battery incidents committed by a family or household member, regardless of weapon used, as defined below:
 - a. Neglect of a dependent: both juvenile and adult victims;
 - b. Battery if the suspect is a guardian, caretaker, blood relative, step-relative, live-in boyfriend/girlfriend which results or may result in serious bodily injury to a victim who is **17** years of age or younger; and
 - c. Battery if the suspect is **18** years of age or older which results in or may result in injury to a victim who is **13** years of age or younger.

G. **Juvenile** – Detectives are responsible for investigating the following types of incidents with juvenile suspects only including, but not limited to:

1. Assaults involving the use of a knife or blunt force resulting in at least bodily injury but not a substantial likelihood of death;
2. Vehicle theft if the identified driver is a juvenile;
3. Intimidation;
4. Recklessness;
5. Criminal confinement;
6. All stalking incidents;
7. Criminal mischief/vandalism;
8. Domestic violence incidents; and
9. Possession of a firearm if there is no injury and no companion charges that would dictate the investigation be assigned to another investigative unit.

H. **Missing Persons** – Detectives are responsible for:

1. Missing persons and runaways;
2. Non-custodial parental abductions;
3. Amber Alert incidents;
4. All kidnappings and attempted kidnappings as defined in 35-42-3-2; and
5. Missing persons resulting from major catastrophic events (e.g., building collapse).

NOTE

The Missing Persons Unit shall retain investigative authority until the investigation reaches its final disposition or a Homicide detective assumes investigative control.

I. **Organized Crime** – Detectives are responsible for:

1. Fraud on a financial institution;
2. Home improvement fraud;
3. Bank schemes (e.g., pigeon drops, bank examiner, etc.);
4. Counterfeit checks, money, and credit cards;



5. Embezzlements;
6. Long-term frauds and forgeries;
7. Identity deception; and
8. Credit card skimmers.

J. Financial Crimes – Detectives are responsible for:

1. Forgery – Checks, credit cards, ATM card transactions with a signature involved, altered money orders, transfer checks;
2. Fraud – Credit cards and checks;
3. Stolen check(s) if an attempt to pass the check(s) has been made. A new incident report will be generated for the forgery or fraud. The original larceny or burglary will remain the responsibility of the district; and
4. Home Takeovers – Individuals taking possession of a residence having no contractual interest in the property and providing fraudulent purchase, leasing, or rental documents showing ownership or possession rights.
5. Financial scams by phone call (e.g., IRS, IPL, and other threats of financial loss for payment over the phone);
6. Financial internet/computer and phishing scams; and
7. Wire fraud.

K. Computer and Digital Forensics – This unit is comprised of 4 types of investigators:

1. Internet Crimes Against Children (ICAC) detectives are responsible for:
 - a. Child exploitation; and
 - b. Possession of child pornography.
2. Digital Forensic examiners are responsible for:
 - a. Providing highly specialized investigative support to all divisions of IMPD; and
 - b. Performing forensic examinations of possible digital evidence (computer, cell phone, tablet, etc.).

NOTE

Digital Forensic examiners do NOT provide support for video forensic imaging.

3. Internet Investigations detectives are responsible for:
 - a. Providing investigative support to all divisions of IMPD through open and closed source data mining; and
 - b. Providing support by preserving social media accounts, as well as assisting in constructing and obtaining search warrants for evidence from the internet or social media sites.
4. Communication Records analysts are responsible for:



- a. Obtaining cell phone records, either directly via warrant or through the case agent;
- b. Analyzing the data;
- c. Identifying relevant cell phone towers; and
- d. Mapping the cell towers for court purposes.

L. Pawn – Detectives are responsible for:

1. Investigating and recovering stolen property from all used goods businesses; and
2. Entering and deleting stolen articles in the IDACS/NCIC system.

M. Domestic Violence – Detectives are responsible for:

1. Incidents involving physical violence between intimate partners except if the injury is caused by the discharge of a firearm;
2. Follow-up investigation of intimate partner domestic battery arrests made by uniform officers;
3. Follow-up investigation of intimate partner domestic battery incidents in which the suspect left the scene and was not arrested by uniform officers;
4. Stalking incidents involving intimate partners if the suspect is **18** years of age or older; and
5. Invasion of privacy incidents involving intimate partners if the violated protective order was the result of a Domestic Violence detective's investigation.
6. The Domestic Violence Section will investigate all companion charges to an investigation assigned to the Domestic Violence Section.

NOTE

All intimate partner domestic battery arrests are entered into case management under the domestic violence booking unit for tracking purposes. The domestic violence booking supervisor will review all intimate partner invasion of privacy incidents and will notify district booking supervisors of invasion of privacy investigations that will be the responsibility of a district detective.

N. Vice and Human Trafficking – Detectives are responsible for:

1. Prostitution:
 - a. Street prostitution;
 - b. Organized prostitution (e.g., escort services, lingerie store, massage therapy, private dancing, etc.); and
 - c. Patronizing prostitution.
2. Unlawful gambling (e.g., video poker machines, organized gambling, etc.);
3. Alcohol offenses (e.g., bootleg liquor sales, liquor store sales to minors, tavern investigations, etc.);
4. Public indecency violations occurring in public places (e.g., public parks, topless bars, lingerie shows, public restrooms, etc.);



5. Enforcing other appropriate city ordinance violations; and
6. Human trafficking.

O. Metro Drug Task Force – Detectives are responsible for:

1. Targeting, investigating, and prosecuting individuals who organize, direct, finance, or otherwise engage in high-level illegal drug trafficking enterprises;
2. Targeting, investigating, and prosecuting serious drug offenders as well as repeat offenders;
3. Seizing the assets and profits derived from trafficking;
4. Promoting a coordinated drug enforcement effort throughout central Indiana and encouraging maximum cooperation among all law enforcement and prosecutorial agencies therein; and
5. Cooperating with Federal Agencies and Agency Liaisons once the criminal activity extends beyond Indiana borders.

P. Drug Enforcement Agency (DEA) Liaison – Detectives are responsible for the following tasks if they occur within and extend beyond Indiana borders:

1. Targeting, investigating, and prosecuting individuals who organize, direct, finance, or otherwise engage in high-level illegal drug trafficking enterprises;
2. Targeting, investigating, and prosecuting serious drug offenders as well as repeat offenders;
3. Seizing the assets and profits derived from trafficking;
4. Promoting a coordinated drug enforcement effort throughout central Indiana and encouraging maximum cooperation among all law enforcement and prosecutorial agencies therein; and
5. Assisting various federal agencies.

Q. Federal Bureau of Investigations (FBI) Safe Streets Task Force – This unit is comprised of two task forces:

1. Violent Crimes Task Force is responsible for:
 - a. Bank robberies;
 - b. Hobbs Act Violations (serial robbers);
 - c. Wanted fugitives: to include Indiana Department of Corrections (IDOC) parolees;
 - d. Gun violence threats;
 - e. Child Exploitation Task Force (CETF);
 - f. Violent Crimes Against Children (VCAC); and
 - g. Special projects.
2. Safe Streets Gang Task Force is responsible for:



- a. Incidents involving criminal gang activity as defined in state statute 35-45-9 and disrupting the criminal gangs responsible for the activity;
 - b. Transnational organized crime;
 - c. Assisting other detectives with investigations involving confirmed gang members; and
 - d. Coordinating with federal partners and resources to combat large-scale criminal gang activity.
3. Assisting any other investigative unit when federal resources will benefit the investigation, apprehension, and prosecution of violent offenders.

R. **Asset Forfeiture** – Detectives and civilian personnel are responsible for:

1. Preparing forfeiture investigations by researching computer records;
2. Reviewing technical resources; and
3. Conducting analysis of pertinent information in order to develop and present forfeiture investigations to the appropriate federal, state and/or local agencies.

NOTE

Refer to General Order 9.7 – *Asset Forfeiture*.

S. **Criminal Interdiction** – Detectives are responsible for:

1. Assisting units throughout the department with uniform investigations involving illegal narcotics, criminally-possessioned firearms, and other criminal interdiction activities; and
2. Patrolling roadways and other public areas throughout the city in an attempt to intercept illegal substances before they are distributed on the streets, when not engaged in the aforementioned responsibilities.

T. **Achilles/ATF** – If federal prosecution criteria can be met, detectives are responsible for:

1. Investigating the criminal possession of firearms;
2. Trafficking from individuals and lawful commerce into the hands of criminals who cannot legally purchase or possess a firearm;
3. Making certain all firearms are submitted for National Integrated Ballistic Information Network (NIBIN) testing provided the firearm meets the NIBIN criteria and is not involved in an investigation assigned to a detective; and
4. Assisting the Firearms Investigations Unit, when necessary.

U. **Prescription Fraud** – Detectives are responsible for:

1. Crimes of forged and altered prescriptions;
2. Prescription drug theft;
3. Prescription drug trafficking; and
4. Healthcare fraud and the diversion of prescription drugs by healthcare professionals in healthcare facilities including but not limited to hospitals, clinics, dental offices, and nursing homes.



V. **Arson** – Detectives are responsible for:

1. All fire incidents, except if death occurs or is likely to occur; and
2. Assisting the assigned homicide detective if a death has occurred or is likely to occur as the result of a fire incident.

W. **Special Investigations (SIU)** – Detectives are responsible for the following incidents if not specifically assigned to another unit:

1. Alleged criminal conduct, on or off-duty, by current members of IMPD and any subordinate agency structurally falling within the span of control of the Chief of Police or including, but not limited to, the following:
 - a. Members involved in domestic violence & violations of protective orders. (Refer to IMPD General Order 6.11 – *Domestic Violence and Protective Orders*);
 - b. OVWI Investigations in which members were operating a motor vehicle involved in at least one of the following (Refer to IMPD General Order 7.4 – *Police and Other Department of Public Safety Vehicle Crashes and Damage*):
 - i. All fatality or serious bodily injury crashes requiring a Level II or higher crash investigator;
 - ii. Any sign of intoxication as determined by a supervisor on the scene;
 - iii. Property damage or other personal injury crash with BrAC greater than .05 as determined by a PBT; and/or
 - iv. Refusal to submit to a certified chemical test.
 - c. Police vehicle driving complaints involving the following (Refer to IMPD General Order 4.16 – *Police Vehicle Operations*):
 - i. Supervisor's suspicion of intoxication, and/or
 - ii. BrAC .05 or higher as determined by a PBT.
 - d. Non-vehicle incidents involving violations of IMPD General Order 3.24 – *Substance Abuse Program* with BrAC .02 or higher with potential criminal charges.
2. Alleged criminal conduct, on or off-duty, by active law enforcement officers of other agencies occurring within the jurisdiction of IMPD;
3. Investigations involving employees, local elected officials, or contractors of the Consolidated City of Indianapolis and the commission or omission of any act that constitutes a criminal act for the purpose of personal gain for any person and involving the performance of official duties or the use of the resources of the Consolidated City of Indianapolis;
4. Any investigation as directed by the Chief of Police or designee; and
5. Assisting and reporting on criminal investigations conducted by other jurisdictions as described above.



X. Violent Crimes Unit (VCU) - Detectives are responsible for:

1. Coordinating the location and apprehension of suspects of violent crimes at the request of the investigating detective;
2. Locating witnesses to violent crimes at the request of the investigating detective;
3. Assisting other investigative units with surveillance details and UC operations;
4. Murder for hire investigations;
5. Special assignments; and
6. Proactive investigations aimed at serious violent felons and other suspects involved in violence in an effort to reduce future crimes.

III. District Investigative Responsibilities

District detectives are responsible for:

- A. Confinement incidents involving SWAT call-outs if there is no police action shooting, death, or probable death;
- B. Confinement incidents if the suspect is **18** years of age or older and the confinement is not a companion charge to a domestic violence arrest;
- C. All food tampering incidents;
- D. All assaults unless it involves the discharge of a firearm and/or the victim has suffered serious bodily injury, other than short term unconsciousness and/or a minor bone fracture;
- E. Intimidation incidents, if the suspect is **18** years of age or older;
- F. Threatening phone calls, unless it is a threat to a victim/witness in an investigation already assigned to a detective;
- G. Vehicle thefts if the identified driver is either unknown or **18** years of age or older;
- H. All harassing telephone calls if the suspect is **18** years of age or older;
- I. All stalking incidents if the suspect is **18** years of age or older not involving an intimate relationship as set forth in IC 35-42-2-1.3;
- J. Disturbances – including shots fired;
- K. Recklessness if the suspect is **18** years of age or older, including recklessness with a vehicle and/or weapon;
- L. All burglaries and larcenies;
- M. Automatic teller (ATM) card withdrawals with no signature involved;
- N. Vandalism and criminal mischief incidents if the suspect is **18** years of age or older;



- O. Completion of the charging information and follow-up on incidents of battery on a police officer, if the injury to the officer is not life threatening and deadly force or attempt deadly force was not used;

NOTE

If deadly force or attempt deadly force was used in the commission of a battery on a police officer, the Critical Incident Response Team will be responsible for the investigation (Refer to General Order 1.7 – *Critical Incident Response Team*).

- P. Invasion of privacy incidents not assigned to a Domestic Violence detective; and

IV. Homeland Security Investigative Responsibilities

Bomb Squad – Detectives are responsible for:

- A. Incidents involving the use, real or implied, of a destructive/explosive device. This includes, but is not limited to, the following:
1. Actual and attempted bombings;
 2. Explosions;
 3. Over-pressure devices (chemical reaction);
 4. Post-blast scene investigations;
 5. Suspicious packages;
 6. Hoax devices;
 7. Bomb threats;
 8. Molotov cocktails;
 9. Stolen and recovered explosives;
 10. Military ordnance recovery;
 11. Clandestine explosives labs;
 12. Weapons of mass destruction (WMD); and
 13. White powder incidents.
- B. Assisting the appropriate federal agencies (e.g., FBI, ATF, etc.) with the investigation of any related situation in which federal agents would have primary jurisdiction; and
- C. Assisting the Homicide detective responsible for incidents in which death occurred or is likely to occur.

NOTE

When a destructive device is used, and fire is suspected as the primary motive, an arson detective will also be notified and assist as needed.

V. Internal Affairs (IA) – Detectives are responsible for:

- A. Investigating allegations of administrative misconduct by sworn and civilian members of IMPD and to perform other investigations as assigned by one of the following:
1. The Chief of Police or designee;
 2. The Assistant Chief of Police;
 3. Division Deputy Chiefs;



4. The Executive Director of the Citizen's Police Complaint Office (CPCO); and/or
 5. The Office of Corporation Counsel.
- B. Gathering pertinent information, including statements, reports, photographs, tape recordings, etc. with respect to civil cases where either Marion County, the City of Indianapolis, or the IMPD is named as a party defendant, when requested;
- C. Investigating firearms discharges by IMPD officers to determine adherence to department policy;

EXCEPTION

Incidents of animal destruction by firearms and accidental discharges not resulting in injury will be investigated by the district supervisor.

- D. Investigating IMPD vehicle pursuits resulting in a crash causing death or injuries likely to result in death;
- E. Providing support, cooperation, and investigative assistance on complaints taken by the CPCO; and
- F. Investigating complaints made by citizens or any member, sworn or civilian, of the department.
1. Complaints of a minor nature may be referred to the commanding officer of the member in question for investigation and proper action.
 2. Complaints of a more serious nature are assigned to an IA investigator.



Indianapolis Metropolitan Police Department

Arson Fire Investigations

General Order 5.11

POLICY

The Fire Investigations Unit is made up of members of both the Indianapolis Metropolitan Police Department and the Indianapolis Fire Department who work together to investigate suspected arsons. Upon notification from the Indianapolis Fire Department, the Communications Center will dispatch investigators from the Fire Investigations Unit when it is determined that a fire is of suspicious nature and arson is suspected. It is the policy of the Indianapolis Metropolitan Police Department to assist IFD and the Fire Investigations Unit when police services are needed at the scene of a fire. In addition, members of the Fire Investigations Unit, of the Indianapolis Metropolitan Police Department, will assist the Township Fire Departments when requested by the respective Township Department.

PROCEDURE

I. Arson Run Response

- A. Upon notification from the Indianapolis Fire Department, the Communications Center will dispatch a district officer to the following:
1. Abandoned vehicle fires;
 2. Vehicle fires without witnesses or suspect; and
 3. Stolen vehicle fires.

NOTE: In all of the above circumstances, the officer dispatched must make an incident report using the appropriate title related to the three categories listed above. If it is determined that a crime has occurred, the reporting officer must notify the Fire Investigations Unit in the narrative section of the report.

- B. Fires which fall into one of the following categories should be referred directly to the Fire Investigations Unit by the Communications Center after IFD has been dispatched:
1. All fires/explosions resulting in death or serious injury;
 2. All multiple alarm fires;
 3. All residential or business fires judged suspicious by the ranking Fire Department official on the scene;

NOTE: A field patrol officer from the district where the fire has occurred may be dispatched to the scene to assist with crowd control, traffic control, crime scene protection, and all other duties as assigned.

4. Fires which appear to have been set to conceal other crimes;



5. Vacant structures in which one of the following conditions exists:
 - a. Suspect is known;
 - b. Witness or owner is available; or
 - c. Previous fires have occurred at the same location;
 6. Any fire over \$10,000.00 damage, cause undetermined; or
 7. Any fire deemed of a suspicious nature by the officer dispatched to the fire scene.
- C. The Fire Investigations Unit member at the scene will be responsible for the investigation, however, the original officer dispatched to the scene will remain until relieved by the unit investigator.



Indianapolis Metropolitan Police Department

GENERAL ORDER

5.12

FIREARMS TESTING AND DISPOSITION RESPONSIBILITY

POLICY

It is the policy of the Indianapolis Metropolitan Police Department to conduct a thorough investigation of all firearms, firearms-related parts, cartridge cases, and ammunition coming under its control. This directive outlines procedures for investigating, testing, and releasing firearms in accordance with applicable department policies and procedures. It further outlines procedures to be followed when IMCFSA discovers a NIBIN LEAD on a firearm or cartridge case.

DEFINITIONS

IMCFSA – Indianapolis Marion County Forensic Services Agency (Crime Lab).

NIBIN – National Integrated Ballistic Information Network.

NIBIN LEAD – An investigative notification indicating that two or more items of evidence have been associated with or fired by the same firearm. Example: 1) A firearm is linked to a fired cartridge case; or 2) A fired cartridge case is linked to another fired cartridge case.

Responsible Officer – The officer primarily responsible for the investigation and its related evidence.

PROCEDURE

I. Investigative Responsibility

- A. A **uniform officer** will be the responsible officer for any firearm submitted as either found property or evidence in a **misdemeanor** case.
 - 1. The officer will be responsible for requesting NIBIN testing when submitting a NIBIN-eligible firearm and/or cartridge case(s) under these circumstances, when no other forensic testing is needed.
 - 2. If other forensic tests are needed, the officer must request the firearm and/or cartridge case(s) be placed on the forensic shelf in the Property Section.
 - 3. The Firearms Investigation unit will verify necessary forensic testing requests have been submitted for NIBIN-eligible firearms and/or cartridge case(s) submitted to the Property Section by uniform officers under these circumstances.
 - 4. The officer is ultimately responsible for final disposition of the firearm once the investigation and/or prosecution is closed.
- B. A **detective** will be the responsible officer for any firearm submitted as evidence in a **felony** case.
 - 1. The detective will notify the Property Section and advise them to change the disposition form to list them as the Responsible Officer.



2. The assigned detective will be responsible for requesting NIBIN and any other forensic testing for NIBIN-eligible firearms and/or cartridge case(s) submitted to the Property Section under these circumstances.
 3. If unsure what tests are needed, the detective must request the firearm and/or cartridge case(s) be placed on the forensic shelf in the Property Section for up to seven (7) days until a determination can be made.
 4. The detective will be responsible for setting the final disposition once the case is closed and submit the *Firearms Disposition* form to the Firearms/Alarms Ordinance unit (commonly referred to as the Firearms Records Unit).
- C. **Firearms Investigation Unit** will be assigned to all other felony firearms cases and retention (Laird Law) cases that do not have companion charges to be assigned to another detective unit.
- D. Once the Firearms Investigations Unit has reviewed the arrests, unit personnel will forward a list of the cases, with additional information, to the Property Section and the ATF Achilles supervisor.
1. The additional information will include the assigned detective, as well as the firearms and related items that can be removed from the forensic shelf in the Property Section.
 2. Once those items have been removed from the forensic shelf, they will be sent to the Indianapolis Marion County Forensic Services Agency (IMCFSA) for entry into the National Integrated Ballistic Information Network (NIBIN), if NIBIN-eligible, and any other requested forensic examination(s).
- E. Officers generating a stolen firearms report must prepare a *Stolen Firearms/Recovered Firearms Report* form (*shared drive: S:\common\IMPDFORMS\Misc.IMPDI\Firearm Report.dotx*), even if the victim does not have the serial number of the weapon. The completed form must be faxed immediately to the Firearms/Alarms Ordinance unit at 317-327-3444 to ensure the firearm is entered into NCIC without delay of case assignment to a detective. When the serial number is reported by the victim, the detective must record that number on the hard copy, then forward the form to the Firearms/Alarms Ordinance unit.
- F. If an officer/detective is notified that a stolen weapon has been recovered by the owner, the officer/detective must complete the lower part of a *Stolen Firearms or Recovered Firearms Report* and forward it immediately to the Firearms/Alarms Ordinance unit.
- G. It is the responsibility of the detective assigned to the case to notify the firearm's owner of the recovery and the release of the weapon.
- H. The detective must inform the owner to inquire at the Citizens Service Desk to begin the process of retrieval of the weapon. The owner must be told the process may take several weeks. If the owner cannot be contacted, the detective must notify the Property Section to change the hold status to "Release-to-Claimant" (RTC) or "Disposal."

II. Firearms/Alarms Ordinance Unit Responsibility

- A. The Firearms/Alarms Ordinance unit, located in the Citizens Service Section, will check the status and information of all firearms coming under the control of the department.
- B. The Firearms/Alarms Ordinance unit will physically inspect and validate the information within the incident report pertaining to the firearm. This includes, but is not limited to, the firearm make, model, caliber, serial number, as well as any other identifying characteristics.
- C. Upon recovery of a stolen firearm, the Firearms/Alarms Ordinance unit must notify the detective assigned to the original stolen firearm case by sending the detective a copy of the Records and Ballistics Examination report.



III. NIBIN LEAD Notifications

- A. The Firearms Investigations Unit supervisor will determine who the assigned detective is for each case related to a positive NIBIN LEAD test result. The Firearms Investigations unit supervisor will forward the notification via email to each assigned detective for immediate follow-up.
- B. In instances where the case has not been assigned to a detective, the NIBIN LEAD will be forwarded to the supervisor of the district or branch responsible for the investigation.
- C. When multiple officers receive or are assigned a NIBIN LEAD, they will coordinate with each other to determine which officer/detective will be listed as the responsible officer in the Property Section tracking system for that specific piece of evidence. This will be accomplished by contacting a Property Section supervisor.
- D. Each detective receiving or assigned a NIBIN LEAD may be assisted by the ATF Achilles unit.
 - 1. The detective will follow-up with IMCFSA on NIBIN LEAD.
 - 2. The detective may request NIBIN LEAD confirmation from IMCFSA, if needed, for successful prosecution or investigative furtherance.
- E. When a NIBIN LEAD is sent to multiple detectives:
 - 1. The detective with a victim or prior case management system entry will become the responsible detective for follow-up of the NIBIN LEAD.
 - 2. Each detective shall place an entry in the case management system to indicate receipt of the NIBIN LEAD, any investigative action taken, and any other follow-up.
- F. The NIBIN LEAD will also be forwarded to the Property Section supervisor who will indicate in the tracking system that the piece of evidence is associated with a NIBIN LEAD.

IV. Firearms Release Criteria

- A. For any firearm, including a duty weapon, to be released or disposed of, the responsible officer or detective must complete and submit a signed disposition order to the Property Section.
- B. The Chief of Police or designee may authorize the release of any firearm not being held as evidence, unless prohibited by law. It is the responsibility of the IMPD Firearms Records unit to complete the necessary paperwork and submit its findings to the Chief of Police or designee for authorization to release the firearm.
- C. Resolution through court proceedings should be undertaken when possible. However, a firearm may be released to its respective owner after consideration of the following:
 - 1. Disposition of linked cases;
 - 2. Criminal history information, including open probation, parole and/or protective orders;
 - 3. Mental stability or instability of the owner or person from whom the firearm(s) was confiscated;
 - 4. Whether this person may legally transfer possession of the firearm; and
 - 5. Whether the department may legally transfer possession of the firearm.
- D. No member of the department may request from the court or the department any firearm for personal use or retention.



Indianapolis Metropolitan Police Department

Planning and Research

General Order 6.1

POLICY

In order to maintain delivery of effective law enforcement services while efficiently managing all available resources, the department shall continually (1) assess its performance and the changing needs of the community and (2) research all alternatives in planning for the future.

DEFINITIONS

CALEA: Commission for the Accreditation of Law Enforcement Agencies

Staff Inspection: An objective review, outside the normal line inspection procedures, of department facilities, property, equipment, personnel, and administrative and operational activities that provide a benchmark toward achieving department goals and objectives

Written Directives: Departmental General Orders, Division Orders, Special Orders, Procedural Notices, or Standard Operating Procedures.

PROCEDURE

I. Planning and Research – Structure, Function, and Responsibilities <11.6.1>

- A. The department shall maintain a Planning and Research Section whose commander shall report directly to the Chief of Police or his designee for the purpose of accessibility to the Chief of Police. <11.6.2b>
- B. The Chief of Police may direct the Planning and Research Commander to assign any employee of the department to assist with the coordination and completion of a planning project. The assigned employee shall be responsible for the timely completion of such projects and shall report back to the Planning and Research Commander upon completion.
- C. The primary functions of the Planning and Research Section are as follows:
 1. Collect and maintain statistical data necessary for strategic planning; <11.6.2a>
 2. Create short and long-term goals as directed by the Chief of Police;
 3. Research and recommend revenue-enhancing, cost-controlling and other programs to increase the effectiveness of the department.
 4. Research alternatives and make recommendations regarding departmental objectives and the strategies and tactics to achieve those objectives;
 5. Compile and distribute statistical data to various units within the department as needed; <11.6.3>
 6. Ensure compliance with applicable law and CALEA standards;



7. Maintain the written directive system as outlined in the "Directives" General Order (This includes research, development, and preparation of all written directives.);
 8. Coordinate and facilitate annual staff inspections; and
 9. Prepare, produce and distribute the department's Annual Report.
- D. The Commander of the Planning and Research Section is also responsible for general planning and research functions, which includes, but is not limited to, the following: [<11.6.1>](#)
1. Survey users of the departments Employee Performance Evaluation system to determine EPE's effectiveness;
 2. Periodically update the department organizational chart; [<11.1.2>](#)
 3. Maintain a system for evaluating the progress of meeting department goals and objectives at least annually; and [<11.5.2>](#)
 4. Collaborate with the Chief of Police to develop the department's three (3) year Strategic Plan. The plan shall include, but not be limited to, the following: [<11.6.4>](#)
 - a. Long-term strategic goals and operational objectives; [<11.6.4a>](#)
 - b. Anticipated workload and population trends; [<11.6.4b>](#)
 - c. Anticipated staffing levels; and [<11.6.4c>](#)
 - d. Anticipated capital improvements and equipment needs. [<11.6.4d>](#)

NOTE: This plan will be reviewed annually and revised as directed by the Chief of Police. <11.6.4(e)>

II. Staff Inspections

- A. The Planning and Research Commander is responsible for annual staff inspections of all organizational components within the department. Annual staff inspections procedures are as follows: [<53.2.1abe>](#)
1. The Planning and Research Commander will notify Division Commanders of a staff inspection to be completed within seventy-two (72) hrs of notification. Division Commanders will be provided with the inspection standards to be utilized during the inspection.
 2. The Planning and Research Section will conduct staff inspections and will coordinate them with the appropriate Division Commanders.
 3. A Staff Inspection Report will be submitted directly to the Chief of Police as soon as possible after the inspection. Reports shall detail, but not be limited to, the following:
 - a. Operational readiness of the facilities;
 - b. Operational readiness of the equipment;
 - c. Operational readiness of personnel;



- d. Administrative and operational functions to meet the departments goals and objectives;
- e. Suggestions on how to improve areas that are not contributing towards the established goals and objectives; and [<53.2.1c>](#)
- f. Positive aspects of the specific areas that were inspected. [<53.2.1c>](#)

NOTE: If an inspection identifies deficiencies that cannot immediately be corrected, a notation will be made on the Staff Inspection Report and a follow-up inspection scheduled. [<53.2.1d>](#)

III. Accreditation

- A. The Planning and Research Commander shall serve as the department's Accreditation Manager. The Accreditation Manager shall have strong knowledge of departmental written directives, state law, and all applicable accreditation standards. The Accreditation Manager is responsible for acquiring and maintaining the department's CALEA accreditation status. The Accreditation Manager shall coordinate and oversee the department's Self-Assessment, Mock-Assessment and On-Site Assessment as prescribed by CALEA guidelines. [<11.4.3>](#)
- B. The Accreditation Manager is responsible for the collection of all time-sensitive reports necessary to maintain CALEA accreditation. All department employees responsible for submitting a time-sensitive report will be reminded, in writing and on a monthly basis, of upcoming report deadlines. The department's Agency Self-Assessment Automation Program (ASAP) will be used to generate such report reminders. [<11.4.3>](#)



Indianapolis Metropolitan Police Department

Funeral Detail

General Order 6.4

POLICY

All members of the Indianapolis Metropolitan Police Department killed in the line of duty will be appropriately honored at the time of their death, and at periodic memorial services. The Department will detail officers to ensure that survivors of IMPD decedents receive appropriate support at the time of their loss. The Department will also appropriately honor members who die while on active duty, as well as officers who die in retirement, and civilian employees who die while under the employment of IMPD.

The following procedures are merely an outline of departmental tradition and may be modified to accommodate active duty personnel who die from other causes, retired personnel, or other special circumstances at the request of the Chief of Police, Chaplain, Honor Guard commander, or immediate family of the deceased officer.

DEFINITIONS

Color Guard – A six-member unit consisting of four flag bearers and two riflemen. The color guard will consist solely of members of the IMPD Chief's Honor Guard. The color guard will carry the colors of the United States of America, State of Indiana, City of Indianapolis, and Indianapolis Metropolitan Police Department, in that order.

Honor Guard – An undetermined number of honor guard members who are responsible for standing guard at the casket of a decedent at all viewings and memorial services. At the initial posting and retreating of the guard, only the IMPD Chief's Honor Guard members will be used.

Interment Flag – A cotton flag of the United States of America used to drape the casket.

Rifle Squad – An eight-member unit consisting of seven riflemen and one commander.

Flag Detail – An eight-member unit charged with removing and folding the interment flag at the burial site. This unit may consist of a combined agency honor guard.

FUNERAL TYPES

Departmental honors will be given only at the request of the member's surviving family. Any member who, at any time, held the rank of Chief of Police will be honored with a **Type A Funeral**, or any variation thereof, at the request of the surviving family members.

For the purposes of this order, uniform civilian employees (accident investigators, public safety officers, transportation officers, etc.) will be treated as civilian employees.

Funeral Types

Type A – Officers Killed In The Line-Of-Duty

Type B – Officers Killed or Otherwise Deceased While On Active Duty, But Not In The Line Of Duty

Type C – Officers Deceased In Retirement

Type D – Civilians Killed or Deceased While On Active Duty



PROCEDURE

I. MOURNING PERIOD

The official mourning period observed by the Indianapolis Metropolitan Police Department for a Marion County law enforcement officer killed in the line-of-duty will be from the date of death to three days after interment (one day after interment for Active-Duty deaths), during which time departmental personnel will:

- A. Affix a black band across the center portion of any badge worn by an employee of the Department;
- B. Affix a black flag to an antenna (if equipped) of appropriate departmentally-operated vehicles;
- C. Display the flags of the United States of America, State of Indiana, and City of Indianapolis at half-staff; and
- D. Ensure that their uniforms and vehicles are adequately cleaned and in presentable condition when attending funeral services.

II. TYPE "A" FUNERALS – Officers Killed In the Line-Of-Duty

- A. Funerals for officers killed in the line of duty will consist of an Honor Guard at all viewings and memorial services, a flag detail, mounted detail, motorcycle escort, district and/or headquarters pass-by, bugler, rifle squad, and piper (optional).
- B. A flag presentation will be made by the IMPD chaplain (or designee) and one Honor Guard member. A framed **Certificate of Appreciation** will be presented to the employee's surviving family members at the beginning of the public calling.
- C. Upon pronouncement of the death of an officer killed in the line-of-duty, the decedent's last commander will ensure that an officer from the decedent's last unit escorts the body at all times until this duty is relinquished to the IMPD Chief's Honor Guard. In cases where the decedent is to be interred outside of Indianapolis/Marion County, a detail of two officers will be assigned to escort the body to the destination, where escort duties will be relinquished to the Chief's Honor Guard.
- D. Upon delivery of the body to the IMPD Honor Guard, the guard will place the first of two interment flags on the casket. The flag should be placed with the blue field toward the head and over the decedent's left shoulder. If the casket is to be open for the viewing, the flag should be drawn down in 13 folds. If the family requests a casket floral arrangement, the flag should be folded in the traditional triangle and placed inside the casket. On the night immediately before the burial, a flag detail will remove the flag from the casket. This flag will be presented to the decedent's spouse, mother, father, or sibling. A second flag will be placed on the casket without ceremony.
- E. Fifteen (15) minutes before the first viewing, the IMPD Honor Guard will post. The Honor Guard posting detail will consist of two riflemen and one commander. The posting detail will march to a position in front of the casket, render the appropriate honors, and post at the position of attention. Once posted, the guards will be ordered to "**Parade Rest**" and the commander will exit.
- F. The Honor Guard will be changed in 21-minute intervals without a commander until the last guard mount, at which point the commander will secure the guards after appropriate honors are rendered.



- G. After the last guard retires, Honor Guard members will assemble to lead all officers on a final pass-by of the open casket.
- H. A full Color Guard will be assembled near the hearse to render appropriate honors as the casket passes. If a combined agency color guard is available, it will be positioned directly across from the IMPD Color Guard and will heed all commands of the IMPD Honor Guard commander.
- I. The funeral procession will make a final pass by Headquarters or the decedent's District Headquarters where a mounted unit will, from the mount, call district personnel to "**Attention**" and issue commands.
- J. A single mounted unit will be placed at the entrance to the cemetery. The mount will be a bay or a dark chestnut in parade tack with a pair of boots positioned in the stirrups backwards. The officer, standing to the horse's right, will render the appropriate honors as the casket passes.
- K. A full Color Guard will be stationed near the interment site directly across from the flag detail. The IMPD Honor Guard commander will be responsible for all commands to all units as the ceremony continues.
- L. After the grave site services are complete, the Honor Guard commander will order the flag detail into position. Once positioned, the flag detail will carry out the duties of folding the flag by silent commands. The flag will be folded from foot to head in the traditional triangle configuration. Once the flag is folded, the flag detail commander (positioned at the head of the casket) will face the Honor Guard commander. The Honor Guard commander will then salute the flag and take control of it, at which time the flag detail commander will salute. The flag will then be delivered to the Chief of Police with the appropriate honors. The Chief of Police will then deliver the flag to the decedent's family members saying words to the effect "*On behalf of the Mayor and a grateful community, I present you with this flag....*" In cases where the decedent is survived by a spouse and immediate family members, such as parents or siblings, the first interment flag (used during the viewing) will be delivered to the next survivor by the Chief of Police.
- M. At the command of the Honor Guard commander, the Rifle Squad commander will commence a 21-gun salute, consisting of three volleys each fired by seven officers.
- N. After the last volley is fired, the bugler will sound "**Taps**."
- O. After the command "**Order Arms**" is given, the flag detail will remove the boutonnières and place them on the casket using silent commands.
- P. As the flag detail marches away, the piper, if present, will play "Amazing Grace" as attending officers pass by the casket.
- Q. After the funeral, the Rifle Squad commander will secure one shell casing from each volley of the 21-gun salute and place the casings in the vinyl flag case to be given to the family members.

III. TYPE "B" FUNERAL – Officers Killed Or Otherwise Deceased While On Active Duty, but not in the Line-Of-Duty

- A. Funerals for officers in this category will consist of a color guard, flag detail, mounted unit, motorcycle escort, and district pass-by.
- B. A flag presentation will be made by the IMPD chaplain (or designee) and one Honor Guard member. A framed **Certificate of Appreciation** will be presented to the employee's family members at the beginning of the public calling.



- C. Upon delivery of the remains of an IMPD officer Deceased-on-Active-Duty to the funeral home, an IMPD Honor Guard member will place a flag on the casket described under **Type A** Funerals.
- D. At the end of the final memorial service at the funeral home, the IMPD Honor Guard will lead all mourners on a final pass by the open casket. The guard will stop at the casket as a unit and render the proper honors.
- E. A full IMPD Color Guard will be assembled near the hearse to render appropriate honors as the casket passes.
- F. The funeral procession will make a final pass by the decedent's District Headquarters, where a mounted unit will, from the mount, call the district to "**Attention**" and issue commands.
- G. The IMPD Color Guard will secure their flags after the casket passes at the funeral home, then make their way to the grave site before the procession's arrival. The Color Guard members will carry out flag detail responsibilities at the direction of the Honor Guard commander.
- H. After the flag is folded and presented, the Honor Guard commander will order those in attendance to attention and then give the command "**Present Arms**," at which time the bugler will sound "**Taps**."
- I. The flag detail will dismiss.

IV. TYPE "C" FUNERAL – Officers Deceased In Retirement

- A. A flag presentation will be made by the chaplain (or designee) and one Honor Guard member. A framed **Certificate of Appreciation** will be presented to the employee's family members at the beginning of the public calling.
- B. Officers who die in retirement by medical, or tenure of twenty or more years of service, will be honored at the funeral home by the Chief's Honor Guard.
- C. At the appropriate time during the viewing, the Honor Guard will advance with a tri-folded flag of the United States of America. A certificate to accompany the flag will be read and presented to the designated surviving family member. The flag will be pinned to the inside of the casket lid (if open), or otherwise placed on the top of the casket (folded).
- D. The chaplain will coordinate with an Operations Deputy Chief to arrange for a marked vehicle to serve as an honorary escort from the funeral home to the cemetery in Marion County, as well as the seven contiguous counties.

V. TYPE "D" FUNERALS – Civilians Killed or Deceased While On Active Duty

- A. Funerals for civilians in this category will consist of a Color Guard and flag detail.
- B. The City of Indianapolis flag will be presented to the decedent's family members at the beginning of the public calling by an Honor Guard member and uniform supervisor of the decedent's unit.



IV. OUT-OF-TOWN FUNERALS

- A. When the Chief of Police receives word of a sworn officer killed in the line of duty in the four contiguous states to Indiana, he may assign two members of the Department to attend the funeral services on behalf of the Indianapolis Metropolitan Police Department and City of Indianapolis/ Marion County. If members of the Chief's Honor Guard are unable to take this assignment due to conflicting details, the Chief's two designees will attend wearing the winter uniform with the garrison cap head gear, necktie, and low quarter shoes, regardless of the time of year.
- B. Any off-duty officer wishing to attend an out-of-town funeral of a police officer within the State of Indiana on their own time may take their departmental vehicle upon receiving permission from the Chief of Police, or designee. Off-duty officers attending the funeral in uniform are required to wear the winter uniform with garrison cap head gear, necktie, and low quarter shoes regardless of the time of year. The uniform must be worn while proceeding to and from the funeral.

VII. OTHER DUTIES AND RESPONSIBILITIES

A. Duties of the Chaplain

- 1. The IMPD chaplain will act as overall coordinator to keep all levels of command informed.
- 2. The Chaplain's Office will be responsible for ensuring the issuance of the Death Announcement Bulletin, Special Order for the funeral detail, and the transmission of NCIC messages to notify other law enforcement agencies.
- 3. If the Mayor, Director of Public Safety, Chief of Police, and the employee's division commander, have not had the opportunity to express their sympathy and concern at the scene or hospital, the Chaplain's Office will arrange for these officials to visit and convey their personal condolences to the immediate family.
- 4. The Mayor, Director of Public Safety, Chief of Police, officer's division commander, and any other officials deemed appropriate by the chaplain, will be invited to ride in the funeral procession and attend the funeral service in an appropriate place.
- 5. The chaplain and POST commander, along with the family, will coordinate the details of the funeral arrangements, making certain family wishes are carried out and the appropriate type of honors conducted. The chaplain will coordinate and assist the family's spiritual leader by notification of Department traditions and will assist the spiritual leader in every way possible.
- 6. The chaplain and POST commander will select an officer to arrange lodging for visiting officials and an appropriate place for these officials to assemble. This officer will request that the Fraternal Order of Police prepare refreshments for visitors and other personnel for the reception following the memorial service. The chaplain will also assist visiting officials with the following duties:
 - a. Arranging vehicles in the funeral procession;
 - b. Preparing a list of names and departments of out-of-town visitors;
 - c. Department floral arrangements;
 - d. Provide any necessary instructions to visiting personnel as to their participation in the ceremony; and
 - e. Set up photo and police vehicle displays at IMPD Headquarters and/or the decedent's District Headquarters

**B. Duties of the POST Commander**

1. In close coordination with, and upon authority of the Chief of Police, or designee, the Post Commander will be responsible for the notification, arrangements, assignments and scheduling of all necessary activities;
2. Accompany the chaplain to the home of the immediate family of the deceased officer to assist in making funeral arrangements and acquaint them with Department traditions;
3. Assist the family in conducting any personal business, notifying relatives, arranging for pension and other financial benefits, and assist in coordinating official's visits;
4. Coordinate the return of the deceased officer's personal property to the family and the return of Department property from the family; and
5. Assist in the selection of the pallbearers, if desired by the family, from among close police friends of the deceased. Selected officers will wear the prescribed uniform, white gloves, and will bear the casket during the funeral cortege, under the direction of the funeral director.

C. Duties of the Honor Guard Commander

1. Coordinate with the Chaplain's Office and POST commander with respect to the family's wishes for the funeral arrangements.
2. Be responsible for the notification, arrangements, assignments, and scheduling of the:
 - a. Chief's Honor Guard;
 - b. Color Guard;
 - c. 21-Gun Salute;
 - d. Buglers;
 - e. Other agency honor guards;
 - f. Attending officers for final viewing;
 - g. Burial flag; and
 - h. Other special ceremonial tributes as determined by the Chief of Police.

D. Duties of the Traffic Branch Commander

1. Select staging area for the funeral procession;
2. Plan the route for the funeral procession;
3. Assign motorcycle escort;
4. Assign personnel for traffic control to address any funeral related traffic concerns; and



5. If desired by the family, coordinate the formation of the Headquarters Funeral Cortege Detail in front of the Indianapolis Metropolitan Police Department Headquarters and/or District Headquarters for the pass-by of the funeral procession, as follows:
 - a. Arrange for the funeral procession to pass in review;
 - b. Assign appropriate personnel and marked patrol vehicles;
 - c. Direct uniform personnel in front of Headquarters to be formed equally at both ends of the marked cars;
 - d. Direct all individuals not wearing Indianapolis Metropolitan Police Department uniforms to stand on the east side of Alabama Street; and
 - e. Give the following pass-by commands as the funeral procession approaches and passes by the Indianapolis Metropolitan Police Department Headquarters:
 - i. Call the detail to "**Attention**" as the funeral procession crosses Ohio Street southbound;
 - ii. Give the order to "**Present Arms**" as the hearse reaches Market Street. This order will be kept until the hearse passes all personnel standing in the pass-by, or until the hearse reaches Washington Street;
 - iii. Give the command "**Order Arms**"
 - iv Give the order "**Parade Rest**" until the entire funeral procession has passed; and
 - iv. Give the order "**Attention**"
 - v. The detail will then be given the command "**Dismissed.**"

E. Photo Unit Responsibilities

1. For **Type A** and **Type B** funerals, the IMPD Photo Unit will be responsible for producing two (2) un-mounted 11" x 14" photographs of the deceased officer from the Department photo file.
 - a. One photo will be matted and placed in a 16" x 20" Department presentation frame by Planning and Research for display in the lobby of IMPD Headquarters.
 - b. One photo will be matted and placed in a 16" x 20" Department presentation frame by Planning and Research for display at the site of the funeral pass-by.
 - c. Following the funeral, one of the 11" x 14" photographs will be removed from the IMPD presentation frame. The photograph will then be appropriately matted and re-framed for presentation to the employee's family.
 - d. The IMPD presentation frame will be maintained in the Chaplain's Office for use at a future police officer's funeral.
2. For **Type A** Funerals, the Photo Unit will also produce a photograph for the permanent memorial display located in the lobby of Police Headquarters.
3. Additional photographs may be authorized by the Chief of Police, chaplain, or public information officer.



Indianapolis Metropolitan Police Department

Crime Prevention

General Order 6.5

POLICY

The Indianapolis Metropolitan Police Department is an integral part of the partnership of law enforcement and citizens committed to maintaining the safety and order of the communities and neighborhoods of Marion County. All employees are responsible for establishing meaningful, effective relationships with citizens, for responding to their needs, and for working together to achieve the objectives developed to enhance that partnership. <45.2.1b>

PROCEDURE

I. Crime Prevention – *Generally*

- A. To reduce crime, the Indianapolis Metropolitan Police Department and the community must be able to anticipate, recognize, and then take action to remove or reduce it. In order to accomplish this, the department shall promote and help organize crime prevention programs in residential and business areas targeted for such activity. These programs will include, but not necessarily be limited to, the following: <45.1.2>

1. Neighborhood Crime Watch;
2. School Crime Watch;
3. McGruff – Drug Resistance Program;
4. Citizen Programs (includes all age groups); and
5. School Education Programs.

NOTE: To be successful, the department must establish and maintain lines of communication with both the public and private sector and utilize existing resource groups in the area.

- B. Based on the input from the crime prevention organizations, and on the input from citizens whom interact with those organizations and the department, the department shall determine:

1. Which type of crime presents the greatest problem; <45.1.1a>
2. What geographic locations are the crimes and/or complaints the most severe; and <45.1.1a>
3. Which crime prevention activities could be the most productive in combating crime, to include community perceptions or misperceptions of crime and the departments response to that crime. <45.1.1b>

- C. All crime prevention activities are continually monitored for effectiveness. <45.1.1c>

1. This will be accomplished by routine survey of those exposed to or using the crime prevention programs.



2. The feedback on program effectiveness will be reviewed periodically and a decision will be made whether to continue, strengthen, discontinue, or modify the program.
- D. The Indianapolis Metropolitan Police Department actively seeks to provide input into the issuance of liquor licenses for private businesses. [<45.1.3>](#)
 1. Crime Watch personnel or Neighborhood Resource Officers (NRO) whom receive complaints and/or concerns from citizens or community organizations about liquor license issues shall forward those concerns in writing (inner-office memo, electronic email, etc.) to the IMPD Nuisance Abatement.
 2. Nuisance Abatement may use this and other information to provide testimony to the Marion County Local Liquor Board and the Indiana state Alcoholic Beverage Commission when necessary.

II. Community Involvement

- A. A well organized community involvement function can be an effective means of eliciting public support, can serve to identify potential problems and may foster cooperative efforts in resolving community issues.
 1. The department shall actively pursue input from the citizens of the community and community organizations to help ensure that department policies accurately reflect the needs of the community.
- B. Although each member of the department is responsible for promoting positive community involvement, the Chief of Police, or designee, may assign a specific member(s) or personnel of the department to the crime prevention program.
- C. The responsibility for achieving the department's community involvement objectives is shared by all departmental personnel.
 1. Because the conduct of each employee reflects on the department as a whole, the burden of achieving the department's community involvement objectives is shared by all personnel through their full participation, enthusiasm, and skills.
- D. Officers who are requested or wish to schedule themselves to participate in talks or activities, *while representing the Indianapolis Metropolitan Police Department*, must first submit an department inner-office memo to their supervisor, **prior** to committing themselves, even if the activity is conducted off-duty.
 1. The inner-office memo shall contain the following information:
 - a. The group (including approximate number of persons) that you are speaking to;
 - b. The subject matter that you will speaking about; and
 - c. Will the department uniform to be worn.
 2. The inner-office memo should be forwarded by the supervisor to the appropriate District Commander so the activity can be documented.



III. Community Involvement Activities

- A. The department's community involvement function shall include, but not be limited to, the following:
1. Establishing liaisons with formal community organizations and other community groups by: [<45.2.1a>](#)
 - a. Encouraging employees of the department to become involved with these groups; and
 - b. Encouraging community groups and organizations to call upon this department and its' personnel to make presentations.
 2. Encouraging employees of the Indianapolis Metropolitan Police Department to:
 - a. Work with the community organizations in a cooperative manner in the interest of creating a safer community; and
 - b. Invite community groups and organizations and all members of the community to become involved with the department.
 3. Developing community involvement policies for the department; [<45.2.1c>](#)
 4. Assisting in identifying actions, practices, or attitudes that may contribute to community tensions and grievances;
 5. Publicizing objectives, problems, and successes as part of an annual report and will utilize the media to keep the community informed about highlights during the year; [<45.2.1d>](#)
 6. Conveying information received by citizens and community organizations to the department; [<45.2.1e>](#)
 7. Improving department practices bearing on police/community relations; [<45.2.1f>](#)
 8. Identify training needs, examples may include, but not be limited to, the following: [<45.2.1g>](#)
 - a. Interviews with citizens representatives, especially by analyzing citizen concerns; or
 - b. Through conferences with supervisors who may note deficiencies in a member's training.
 - c. Consultations with those involved with Internal Investigations.
 9. Attempting to establish community groups and/or Crime Prevention programs where such groups or programs do not currently exists (i.e. Crime Watch in a neighborhood). [<45.2.1h>](#)



IV. Reports

- A. The Crime Prevention coordinator shall prepare a report on a *quarterly basis*, for presentation to the Chief of Police, to include the following information:
1. A description of current concerns voiced by members of the community and/or community organizations; [<45.2.2a>](#)
 2. A description of potential problems that have a bearing on law enforcement activities within the community; [<45.2.2b>](#)
 3. A statement of recommended actions that addresses the previously identified concerns and problems; and [<45.2.2c>](#)
 4. A statement of progress that has been made towards addressing the previously identified concerns and problems. [<45.2.2d>](#)

V. Relaying of Information

- A. To reduce the likelihood of misinterpretation, department members (especially NROs) who receive concerns from citizens of the community or from community organizations, shall document that information in the form of an inner-office memo or an email, and shall forward it to the Crime Prevention coordinator. [<45.2.3>](#)
1. This information should be included in the quarterly report identified above in section IV.

VI. Citizen's Survey

- A. Once every three (3) years, a survey shall be conducted of citizen's attitudes and opinions regarding the departments crime prevention programs. [<45.2.4>](#)
1. The Crime Prevention coordinator shall be responsible for the development of the survey. The survey shall include, not be limited to, the following information:
 - a. The overall performance of the Indianapolis Metropolitan Police Department; [<45.2.4a>](#)
 - b. The overall competence of agency employees; [<45.2.4b>](#)
 - c. The employees attitudes and behavior towards citizens; [<45.2.4c>](#)
 - d. Community concerns over safety and security within the IMPD's service area as a whole; and [<45.2.4d>](#)
 - e. Any suggestions or recommendations for improvement from the community as it relates to the department. [<45.2.4e>](#)



Indianapolis Metropolitan Police Department

Ride-Along Program

General Order 6.6

POLICY

It is the policy of the Indianapolis Metropolitan Police Department that persons who meet Departmental qualifications may ride with an on-duty officer during the officer's regularly assigned shift. The rider must obtain proper permission from the Department, read and understand the Ride-Along Assignment requirements, and sign the appropriate assumption-of-risk waiver form. Officers of this Department are responsible for ensuring that all requirements set forth in this general order are adhered to.

All passengers must accept that riding in a patrol vehicle with an on-duty officer involves inherent risk of injury or death from a variety of causes or circumstances, especially with the increased risk of a vehicular accident. Riders must agree to accept these risks and hold harmless the City of Indianapolis/Marion County as outlined in the rider waiver form.

PROCEDURE

I. Requirements

- A. All ride-along assignments must be approved by the shift supervisor, who retains the authority to deny any request to participate in the program.
- B. Approval to ride with an IMPD officer must be requested by submitting a Ride-Along request form entitled, "Assumption of Risk, Covenant Not to Sue, and Permission to Ride in City/County Vehicles," completed in duplicate and submitted to the shift supervisor.
 - 1. No individual will be allowed to participate in the ride-along program until they have read and understood all of the conditions. This document must be signed by the rider, who agrees to all of the listed conditions.
 - 2. The officer to whom the rider is assigned should retain a copy of the form in his or her possession for the duration of the riding assignment.
 - 3. The original copy of this completed and signed form shall be retained in the officer's respective district, division, or branch office for a period of two (2) years from the date of issue.
- C. All participants in the ride-along program must be at least 18 years of age.
- D. Riding assignments during middle, late-tact, and late shifts on Fridays and Saturdays may be limited at the discretion of the shift supervisor.
- E. A criminal history check will be completed by the approving supervisor, prior to the ride-along, to determine the suitability of the rider to participate in the program.



- F. Riders must meet proper dress code and appearance requirements (no jeans, shorts, sweat shirt, T-shirts):
 - 1. Men – Dress slacks, shirt with collar
 - 2. Women – Slacks, skirt or blouse with collar, or sweater
 - 3. Sworn Law Enforcement Officer - A rider who is a sworn law enforcement officer may, upon approval of the IMPD district supervisor, wear the authorized uniform of the agency they represent.
 - 4. All riders must have exhibit appropriate personal hygiene
- G. The officer to whom a rider is assigned must ensure the safety of the passenger at all times, which includes requiring the rider to wear a seatbelt. <41.3.3>
- H. Under no circumstances will a rider be allowed to accompany an IMPD officer on a ride-along assignment while under the influence of alcohol or drugs. The odor of alcohol is sufficiently presumptive evidence to constitute “being under in the influence.”
- I. When appropriate, the officer should require the rider to remain in the vehicle whenever a threat or dangerous situation exists. However, if exigent circumstances exist, the officer may order the rider out of the vehicle if the officer feels having the rider remain in the vehicle would pose further risk to the rider and/or officer.
- J. Riders may not take any law enforcement action, unless properly trained and certified as a law enforcement officer by the Indiana Law Enforcement Training Board.
- K. The officer to whom the rider is assigned may terminate the riding assignment at any time with the approval of a supervisor. The rider must be dropped off at a location known to be safe and secure, such as an open business or district headquarters.
- L. Riders are not permitted to carry any weapon(s) unless they are properly trained and certified to do so by the Indiana Law Enforcement Training Board. Exceptions to this rule must be approved by the Chief of Police.



Indianapolis Metropolitan Police Department

Public Information

General Order 6.9

POLICY

It is the policy of the Indianapolis Metropolitan Police Department that the public should have accurate information concerning events affecting public welfare or of public interest. Members of the department who provide information to the public must do so in a courteous, impartial, and unbiased manner within the scope of their authority and in accordance with this General Order, departmental Rules and Regulations, and applicable law. *Accuracy is essential when releasing any information to the public.*

NOTE: All information in the custody of the department is open for inspection *unless* specifically declared confidential. Copies of non-confidential information may be purchased by the public.

DEFINITIONS

Confidential Records: Criminal intelligence information; investigative records, files and statements; juvenile records; alarm permit and violation records; NCIC/IDACS records; confidential informant information; forfeiture records, and employee medical records.

Discretionary Records: Incident reports with victim's name, age, and address masked; mugshot booking records; mugshot or warrant bulletins; accident scene photos; crime scene photos; video tapes; business crime profile subscriptions; limited criminal history subscriptions; mapping subscriptions; latent crime scene print cards; 911 tapes; IMPACT registries and profiles; criminal history and gallery packets; GIS maps; MDT/MDC terminal messages; evidentiary property branch records; case management records; case gun files; and forfeiture records.

Limited Criminal History: Information about any arrest, indictment, information, or other formal criminal charge and the disposition; or, information about any arrest, indictment, information, or other formal criminal charge that occurred less than one (1) year before the date of a request, even if no disposition has been entered.

Public Information Officer (PIO): A department employee who is specifically designated by the Chief of Police to represent the Indianapolis Metropolitan Police Department in communicating information to the media and to the community-at-large.

Public Records: Incident summary listing, text warrants, UCR reports, accident reports, stolen car hot sheets, sex offender registry, personal or abandoned property, branch records, subpoena service records, officer arrest reports (OAR), general financial records, forfeiture expenses, batch employee productivity reports, personnel records (with the exception of employee address and telephone numbers) general orders, and basic JUSTIS.

PROCEDURE

I. Public Information Section

- A. The department has two (2) principle spokespersons; the Chief of Police and the Public Information Officer.



- B. All members are encouraged to keep the Public Information Officer informed of department activities so that appropriate information may be released to the news media.
- C. Statements concerning ongoing criminal investigations, personnel, and administrative matters will be released only by the Chief of Police.

NOTE: In the event the Public Information Officer is not available for response to the scene of an incident, the incident commander will be considered the departmental spokesperson, unless one is designated.

- D. The essential duties of the Public Information Section are as follows: <54.1.1a-g>
 - 1. Assist media personnel in covering routine news stories as well as on-scene incidents.
 - 2. Be available for on-call responses to the news media.
 - 3. Prepare and distribute departmental news releases.
 - 4. Arrange for and assist with news conferences.
 - 5. Coordinate and authorize the release of information about victims, witnesses and suspects.
 - 6. Assist in crisis situations within the department.
 - 7. Coordinate and authorize the release of information concerning confidential departmental investigations and operations.
- E. The essential duties of the Public Information Section apply not only in situations in which the media is interested in departmental operations, but also in situations in which the department wishes to generate media interest.

II. Initiating PIO Response

- A. Only officers with the rank of Captain or above, or the Incident Commander, may request a PIO call-out.
- B. There will be one PIO who is designated as the primary PIO. If a PIO response is necessary, PIO's will be contacted in the following order:
 - 1. Primary PIO (if on-duty).
 - 2. Secondary PIO (if on-duty).
 - 3. Call-Out Primary PIO.
 - 4. Call-Out Secondary PIO.

III. Records Release Procedures

- A. The contents of all IMPD incident reports are immediately available to the public and the media once transcribed. Information of a confidential or sensitive nature must be submitted by inter-department memo or other secure means to safeguard the information.



- B. Fees will be charged for personnel, research efforts, and printing costs on all requests for information from outside agencies or citizens, as authorized by IC 5-14-3 or other applicable statute. Additional fees may be charged for requests requiring special compilation, transcription, or research.
1. All fees generated for these reports or services will be collected by the Citizen's Service Desk.
 2. A current fee schedule, listing fees charged for the various types of reports and services, must be posted at the Citizen's Service Desk.
 3. All requests for records, reports, etc., except as noted in Sub-section 'D' below, must be made through the Citizen's Service Desk. Payment may be made by cash, money order, or personal check.
- C. **Confidential records, information, and operations, as defined by this General Order, will not be released to the public under any circumstances.** <54.1.1g>
- D. Discretionary records, as defined by this General Order, may be released at the discretion of the Chief of Police, as provided by IC 5-14-3-4(b) or other applicable statute, and providing the release does not:
1. Interfere with an ongoing investigation;
 2. Deprive any person of a fair trial or an impartial adjudication;
 3. Invade any individual's privacy;
 4. Identify a confidential source;
 5. Reveal investigative techniques;
 6. Compromise future identification of a suspect in an investigation;
 7. Endanger the life or safety of law enforcement personnel or any other person;
 8. Violate a court order prohibiting such a release;
 9. Violate the provisions of Indiana Code 31-39-3 ("Persons Entitled to Access to Law Enforcement (Juvenile) Records"); or <IN09>
 10. Include employer information, unless part of the investigation.
- E. The following information may be released by any member of the department upon request:
1. Routine information – Weather conditions, road conditions, traffic conditions, and traffic accidents (locations and types).
 2. The following information concerning arrests made by IMPD personnel: <54.1.1e>
 - a. Arrested subject's name (excluding juveniles);
 - b. Race;



- c. Sex;
- d. Age;
- e. Offense type;
- f. Place and time of arrest;
- g. Circumstances immediately surrounding the arrest; and
- h. The arresting officer's name and assignment.

NOTE: Names of juveniles arrested for felony offenses may be released only after formal charges are filed by the Prosecutor's Office. (IC 31-39-2-8)

F. The following information must not be released by any employee:

- 1. The unverified character or reputation of the accused;
- 2. The contents of any admission or confession, or that an admission or confession has been made;
- 3. Opinions about an arrested person's guilt or innocence;
- 4. Opinions concerning evidence or argument in a case;
- 5. The identity, testimony, or credibility of any prospective witness;
- 6. Photographs of the accused (some considerations apply, see Section V below);
- 7. Information shall not be released concerning investigatory records, as defined by IC 5-14-3-4. [<54.1.1g>](#)

NOTE: Public records, as defined by this General Order, may be released to anyone.

IV. Victim Information [<54.1.1e>](#)

- A. Information concerning a cause of death will not be released by any member of the department until determination of cause of death by the Coroner's Office and notification to the decedent's family.
 - 1. The Chaplain's Office is responsible for making notifications on all cases of serious injury or death. It is the responsibility of the duty Chaplain and the homicide investigator to attempt to locate the victim's family members.
- B. Fatal Traffic Accident: Ordinarily, the name of a fatal traffic accident victim will not be released to the news media until the victim's family members have been notified.
 - 1. After six (6) hours of attempting to notify family members, the name may be released. However, the media will be requested to state the following information with the use of the name:



- a. "All efforts by the Indianapolis Metropolitan Police Department to locate and notify family members have, so far, been unsuccessful."
- C. Crimes of Violence: In cases of death by violence or means other than accidental (homicide, suicide, etc.), information concerning the death, including the name of the victim, may be released at the discretion of the ranking homicide investigator.
 1. If family members of the victim are not immediately notified, the name will not be released.

NOTE: The existence of a suicide note may be released by the investigating officer, however, the contents of the note must not be released.

- D. Sexual Assault: The victim's name will not be released, although other identifying information (e.g. race, sex, approximate age, general location of the assault, etc.) may be released.
- E. Special Information: Only the Chief of Police or his/her designee may release the following information:
 1. Intelligence information;
 2. Any information regarding an internal investigation;
 3. Disciplinary action regarding department personnel; and/or
 4. Other sensitive departmental information.
- F. The names of IMPD employees seriously injured, killed, or involved in a serious incident (i.e. police action shooting, traffic accident, etc.) will be withheld until the member's families have been notified.

V. Photograph Release Procedures

- A. The release of photographs of persons arrested by the IMPD may be authorized by the supervisor in charge of an investigation.
- B. Consideration must be given to the impact or effect the release of the photo may have on the primary and any future investigations.
 1. If the photo release would compromise or jeopardize any pending or future investigation, the photo will become part of the investigative file and considered confidential and unavailable for release to the media.

EXAMPLE: If a newly arrested defendant is a suspect in other crimes against persons, and those known victims have not yet viewed a photo array that includes the defendant, the defendant's photo should not be released to the media, to avoid tainting any future identification of the suspect.

- C. The distribution of the photographs will be conducted by the Public Information Officer or supervisor in charge of the investigation, who will maintain records of media representatives receiving the photographs.



VI. Press Releases—Mutual Efforts [<54.1.1h>](#)

- A. In matters involving other law enforcement agencies, the agency having primary jurisdiction shall be responsible for releasing, or coordinating the release of, information regarding that matter.
- B. Requests for any information concerning investigations, news releases, photographs, or other information about persons arrested by other agencies, even if processed by the IMPD, must not be released by this department. All requests must be referred to the respective agency.
- C. Press release information shall be made equally available to the media and/or provided to the media in an equitable manner. Information which the department wishes to disseminate to the media shall be provided through the media line.

VII. Media Procedures – Generally

- A. No member of the Indianapolis Metropolitan Police Department will deliberately pose a person in custody for photographing or filming by representatives of the news media. However, members must not interfere with the photographing of such persons in custody when they are in public places.
 - 1. Persons in custody have the right to shield themselves from being photographed.
- B. No member of the news media will be allowed into the IMPD parking garage, the Arrestee Processing Center (APC), or any other detention facility to photograph persons in custody.

NOTE: Exceptions to this will be the express permission of the branch commander of the unit conducting the investigation or the MCSJ jail commander.

- C. News media representatives requesting access to news conferences, crime scenes, etc. must present credentials bearing the employee's name, photograph, and name of employer.
 - 1. This card is necessary in assisting departmental personnel in recognizing and cooperating with news media representatives.
 - 2. The Public Information Officer is responsible for verification of credentials.

VIII. Media Procedures – Access

A. Catastrophic Events

- 1. The access of news media representatives, including official photographers, to the scene of major fires, natural disasters or other catastrophic events shall be coordinated by the Incident Commander. [<54.1.3a>](#)
- 2. The media may be allowed past the perimeter of a scene established for the general public and may be allowed to bring their equipment and/or vehicles inside such general perimeter as long as their movements will not interfere with control and containment of the scene.



B. Crime Scenes [<54.1.3b>](#) [<46.1.4k>](#)

1. The access of news media representatives, including official photographers, to crime scenes shall be coordinated by the Incident Commander.
 - a. To ensure integrity of the crime scene, no media representatives shall be admitted to a crime scene until all evidence has been processed.
2. After the evidence has been processed and the scene has been secured, the media may be allowed past the perimeter of a scene established for the general public and may be allowed to bring their equipment and/or vehicles inside such general perimeter as long as their movements will not interfere with the on-site investigation.

IX. Media Recommendations

- A. The media is encouraged to submit comments and recommendations concerning development of policies and procedures relating to the public information function. [<54.1.2>](#)

X. Legal References

- IC 5-2-5
- IC 5-14-3
- IC 31-39-2-8
- IC 31-39-4



Indianapolis Metropolitan Police Department

GENERAL ORDER

6.11

DOMESTIC VIOLENCE AND PROTECTION ORDERS

POLICY

The Indianapolis Metropolitan Police Department (IMPD) is committed to a proactive and aggressive law enforcement response to incidents related to domestic violence. The department recognizes the cycle of violence and the impact it has on family and the community. Officers must take necessary law enforcement action to restore order and ensure the safety of all persons involved in or affected by a domestic violence incident. This includes, but is not limited to, the statutory requirements outlined in IC 35-33-1-1.5 - *Law Enforcement Responsibilities*, and IC 35-40-5 - *Victim's Rights*. Arrest is the preferred response to incidents involving Domestic Violence and Invasion of Privacy.

DEFINITIONS

Battery – An act of violence that does not meet the Domestic Battery criteria. Battery (as defined by IC 35-42-2-1) is also a companion charge to Domestic Battery and should be charged accordingly on all arrests made for Domestic Battery.

Bodily Injury – Any impairment of physical condition, including physical pain.

Domestic Battery – Domestic Battery (as defined by IC 35-42-2-1.3) applies to family or household members but, for the purposes of Domestic Violence Unit investigative responsibility, is narrowly focused to persons who: (1) are or were a spouse; (2) are or were engaged in an intimate/sexual relationship; (3) are or were dating; or (4) have a child in common.

Domestic Violence – An act of physical violence between persons involved in an intimate/sexual relationship, dating relationship, or persons whose relationship meets the criteria set forth in IC 35-42-2-1.3, excluding acts of prostitution and one night stands.

Serious Bodily Injury (SBI) – For the purposes of this general order, bodily injury that creates a substantial risk of death or that causes: (1) serious permanent disfigurement; (2) unconsciousness; (3) extreme pain; (4) permanent or protracted loss or impairment of the function of a bodily member or organ; or (5) loss of a fetus.

PROCEDURE

I. Domestic Violence Response

A. Officers responding to incidents related to domestic violence will:

1. Conduct a thorough primary investigation.
2. Arrest the predominant aggressor when probable cause exists.
 - a. It is neither necessary nor appropriate for the officer to ask the victim(s) if they wish to prosecute or want the offender arrested, or request the victim(s) to execute an affidavit.
 - b. Dual arrests in domestic violence situations are strongly discouraged, unless there is no other alternative.

BRYAN K. ROACH

CHIEF OF POLICE

Supersedes IMPD General Order 6.11,
Effective Date February 21, 2019

Effective: **SEPTEMBER 30, 2019**

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- c. The offender may be arrested for 'A' misdemeanor Battery and/or 'A' misdemeanor Domestic Battery when the officer has probable cause to believe the person has committed battery resulting in bodily injury, even though the battery was not committed in the officer's presence.
 - d. Both Domestic Battery and Battery should be charged if the people involved are or were in an intimate/sexual relationship, if they are spouses, ex-spouses, or have a child in common.
3. Coordinate the apprehension of the suspect if they are not on scene.
 4. Attend to injuries and order any appropriate medical resources (EMS, IFD, etc.).
 - a. Officers should facilitate transportation to a hospital, including having necessary resources respond to the hospital.
 - b. Any signs or allegations of neck strangulation, compression, or suffocation should be relayed to medical personnel.
 5. Check the parties involved for Orders of Protection.
 - a. Orders of Protection covered in IC 35-46-1-15.1 – *Invasion of Privacy* include:
 - i. Ex Parte Protective Order – A civil court order requested by the petitioner (victim) that can be issued anywhere from thirty (30) days to two (2) years, pending a hearing on the order. These orders can be issued without the respondent being present in court.
 - ii. Protective Order – A civil court order requested by the petitioner (victim) that is usually issued only after the judge hears testimony, is typically in effect for two years, and can be renewed.
 - iii. Workplace Violence Restraining Order – A civil court order sought by an employer on behalf of an employee who has been stalked, battered, or threatened at their place of employment, or where the threat of such can be reasonably construed to be carried out at their place of employment. A hearing is scheduled within 15 days. Workplace Violence Restraining Orders are usually in effect for three (3) years and are renewable.
 - iv. No Contact Order – A criminal court order issued either as a condition of pre-trial release, diversion in a criminal case, or as a condition of probation. It remains in effect for the duration of the court proceeding or probation period. This order can be issued over the objection of both the victim and the defendant. It can only be modified by the presiding judge.
 - v. Foreign Order of Protection – An order issued by another state or by an Indian tribe, band, pueblo, nation or organized group or community, that is substantially similar to an order described above.
 - b. If it is determined that an order of protection is in effect and has been served (including foreign orders), an arrest will be made for Invasion of Privacy.
 - i. Officers acting within the scope of their employment are not liable for an arrest for Invasion of Privacy, made in good faith, if they had reason to believe a valid order of protection existed but could not be verified at the time of the incident.
 - ii. In some circumstances, officers may be held liable for not enforcing an order of protection they believed in good faith to be valid.



- c. If the order has not been served, the officer will verbally serve the order.
 - i. The Communications Center must be advised of the service so the INcite online registry and CAD logs can be updated.
 - ii. If an incident report is required to be completed regarding the circumstances of the incident, then the service of the protective order should also be documented in the narrative.
- 6. Contact a Domestic Violence detective when:
 - a. SBI has occurred (except stabbing or gunshot wounds where an Aggravated Assault Detective is required).
 - b. The offense was committed with a deadly weapon.
 - c. Bodily injury occurs to a pregnant female in an intimate/sexual relationship with the suspect.
 - d. Any other level 5 or higher felony occurred.
- 7. Call an evidence technician to the scene to photograph any visible injury to the victim and the condition of the crime scene.
 - a. Any physical evidence should be recovered from the scene, including weapons and bloody clothing.
 - b. Evidence technicians should use the specialized cameras to photograph injuries, when possible.
 - c. Weapons, ammunition, and firearms removed from a scene must be placed in the Property Room as evidence or safekeeping.
- 8. Confiscate and remove firearms, ammunition, or deadly weapons from the scene when:
 - a. Probable cause exists to believe a crime involving domestic or family violence has occurred;
 - b. Reasonable belief exists that the firearm or other deadly weapon exposes the victim to immediate risk of serious bodily injury, or that it was already used in the crime.
 - c. Firearms, ammunition, or deadly weapons are lawfully observed at a scene where probable cause exists of a domestic or family violence crime.
 - d. The suspect is prohibited from possessing firearms due to a criminal conviction or civil protective order.
- B. When documenting incidents and reports of Domestic Violence, Domestic Battery, or Invasion of Privacy, whether an arrest was made, no arrest was made, and regardless of the victim's cooperation, officers must:
 - 1. Complete an incident report that thoroughly documents:
 - a. The details of the incident and allegations made.
 - b. Time between the incident and officer's arrival.



- c. The relationships between the people involved.
 - d. The victim's and suspect's emotional state (e.g., mad, angry, fearful).
 - e. The victim's and suspect's physical appearance (e.g., crying, screaming, shaking, torn clothing).
 - f. Descriptions of physical injuries and complaints of pain, including the degree of pain to the extent this can be determined (e.g., redness, swelling, cuts, bruises).
 - g. Manner in which injuries were caused.
 - h. Any excited utterances, spontaneous admissions, or threats made.
 - i. Transportation or medical assistance provided (hospital, shelter, etc.)
 - j. Condition of the scene (e.g., broken glass, overturned furniture, telephone torn from wall, or cell phone destroyed).
 - k. Witnesses present, their observations, and contact information.
 - l. Children who were present, their ages, what was observed and/or heard, and what actions they took during the incident (e.g., whether they tried to intervene, whether they were injured, where they hid). The incident report must include the child's name, date of birth, and other identifiers in the witness section.
 - m. Any evidence that corroborates what witnesses or the victim says happened (e.g., specific damage to property, specific injuries to victim, threatening or apologetic text or voicemail messages).
 - n. Informing of the victim's rights (e.g. distributing Victim's Rights Card) and other assistance offered or provided to the victim.
 - o. Information regarding any previous convictions for domestic battery or prior runs involving domestic violence.
 - p. If a Domestic Violence Purple Sheet was completed.
 - q. All other relevant information.
2. Complete a Domestic Violence Purple Sheet when a domestic violence incident occurs where:
- a. Physical violence has occurred,
 - b. A felony crime was involved,
 - c. A specific threat to life was made (to the victim or the victim's children), and/or
 - d. A weapon was used or present.
- C. A Domestic Violence detective will be assigned the domestic violence case for follow up with the victim and investigation.



1. If an arrest cannot be made due to lack of probable cause, the victim can be referred to the Civil Protection Order Office to file for a civil order of protection, the Victim's Assistance Unit, or one of the community domestic violence service agencies.
 2. Victims may be notified that after an investigation by a Domestic Violence detective has been completed, the case file will be presented to the Marion County Prosecutor's Office for the determination of whether criminal charges can be filed and what type.
- D. When an officer responds to a domestic violence incident and the victim or suspect is a sworn or civilian IMPD employee, or active law enforcement officer from another agency, the responding officer will request a district supervisor to the scene.
1. The supervisor will subsequently inform the chain of command and contact the Special Investigations Unit (SIU).
 2. SIU will respond to and investigate all domestic violence incidents involving sworn or civilian IMPD employees and active law enforcement officers from other agencies.
 - a. If probable cause for an arrest exists, action should be taken consistent with any other domestic violence incident where evidence of battery or domestic battery is present.
 - b. If an outright arrest is not made on the scene, the completed investigation will be presented to the Prosecutor's Office for case screening.
 3. The Internal Affairs Section will conduct a parallel investigation of the incident and will report their findings to the Chief of Police as outlined in IMPD Rules and Regulations and general orders.
 4. IMPD employees will be required to meet with the Office of Professional Development any time they are involved in a domestic violence incident in order to identify available assistance for the employee and their family and ensure employee performance is not negatively impacted.

II. Victim Services

- A. Officers must make every effort to inform victims of their rights under IC 35-40-5. Printed cards are available through the Property Section to be distributed for this purpose.
- B. Officers must use reasonable means to prevent further violence to a victim of domestic or family abuse before they leave an incident scene, including:
 1. Offering transportation or offering to obtain transportation for the victim to a safe place.
 2. Assisting the victim with the removal of necessary clothing, toiletries, and medications.
- C. Officers must make a reasonable effort to inform victims of different services available for their protection and welfare (e.g., shelters, support groups, counseling services, etc.).
- D. Victims can be referred to the Victim Assistance Unit at (317) 327-3331 for more specific information.
- E. Victim Assistance personnel, when available, will also respond to the scene to provide transportation and crisis intervention as requested by the officer through Communications.



Indianapolis Metropolitan Police Department

GENERAL ORDER

6.13

FIELD TRAINING PROGRAM

POLICY

The Field Training period is one of the most important phases in a police officer's career. It is the period where, under the direction of a veteran Field Training Officer (FTO), habits are formed, knowledge is gained, skills are developed, and abilities are evaluated. To ensure all probationary officers are trained in a uniform, fair and consistent manner, a standard set of evaluation tools is used to measure and document each new officer's abilities and performance while training under the FTO program. Only highly qualified, veteran officers are trained to serve as Field Training Officers for the Indianapolis Metropolitan Police Department.

DEFINITIONS

Probationary Officer (PO) – An officer who has served less than one (1) year from the date of graduation from the IMPD Training Academy. The Probationary Officer is often referred to as a PO in this directive.

Field Training Officer (FTO) – A sworn officer selected through an assessment process who serves as a training officer for probationary officers, public safety officers, reserve officers and veteran officers needing refresher training. Sworn officers recognized as Field Training Officers on the manning table will be compensated based on the current labor agreement between the City of Indianapolis and the Fraternal Order of Police, Lodge 86. Field Training Officers who are activated temporarily, but do not appear on the manning table, will receive hourly compensation, when they are engaged in field training, commensurate to a Field Training Officer who does appear on the manning table. The Field Training Officer may be referred to as an FTO in this directive.

Field Training Specialist/Sergeant – Conducts counseling sessions with field training officers and probationary officers, discusses performance issues and personal concerns impacting FTO work, assists in developing plans for improvement of probationary officer (PO) or FTO field performance, monitors progress of PO and FTO. The Field Training Specialist monitors and administers evaluations during all phases of the FTO Program for PO's assigned to the district; reviews and analyzes daily evaluations, weekly summaries, semi-monthly evaluations, and monthly evaluations. The Field Training Specialist advises the FTO Coordinator of district training concerns relating to the FTO Program.

Field Training Coordinator – Develops short and long range plans for Field Training Officer operations in accordance with the goals and objectives of the department. The FTO Coordinator reviews program needs, related literature, legal guidelines, departmental precedence, and surveys of other agencies operations; develops program proposals, analyzes impact of proposal on department operations as well as proposal cost, feasibility, and projected effectiveness. The FTO Coordinator is assigned to the IMPD Training Academy and serves as a liaison between the FTO Program and personnel in other districts and divisions of the department.

L.E.T.B. – Law Enforcement Training Board

**PROCEDURE****I. Field Training Program**

All probationary officers will be assigned to one district during their probationary year for ongoing training and on-the-job performance evaluations. During the twenty (20) week period in which the PO is assigned to the Field Training Program, he or she must successfully complete the following:

A. PHASE I – Field Orientation Phase (Approximately one (1) week)

1. The probationary officer (PO) is assigned to an FTO for an orientation of the patrol function. POs will engage in a variety of activities at the discretion of their FTO, however they will not be formally evaluated.
2. The FTO serves as a role model and helps the PO become acquainted with the FTO Program.

B. PHASE II – Evaluation Phase (Approximately thirteen (13) weeks)

1. The PO is assigned to a series of FTOs while performing the duties of a patrol officer. The PO is evaluated using the FTO Program Standard Evaluation Guidelines.
2. Extension training periods may be granted on an individual basis at the discretion of the FTO Program Coordinator. This allows the PO to master complex tasks necessary to complete the program. Each extension will be designed to address the PO's specific needs. However, there is NO guarantee that an extension will be granted.
3. Probationary officers designated as 'Not Responding to Training' must participate in a formal Remedial Training Plan, during which time they must show significant improvement within two (2) weeks. Otherwise, the PO may face separation from the FTO Program and possible termination of employment.

C. PHASE III – FTO Observation Phase (Approximately two (2) weeks)

1. The probationary officer operates a police vehicle and performs full police duties while accompanied by the FTO, who serves as a plainclothes observer.
2. The FTO acts as an evaluator only and avoids interfering with the PO's performance, except in emergencies or situations that have developed beyond the PO's abilities or control.

D. PHASE IV – Solo Duty Phase (Approximately four (4) weeks)

1. The probationary officer is assigned as a one person unit.
2. The purpose of this period is to allow the PO to function as a solo patrol officer while still under the guidance and supervision of the Field Training Program.

E. PHASE V – Full Duty Assignment (Average thirty-two (32) weeks)

1. The probationary officer is assigned to a uniform patrol officer's position on an IMPD district. During this phase, any PO may be returned to the FTO Program for additional evaluation of abilities, progress, and performance.
2. A district commander may direct a PO to remedial training for further training and evaluation if deficiencies have been demonstrated by the PO and documented by the FTO.



II. Evaluation Process

- A. While assigned to the FTO Program, the PO is trained, observed and evaluated to measure potential success as a police officer. This process is based on a standardized evaluation procedure.
 - 1. FTO Evaluation
 - a. The FTO evaluates the PO on a daily basis using the Daily Observation Report. All evaluations are based on the Field Training Program Standard Evaluation Guidelines.
 - b. In addition, the FTO prepares a Rotation Summary Report at the end of each four (4) week rotation.
 - 2. Field Supervision Evaluation
 - a. An district sergeant or FTO Specialist will complete the Supervisor's Weekly Report during Phases I, II, III and IV.
 - b. A Probationary Officer Performance Summary Evaluation Report will be prepared by the field supervisor on a monthly basis for each PO assigned to the shift for the duration of the probationary year. Monthly evaluations are due on the seventh (7th) day of the month following the evaluation period.
 - c. The district sergeant and/or FTO Specialist is responsible for the supervision of all FTOs while they are assigned a PO.
- B. All evaluation reports will be forwarded through the chain-of-command to the FTO Program Coordinator for review and placement in the PO's file.

III. Probationary Status and Release

- A. A PO is on probation for one (1) year following graduation from the IMPD Training Academy.
- B. One of the primary purposes of the FTO Program is to measure the performance of the PO. The information compiled through this program will be used to help make determinations regarding retention or termination of employment.
- C. The FTO Program Coordinator must prepare a summary of each PO's performance for the Chief of Police before completion of the PO's probationary year. Performance records will be reviewed by the six (6) district commanders, as well as the Director of Training, who are responsible for making final recommendations to the Chief of Police and Assistant Chief of Operations regarding retention or termination of each PO.
- D. If a PO fails to meet departmental standards during the probationary year, the FTO Program Coordinator or the district commander must submit a recommendation for termination of the PO. This recommendation must be based on documented incidents or performance. The report must be forwarded to the Chief of Police, who is responsible for the final decision.



IV. Probationary Period Assignments

- A. To ensure proper training is received, probationary officers may not be detailed from the FTO program or released from training without prior, written approval from the Chief of Police.
- B. Until the conclusion of their probationary period, PO's will not be permitted to work undercover on covert details. This provision does not restrict PO's working in uniform, performing traditional duties, from assisting officers on covert details who are requesting back-up.
- C. While in the FTO Program, PO's shall not become involved in any self-initiated police activity off-duty. Restrictions also apply to part-time or volunteer work as outlined in the Off-duty Employment General Order.

V. Field Training Officer Benefits, Opportunities and Assignments

A. New Applicants

- 1. All new applicants for the FTO program must have at least four (4) years beat patrol experience with the department from the date of appointment.
 - a. Applicants with a combination of two (2) years beat patrol experience with an agency having primary law enforcement responsibilities and two (2) years with the IMPD from the date of appoint are also eligible to apply.
 - b. For former Indianapolis Police Department officers and former Marion County Sheriff's deputies who became members of the Indianapolis Metropolitan Police Department on January 1, 2007, the officer's seniority from his or her respective department will count toward their total qualification time on IMPD.
- 2. Any officer who has previously served as an FTO for either department is exempted from this requirement.

B. Training

- 1. The FTO will receive annual training on matters which specifically relate to Field Training Officer responsibilities.
- 2. Whenever a specialty school is conducted at the IMPD training academy by an IMPD instructor, ten percent (10%) of the student slots will be allocated specifically for FTOs.
 - a. The FTO Coordinator must be given notice of the openings prior to the school being announced.
 - b. The FTO Coordinator or designee will notify the training academy of the FTOs attending the class.
 - c. If FTOs do not fill the allocated slots within 21 days of the scheduled beginning date of the school, the positions may be released to other officers.

C. Temporary Assignments

- 1. FTOs who have served as training officers for at least one training cycle will be eligible for temporary assignments.



- a. For each solo phase, twenty-five percent (25%) of all eligible FTOs will be offered such temporary assignments.
 - b. Training officers serving as Primary FTOs will be offered temporary assignments first.
 - c. If a primary FTO declines an opportunity to work a temporary assignment, that assignment will be offered to other eligible FTOs based on department seniority. Thereafter, assignment lists will be rotated so that once an FTO has been offered a temporary assignment, that officer's name will be placed at the bottom of the rotational list of eligible FTOs.
2. The Chief of Police may exclude certain units from the temporary assignment program after consulting with the FOP and will not unreasonably exclude any units. The following units are currently exempt from these temporary assignments:
 - a. Internal Affairs;
 - b. Grand Jury;
 - c. Intelligence; and
 - d. Task forces maintained by outside law enforcement agencies.
 3. A probationary officer will be assigned to an FTO's beat during the time the FTO is away on temporary assignment.

D. FTO Rights and Responsibilities

1. FTOs have all of the same rights and opportunities as, and shall be treated no different, than all other patrol officers when requesting vacation and days off.
2. FTOs are exempt from prisoner wagon duties should prisoner wagon duties and responsibilities return to the Indianapolis Metropolitan Police Department.
3. FTOs are exempt from civilian "ride-along" program assignments. However, FTOs may elect to have riders at their discretion.
4. New equipment related to field patrol duty that is appropriate for the training process, such as restraint gear, tire deflation devices, and officer safety equipment or supplies, will be issued to FTOs on a priority basis. This does not include equipment purchased or designated for specific projects or assignments.
5. FTOs will receive credit for all activity generated by their probationary officers, while assigned to and working with that FTO, for the purposes of statistical evaluation.
6. The department will give prior notice to the FOP if FTO pay is to be increased.
7. An FTO Evaluation Board composed of the FTO Coordinator and at least two (2) other members appointed by the FTO Coordinator, will conduct an annual review of each FTO's performance. The board shall ensure that the FTO complies with all requirements set for in the approved FTO manual.
8. Subject to unusual manpower shortages, one hour of all FTOs' shifts (while assigned a probationary officer) shall be provided to complete FTO paperwork and perform other functions with the recruit related to FTO responsibilities, such as counseling and evaluation.



Indianapolis Metropolitan Police Department

Police Officer Support Team

General Order 6.15

POLICY

The Indianapolis Metropolitan Police Department recognizes the harmful effects of stress caused by critical incidents. IMPD officers are involved in these incidents and therefore subject to harmful stress. To minimize the adverse effects of critical incident stress, the IMPD has established a Police Officer Support Team (POST).

DEFINITION

Critical Incident: For the purpose of this General Order, a critical incident is defined as any situation faced by public safety personnel that causes them to experience unusually strong emotional reactions which have the potential to interfere with their ability to function either at the scene or later.

PROCEDURE

I. POST – *Generally*

- A. POST utilizes a multi-dimensional approach through both a pro-active and re-active format.
 - 1. The program is *pro-active* by educating members of this department about critical incident stress and stress management techniques.
 - 2. The program is also *re-active* by activating POST during a critical incident in order to provide emotional support and professional referrals for those impacted by the magnitude of events.
- B. Without professional intervention, personnel experiencing critical incident stress may show declining work performance, deterioration in family relationships, and increased health problems.
 - 1. The objective of this procedure is to provide intervention after critical incidents in order to minimize stress-related injuries to IMPD personnel.
- C. While POST team members are required to attend both initial training and continuing education, it must be emphasized that they are not mental health professionals.
 - 1. Each POST member will be trained to recognize certain signs and symptoms associated with stress.
 - 2. When a situation is beyond the ability of a POST member, it will be referred to a mental health professional.

II. POST Operations – *Generally*

- A. Any officer may contact the POST Coordinator for one-on-one consultation for himself/herself or for another officer.



1. It is not necessary to contact communications or go through the chain-of-command.
- B. Branch, division or district commanders are responsible for identifying and recognizing significant incidents that may benefit by POST intervention.
 1. The POST Coordinator, in conjunction with on-scene supervisors, will determine if a debriefing is necessary.
- C. Any officer may initiate the debriefing process by contacting a supervisor at the incident scene.
 1. If initiation is not made on the scene, the debriefing process may be initiated through the branch, division or district commander.
 2. Once it is determined that a debriefing is necessary, it is mandatory that all personnel directly exposed to the incident attend.

NOTE: All participants will be encouraged to share their feelings, however, active participation is optional.

- D. All statements, facts, opinions, and discussions that are expressed during the debriefing process will be *considered confidential*.

NOTE: Under current Indiana law, anything said may be subject to a subpoena at a later time.

- E. A critical incident debriefing is not a critique of police department operations.
 1. The debriefing process provides formats in which personnel can discuss their feelings and reactions, thus reducing the stress which results from exposure to critical incidents.
- F. All debriefings will be **STRICTLY CONFIDENTIAL**.
 1. No written, tape, or other recordings will be maintained regarding individuals participation or topics of discussion.
 2. Media participation will not be allowed.
 - a. Media inquiries will be handled by the Public Information Officer guided by the POST Coordinator.



Indianapolis Metropolitan Police Department

Crime Stoppers Duties and Responsibilities

General Order 6.16

POLICY

Crime Stoppers of Central Indiana is an organization consisting of law enforcement personnel and members of the community working together in a concentrated effort to solve specific crimes and gather data on other criminal activity. This general order establishes administrative procedures to efficiently collect, process, and disseminate investigative information and intelligence throughout the Indianapolis Metropolitan Police Department.

PROCEDURE

I. Duties and Responsibilities

- A. The Indianapolis Metropolitan Police Department's Crime Stoppers Unit accepts information relative to a variety of criminal incidents, requests proper investigation of all information received, and coordinates the payment of cash rewards to individuals supplying important information.
- B. The Crime Stoppers Unit will be responsible for the receipt, logging, processing, dissemination, and records-keeping of all information received through its office.
- C. The Crime Stoppers Unit refrains from active involvement in any criminal investigations.
- D. The Crime Stoppers Unit will serve a facilitating and coordinating role in the dissemination and use of all information it receives. The unit will serve as a support unit and liaison to other department units to ensure all collected information and intelligence is used to its fullest advantage.

II. Operations

- A. All information received by the Crime Stoppers Unit will be classified as a "Tip." Tips are defined as:
 - 1. Information or intelligence supplied from a source outside of the department and assigned to a department investigative unit for follow-up and return to the Crime Stoppers Unit. The source may be eligible for a cash reward;
 - 2. This information is legally privileged. It is the property of Crime Stoppers of Central Indiana. Do not use or rely on for obtaining any judicial authorization without taking steps to preserve police informer privilege. This information should be independently confirmed and must not be included in any regular police reports.
- B. Information distributed to department investigative units by Crime Stoppers must include a return date. All information and/or actions taken by the assigned investigator(s) as a result of this information must be returned to the Crime Stoppers Unit on or before the due date.



- C. If an arrest is made or other actions are taken as a result of a tip or other information supplied by Crime Stoppers, all facts and information surrounding the case will be directly forwarded to the Crime Stoppers Unit within twenty-four hours of the incident.
- D. All documents furnished by the Crime Stoppers Unit to initiate an investigation must be returned to Crime Stoppers upon completion of the investigation. **Absolutely no Crime Stoppers records will be retained by department personnel outside of the Crime Stoppers Unit.**
- E. Branch Commanders will review all investigative procedures utilized and information developed as a result of Crime Stoppers information to ensure compliance with this General Order and other applicable department policies and procedures.
- F. **At no time should officers advise suspects or suspects' associates of the presence of a Crime Stoppers tip.**



Indianapolis Metropolitan Police Department

Aviation Section

General Order 6.17

POLICY

It shall be the policy of the Indianapolis Metropolitan Police Department to maintain an Aviation Section that will function primarily as an aerial patrol platform for police operations in traffic control, apprehensions, crime prevention, safety, and searches. Officers are encouraged to utilize this support whenever the situation warrants. <41.1.4(a)>

NOTE: The operational success of the Aviation Section is dependent on effective coordination between air and ground personnel and their combined knowledge of the operational procedures contained in this directive.

DEFINITIONS

Communications: Marion County Sheriff's Department Communications Division

FAA: Federal Aviation Administration

Flight Crew: The crewmembers who are assigned to a helicopter during a tour of duty. This will generally be a pilot and tactical flight officer.

FLIR: Forward Looking Infrared

Pilot-In-Command: The pilot responsible for the operation and safety of an aircraft. If there are two or more pilots in the helicopter, only one will act as the Pilot-In-Command.

Tactical Flight Officer: The crewmember who functions as the police observer.

PROCEDURE

I. Helicopter Assistance – *Generally*

A. Once a need for helicopter assistance has been determined, officers must request helicopter support through Communications.

1. When the helicopter is airborne, Communications shall notify the available helicopter to respond to the area of the request.
2. When the helicopter is not airborne, Communications must first attempt to contact the on-duty flight crew by radio, pager or telephone the IMPD Aviation Section at the Indianapolis Heliport at 327-6686.
 - a. If a recall of a flight crew is necessary, Communications will page the on-call pilot first. The pilot will make a weather and mission determination and then request to have the Tactical Flight Officer notified.

B. Communications will inform the Aviation Section of the following:

1. Location of incident, including landmarks, nearest major intersections, or other reference points (*keep in mind that street numbers are nearly impossible to find from the air*);
2. Type of incident;



3. Specific nature of service requested;
 4. Specific equipment requested (e.g. video, photography, transmitters, FLIR, etc.); and
 5. Description of either the subject or vehicle.
- C. The officer requesting the helicopter will be responsible for securing a perimeter of the area or building to be searched and for the maintenance of that perimeter until advised of the termination of the search.
- D. One (1) officer on the scene of the incident will be responsible for maintaining and coordinating communications with the helicopter flight crew throughout the mission.
- E. Whenever the IMPD helicopter is utilized, the Aviation Section must be identified on all accompanying reports as an assisting unit.
1. The Incident Report should include a brief description of the helicopter's role in these reportable incidents.

II. Authorized Uses <41.1.4(c)>

- A. **Vehicle Pursuits** – When called, the IMPD helicopter will respond to the area as quickly as possible and provide aerial surveillance allowing pursuing officers to remain at a safe speed and distance.

NOTE: Radio communication during pursuits is important, as the flight crew must provide updated information to coordinate the apprehension.

1. When the helicopter has visual contact with the suspect vehicle, the pursuing officer, when appropriate, will leave emergency lights and siren on, decrease speed in order to increase a safe distance between the suspect vehicle and police vehicle, and allow the helicopter to continue surveillance and provide direction to the ground units. (see General Order 'Vehicle Pursuits' section VIII)
 - a. The helicopter flight crew will continually report the location and direction of the pursued vehicle to enable patrol units to take appropriate action.
 - b. During night pursuits, the aircraft will direct a searchlight near the fleeing vehicle whenever this can be done safely.

NOTE: A supervisor will be assigned to monitor all pursuits and provide supervisory guidance as appropriate. (See General Order 'Vehicle Pursuits' Section II.'H' and Section X.)

- B. **Photo Flights** – Officers and other agencies may request assistance from the IMPD Aviation Section in order to photograph locations from the air.
1. A written request for photo flights must be sent to and approved by the Aviation Section commander.
 2. Officers and other personnel are required to bring their own photography equipment and film.
- C. **Surveillance Flights** – Officers may request assistance from the IMPD Aviation Section to provide for aerial surveillance needs.
1. When possible, a written request for surveillance must be sent to and approved by the Aviation Section commander.



III. Aircraft Responsibility <41.1.4(e)>

- A. The Pilot-In-Command will have the sole responsibility to provide a coordinated, prudent and safe use of the IMPD helicopter.
- B. Helicopter(s) will be flown at the discretion of the Pilot-In-Command of the aircraft within the rules, regulations, policies, and procedures established by the department and the Federal Aviation Administration (FAA).
- C. The Pilot-in-Command shall make a pre-flight inspection of the helicopter *prior* to departing on any assignment.
- D. The IMPD currently contracts out to a civilian company all maintenance needs of the helicopter.
 - 1. A civilian mechanic currently provides all maintenance needs and reports directly to the Aviation Section commander.
- E. All pilots and Tactical Flight Officers will note any maintenance issues or discrepancies on the individual helicopter clipboards.
- F. **The Pilot-In-Command has the ultimate authority to terminate a flight at any point.**
 - 1. Should the pilot abort an assigned flight, the pilot must notify Communications of the reason(s) for the termination.
 - 2. When a mission is aborted, Communications will notify the person or agency requesting the helicopter of the reason(s) for the termination.
- G. Only flight crew members have the authority to operate the helicopter and the equipment on board. <41.1.4(g)>

IV. Aircraft Safety

- A. Individuals on the ground, including sworn officers, must not approach the helicopter unless specifically directed by the flight crew.
- B. If an officer is directed to approach the helicopter, they must do so only from the front of the aircraft.
- C. *Under no circumstances should anyone approach the tail area or cross from side to side under the tail boom.* This is to avoid hot exhaust gases and tail rotor strikes.

NOTE: Persons approaching the aircraft should continue to observe the pilot for any additional instructions.

V. Aircraft Noise

- A. Helicopter noise is a factor that may limit non-essential nighttime operations in residential areas.
- B. Supervisors, as well as officers, should be aware of this restriction in requesting helicopter support *and advise when the helicopter is no longer needed at the scene so it can depart the area.*



Indianapolis Metropolitan Police Department

Mobile Field Force/Event Response Group

General Order 6.19

POLICY

It shall be the policy of the Indianapolis Metropolitan Police Department to utilize the Mobile Field Force concept when it becomes necessary to mobilize and deploy officers to a specific situation. The mission of the Indianapolis Metropolitan Police Department in an emergency situation is the efficient mobilization and deployment of sufficient resources to protect life and property and to preserve order. Because of the existing and continuing possibility of the occurrence of riots, civil disturbances, terrorist activities, and other law enforcement problems associated with disasters, either man-made or natural, the Indianapolis Metropolitan Police Department must be prepared to fulfill this mission.

DEFINITIONS

Mobile Field Force (MFF): A substantial contingent of officers functioning in the Special Services chain of command that would respond to an emergency situation that requires an extremely large mobilization of department resources.

Event Response Group (ERG): A subset of the Mobile Field Force functioning in the Special Services chain of command that would respond to an emergency situation that requires a smaller mobilization of department resources than needed for a full Mobile Field Force deployment. ERG units will be used to staff special events that require specialized crowd management techniques.

PROCEDURE

I. Mobile Field Force

- A. The Incident Commander of any emergency situation has the authority to request deployment of the MFF while advising the Chief of Police of the level of mobilization required. The four levels of mobilization of the MFF are:
 1. Deployment of on-duty MFF officers from the impacted district;
 2. Deployment of all on-duty MFF officers;
 3. Partial recall of off-duty MFF officers; or
 4. Recall of all MFF officers.

NOTE: The Incident Commander should request on-duty and off-duty MFF officers through Communications.

- B. All officers, regardless of present assignment, who have been trained and provided with the necessary equipment, will be assigned to the MFF.
- C. The uniform for MFF operations will be the department authorized squad suit. For a pre-planned special event, the Chief of Police has the discretion to authorize other appropriate department attire.



- D. The MFF will be utilized within the parameters established by the current edition of the Indianapolis Metropolitan Police Department Emergency Operations Manual.
- E. MFF officers assigned to the Operations Division, including detectives not working undercover assignments, must maintain their issued MFF equipment in their assigned vehicles, ready for use, at all times.
 - 1. The Mobile Field Force District Coordinator or his designee will be responsible for inspecting this equipment every three (3) months and forwarding the results of the inspections to the Mobile Field Force Coordinator.
- F. MFF officers assigned to the Administration and Criminal Investigations Divisions, except those in an undercover capacity, must maintain their issued MFF equipment in their assigned vehicles, ready for use, at all times.
 - 1. These officers must have a uniform or squad suit available that would allow them to respond to any emergency within one hour of being requested.
 - 2. A Mobile Field Force Division Coordinator or his designee will inspect this equipment every three (3) months.
- G. Records of all equipment inspections will be forwarded to the Mobile Field Force Coordinator and will be retained for a period of one (1) year.
 - 1. Any MFF officer having equipment needing repairs will coordinate the repairs through the Mobile Field Force Coordinator.
 - 2. Any issued equipment that is missing will be reported as lost or stolen following department procedure.
- H. When practical, all MFF officers will receive a minimum of eight (8) hours of MFF in-service training each year. This training will be coordinated by the Mobile Field Force Training Coordinator.
- I. The MFF administrative staff will be responsible for training, equipment, and policy. The Mobile Field Force administrative staff consists of:
 - 1. A Lieutenant serving as the Mobile Field Force Coordinator;
 - 2. A Sergeant serving as the Mobile Field Force Training Coordinator;
 - 3. Five (5) Sergeants serving as Mobile Field Force District Coordinators;
 - 4. Two (2) Sergeants serving as Mobile Field Force Administration and Criminal Investigation Division Coordinators; and
 - 5. Event Response Group administrative staff.

II. Event Response Group

- A. Officers who are members of the Mobile Field Force may apply for a position on the Event Response Group by submitting an inter-department through the chain of command to the ERG Coordinator.



- B. Selections will be based on criteria established by the ERG Coordinator and approved by the Special Services commander. MFF officers who volunteer for a position on the ERG must agree to serve for a minimum of one (1) year
- C. *The Incident Commander of any situation has the authority to request a total or limited deployment of the ERG based on the severity of a specific incident.* The four (4) levels of mobilization of the ERG are:
 - 1. Deployment of on-duty ERG officers from the impacted district;
 - 2. Deployment of all on-duty ERG officers;
 - 3. Partial recall of off-duty ERG officers; or
 - 4. Recall of all ERG officers.

NOTE: The Incident Commander should request on-duty and off-duty ERG officers through Communications.

- D. The uniform for ERG operations will be the department authorized squad suit. For a pre-planned special event, the Chief of Police has the discretion to authorize other appropriate department attire.
- E. When necessary, the ERG Coordinator may supplement ERG squads with MFF officers for training purposes or to provide additional manpower.
- F. The ERG will be the first component of the Mobile Field Force to be utilized when an incident requires an organized response, greater than a normal district response, that does not rise to the level of a Mobile Field Force response.
 - 1. This includes incidents that require training or equipment that is not available to officers not assigned to the ERG.

NOTE: The ERG is not a replacement for a response by SWAT, Bomb Squad, etc. However, it may be determined that the Event Response Group is the appropriate supporting role for these types of incidents.

- G. Any officer or supervisor may be removed from the ERG for cause with approval by the Special Services commander.
- H. When practical, officers assigned to the ERG will receive a minimum of sixteen (16) hours of ERG in-service training each year.
 - 1. This training will be coordinated by the Event Response Group Training Coordinator.
- I. The ERG administrative staff will be responsible for training, equipment, and policy.
 - 1. The ERG administrative staff consists of separate personnel than those involved with the Mobile Field Force administrative staff.
 - 2. Appointments to any position on the ERG administrative staff must be approved by the Special Services commander. The ERG administrative staff consists of:



- a. A Lieutenant serving as the Event Response Group Coordinator;
- b. A Sergeant serving as the Event Response Group Training Coordinator; and
- c. Mobile Field Force administrative staff.



Indianapolis Metropolitan Police Department

GENERAL ORDER

6.20

MASTER DESIGNATION

POLICY

The goal of the Indianapolis Metropolitan Police Department is to encourage retention of non-supervisory career officers and detectives by increasing job satisfaction and positive career development. Experienced, well-trained and self-motivated police officers provide effective and professional service to the community, supporting achievement of organizational goals and objectives.

The **Master** designation program is designed to cultivate excellence in officers and detectives, capitalizing on knowledge gained through training and on-the-job experience.

Master officers and detectives function as positive role models for less-experienced personnel through teaching, coaching and modeling of proper techniques. The **Master** designation is achieved through a voluntary process that provides opportunities for personal growth, advancement and recognition. Officers will develop a sense of achievement and realize an increased level of self-esteem.

Under the leadership of the Training Bureau commander the IMPD Career and Leadership Development (CLD) Review Committee will ensure fair and consistent application of career and leadership standards. The CLD Review Committee, with approval from the Training Bureau commander, may modify the program to ensure it remains both challenging and attainable. The Committee is responsible for reviewing making recommendations for advancement within the Master Patrol Officer and Master Detective program and shall have responsibility concerning the administration of the program, as approved by the Chief of Police, in keeping with agency policy.

PROCEDURE

I. Career And Leadership Development (CLD) Review Committee

- A. The CLD Review Committee is comprised of seven (7) voting members:
 - 1. Four (4) merit supervisors (sergeant through captain) selected by the Chief of Police, who will designate one (1) member to serve as committee chairperson;
 - 2. One (1) union representative selected by the FOP president or designee; and
 - 3. Two (2) sworn, non-management personnel to be comprised of one Master Patrol Officer and one Master Detective selected by the current CLD Review Committee and approved by the Chief of Police and Training Bureau commander.
- B. The coordinator of the Office of Career and Leadership Development shall serve as a non-voting committee member and be the committee's advisor.
- C. Decisions by the CLD Review Committee will be based on the vote of a quorum of at least five (5) members, with majority ruling. Decisions ready for determination of Master status shall not remain unresolved for more than forty-five (45) days.
- D. The CLD Review Committee shall identify and formalize the process by which it conducts business in coordination with, and as approved by the Training Bureau commander.



II. Master Patrol Designation Achievement

The Chief of Police may designate an officer as a Master Patrol Officer when that officer meets the following core requirements: (Refer to Appendix A – “**Master Patrol Career Plan Sheet**” for credit allowances).

- A. The candidate must have completed a minimum of ten (10) years of sworn uniform patrol experience. Sworn uniform patrol experience is defined as any sworn uniform assignment within the Operations Division.
 - 1. The candidate must have completed two (2) consecutive years of sworn uniform patrol experience immediately prior to receiving the designation to ensure they are current in knowledge, skills and abilities.
 - 2. Candidates who transferred to an investigative function previously may return to Operations and apply for the *Master Patrol Officer* after the two-year minimum period in Operations has been satisfied.
- B. The candidate must be an Indiana State Certified Law Enforcement Instructor, current Field Training Officer (FTO), or active member of the My Legacy Mentorship Program. *One of these certifications must be maintained while working under the Master Patrol Officer designation.*
- C. The candidate must have an overall performance rating of “**Exceeds Standards**” or higher for the previous two (2) end-of-year performance appraisals.
- D. The candidate must complete a total of thirty (30) elective credits.
- E. A minimum of twenty (20) credits **must** come from combined Training and Unit credits using the following criteria:
 - 1. A minimum of five (5) credits **must** come from Training:
 - 2. A maximum of five (5) credits *may* come from Professional Achievement; and
 - 3. A maximum of five (5) credits *may* come from Community Involvement.
 - 4. Unit credits will comprise the necessary number to reach the minimum of 20 credits.
- F. Eligible candidates must be a graduate of the IMPD Leadership Academy.

III. Master Detective Achievement

The Training Bureau commander will make recommendations to the Chief of Police, who may designate an officer as a Master Detective when that officer meets the following core requirements (Refer to Appendix A – Master Detective Plan Sheet for credit allowances):

A. Requirements

The candidate must have completed a minimum of eight (8) years of investigative experience. Any experience within units listed under Section III, E. Criteria, will qualify toward the required investigative experience. Officers gaining experience in units not listed under Section III, E. Criteria, but who believe their experience qualifies as investigative, may appeal to the CLD Review Committee to obtain a ruling regarding their experience.



1. The candidate must have completed two (2) consecutive years of sworn investigative experience immediately prior to receiving the designation to ensure they are current in knowledge, skills and abilities.
 2. Candidates who previously transferred to an Operations function may return to Investigations and apply for the Master Detective after the two-year minimum period in Investigations has been satisfied.
- B. The candidate must be an Indiana State Certified Law Enforcement Instructor, current Detective Training Officer (DTO), or active member of the **My Legacy Mentorship Program**. One of these certifications must be maintained while working under the Master Detective designation.
- C. The candidate must have a performance rating of “**Exceeds Standards**” or higher for the previous two (2) end-of-year performance appraisals.
- D. The candidate must complete a total of thirty (30) elective credits, of which:
1. A **minimum** of twenty (20) credits must come from a combined total of Training/Unit credits, five (5) of which must be Training credits.
 2. A **maximum** of:
 - a. Five (5) credits *may* come from Professional Achievement;
 - b. Five (5) credits *may* come from Community Involvement; and
 - c. Three (3) credits *may* come from Voluntary Unit experience.
 - d. Unit credits will comprise the necessary number to reach the minimum of 20 credits.
- E. Criteria for awarding unit experiential credits.
- In determining Unit credit for the **Master Detective** designation, the following criteria will be used:
1. **LEVEL 1** – Entry Level – One (1) Credit per Year of Service

This level represents primarily support positions with little or no criminal case load; assignments rarely require criminal prosecution. These positions include:

 - Cyber Crimes
 - Mayor’s Executive Protection
 - Firearms Investigations
 - Human Resources Background Investigations
 - Property Recovery
 2. **LEVEL 2** – Entry Level – Two (2) Credits per Year of Service

This level represents positions with criminal case loads which require very little specialized training and/or previous investigative experience. These positions include:

 - Hit and Run
 - Auto Theft
 - Financial Crimes
 - Organized Crime
 - Vice
 - Juvenile
 - Domestic Violence
 - District Detectives



3. LEVEL 3 – Three (3) Credits per Year of Service

This level represents positions with criminal case loads requiring **some** specialized training and/or investigative experience. These positions include one or more of the following:

- Accident Investigations
- District Narcotics
- Criminal Gangs
- Safe Streets Task Force
- CAT Team
- Robbery/Aggravated Assault
- Achilles / ATF
- Missing Persons
- U.S. Marshall's Liaisons
- Criminal Intelligence and Liaisons
- Grand Jury / Prosecutor's Liaisons
- Violent Crimes
- Criminal Interdiction
- Special Investigations Unit
- Forensic Video Specialist

4. LEVEL 4 – Four (4) Credits per Year of Service

This level represents positions with criminal case loads which require more **extensive** specialized training and/or investigative experience. These positions include:

- Metro Drug Task Force
- Arson
- Child Abuse
- Sex Crimes
- Homicide
- Forensic Imaging Artist
- Homicide Cold Case

F. Experience not listed in the four (4) levels above:

Officers gaining experience in units not listed in one of the four (4) levels above, but who believe their experience qualifies as investigative, may appeal to the Training Bureau commander, who will forward the appeal to the CLD Review Committee for their review and recommendations. The Training Bureau commander will render a ruling as to whether the officer's experience qualifies as investigative.

G. Eligible candidates must be a graduate of the IMPD Leadership Academy.

IV. Master Designation Maintenance

A. The Master designation must be earned and maintained. Subsequently, that member shall remain active and in "good standing" under three (3) separate, but equal classifications, as outlined below.

1. The Master Patrol Officer and Master Detective must remain within their respective field the Master rating was earned.

** If a Master Patrol Officer or a Master Detective voluntarily chooses to transfer to the opposite field of service (Uniform Patrol ⇌ Investigations, or Investigations ⇌ Uniform Patrol), a "streamlined" process for the Master Designation within the new field may be permitted, as approved by the Chief of Police.*



2. The Master Patrol Officer or Master Detective must maintain a current status as one of the following:
 - a. *Certified Instructor* – Must maintain certification through the State of Indiana as a law enforcement instructor in accordance with standards set by the Indiana State Law Enforcement Training Board.
 - b. *Field Training Officer/Detective Training Officer* – Must be an active FTO/DTO as designated by the department's FTO/DTO Coordinator's office.
 - c. *My Legacy Mentor* – Must be active and in good standing with the department's My Legacy Mentorship Coordinator's office.
 3. The Master Patrol Officer or Master Detective must maintain a performance rating of "**Exceeds Standards**" or above as documented in the IMPD Performance Management process. Failure to maintain an "Exceeds Standards" rating may be grounds for termination of the Master Designation. Officers failing to maintain an "Exceeds Standards" rating on the End-of-Year Performance Appraisal will be reviewed by the CLD Review Committee and a recommendation by the committee will be submitted to the Training Bureau commander for consideration as to whether the officer's designation should be terminated immediately, or whether the officer should be granted a one-year probationary period, during which time the officer will be required to improve their rating to at least an "Exceeds Standards" level. Officers failing to reach the "Exceeds Standards" rating at the end of the one-year probationary period will have their Master Designation terminated immediately.
 4. Any *significant* discipline or attendance issue may be grounds for termination of the Master Designation. The definition of significant discipline or attendance issue will be determined by the CLD Review Committee with approval from the Training Bureau commander. The CLD Review Committee, in coordination with the Training Bureau commander, will determine what constitutes "significant discipline" prior to the selection of any Master designees. This issue will only be revisited once every calendar year.
- B. Failure to maintain any of the standards above shall result in a Master Patrol Officer or Master Detective losing the Master designation, thereby forfeiting all career development benefits until such time as the Master designation is regained with the approval of the Chief of Police.
- C. Individuals losing the Master designation will be afforded the opportunity to appeal the decision to the CLD Review Committee.
1. As part of the appeals process, the individual losing the Master designation will be afforded the opportunity to personally appear before the CLD Review Committee to provide an explanation supporting the reason they should retain the Master designation.
 2. After consideration of the appeal, the CLD Review Committee will submit a formal recommendation to the Training Bureau commander as to whether the individual should have the Master designation reinstated.
 3. The Chief of Police and Training Bureau commander will retain final authority as to the outcome of the appeals process and will issue a determination regarding whether the officer will maintain the Master Designation rating.



6.20

**MASTER DESIGNATION
GENERAL ORDER**

**CAREER
PLAN**

MASTER PATROL OFFICER DESIGNATION

MASTER PATROL OFFICER REQUIREMENTS

Accumulated Total of 10 years Uniform Patrol Service ↳ Last 2 years Must be in Uniform Patrol	Credit Requirements Total of 30 Elective Credits
Certified Instructor, FTO or Mentor	↳ Minimum 20 Combined Training/Unit credits
Exceeds Standards or above Performance	↳ Maximum 5 Professional Achievement credits
Graduate of Leadership Academy	↳ Maximum 5 Community Involvement credits
Longevity Bonus – Maximum 15 Credits ▶ 1 credit for each year beyond 5 years Uniform Patrol	

TRAINING

Fitness/Foreign Language (3,2,1)	Evidence Technician (2)	Tactical Air Pilot Certified (3)
PIT Certified (1)	DRE Certified (2)	Tactical Air Observer Certified (2)
Stinger/Stop Stick Certified (1)	Breath Test Operator (2)	Canine Certified (3)
Radar Certified (1)	Criminal Interdiction (2)	EMT Certified (3)
Bike Certified (1)	Patrol Rifle Certified (2)	Fatal Crash Investigator Certified (3)
Crime Scene Management (1)	Mounted Patrol Certified (2)	
Accident Investigator (2)	Motorcycle Patrol Certified (2)	

PROFESSIONAL ACHIEVEMENT – 5 Credits Maximum

College Education (1) - 30 credits min.	Foreign Language Interpreter (2)	Accident/Firearms Review Board (1)
Associate's Degree or 60 college credits (2)	Military Active/Honorable Discharge (2)	IMPD Specialty Boards (1) ↳ Minimum 6 month commitment required Maximum of 3 credits for specialty boards
Bachelor's Degree or 120 college credits (3)	Reserve/Current/Honorable Discharge (1)	
Master's/JD (4) PhD (5)	Applicant Boards (1 credit per 3 boards, maximum of 2 credits for applicant boards)	Attendance/Discipline – Points deducted consistent with Promotions

COMMUNITY INVOLVEMENT – 5 Credits Maximum

Community Relations Projects*	1 Credit per 24 Hours of Service	<i>*All community involvement activity to be pre-approved and verified by CLD Committee</i>
United Way Charitable Organizations*	1 Credit per 24 Hours of Service	
IMPD Recruitment Events	1 Credit per 24 Hours of Service	

VOLUNTARY UNIT CREDIT

SWAT (3)	FACT (1)	Honor Guard (1)	Voluntary Unit Credits may be used in lieu of Training Credits. Points awarded for every two (2) years of service completed in good standing.
Negotiators (3)	ERG (2)		
EOD (3)	POST (2)		

This is not an exhaustive list of all training, unit involvement, or community service involvement eligible to receive credits under this General Order. Applicants will have an opportunity to submit documentation to the CLD Review Committee, who may then assign and/or change the credit value(s) based on level of duration and difficulty.



CAREER PLAN	MASTER DETECTIVE DESIGNATION

MASTER DETECTIVE REQUIREMENTS	
Minimum 8 Years Investigative Experience ↳ Last 2 Consecutive Years as a Detective	Credit Requirements Total of 30 Elective Credits
Certified Instructor, FTO or Mentor	↳ Minimum 20 combined Training/Unit credits
Exceeds Standards or above Performance	↳ Maximum 5 Professional Achievement credits
Graduate of Leadership Academy	↳ Maximum 5 Community Involvement credits
UNIT x LONGEVITY EQUIVALENT ▶	Minimum 20 Training/Unit Credits
Level 1 Unit – 1 Credit per Year of Service	Level 2 Unit – 2 Credits/Year of Service
Level 3 Unit – 3 Credits/Year of Service	Level 4 Unit – 4 Credit /Years of Service

TRAINING– 5 Credits Minimum		
Fitness/Foreign Language (3,2,1)	Undercover Criminal/Drug Investigations (2)	Domestic Violence Intervention and Investigation(2)
Intro into Criminal Investigations (1)	Arson Investigation (2)	
Crime Scene Management (1)	Organized/Financial Crime (2)	Child/Sex Abuse Investigation (3)
Practical Kinesic Interview/Interrogation (2)	Burglary Investigation (2)	Homicide and Forensic Death Investigation (3)
Forensic Child Interview Certification (2)	Robbery Investigation (2)	

PROFESSIONAL ACHIEVEMENT – 5 Credits Maximum		
College Education (1) - 30 credits min.	Foreign Language Interpreter (2)	Accident/Firearms Review Board (1)
Associate's Degree or 60 college credits (2)	Military Active/Honorable Discharge (2)	IMPD Specialty Boards (1) ↳ Minimum 6 month commitment required Maximum of 3 credits for specialty boards
Bachelor's Degree or 120 college credits (3)	Reserve/Current/Honorable Discharge (1)	
Master's/JD (4) PhD (5)	Applicant Boards (1 credit per 3 boards, maximum of 2 credits for applicant boards)	Attendance/Discipline – Points deducted consistent with Promotions

COMMUNITY INVOLVEMENT – 5 Credits Maximum		
Community Relations Projects*	1 Credit per 24 Hours of Service	<i>*All community involvement activity to be pre-approved and verified by CLD Committee</i>
United Way Charitable Organizations*	1 Credit per 24 Hours of Service	
IMPD Recruitment Events	1 Credit per 24 Hours of Service	

VOLUNTARY UNIT BONUS			
SWAT (3)	FACT (1)	Honor Guard (1)	Voluntary Unit Bonus used in lieu of Professional Achievement/Community Involvement credits Minimum two (2) years service completed in good standing within three (3) years of Designation (3 Credits Maximum).
Negotiators (3)	ERG (2)		
EOD (3)	POST (2)		

This is not an exhaustive list of all training, unit involvement, or community service involvement eligible to receive credits under this General Order. Applicants will have an opportunity to submit documentation to the CLD Review Committee, who may then assign and/or change the credit value(s) based on level of duration and difficulty.



Indianapolis Metropolitan Police Department

GENERAL ORDER

6.30

SPECIAL WEAPONS AND TACTICS (SWAT)

POLICY

The presence of a highly skilled, highly trained, and well managed police tactical unit has been shown to substantially reduce the risk of injury or loss of life to citizens and police officers during critical incidents. It is the policy of the Indianapolis Metropolitan Police Department (IMPD) to maintain a Special Weapons and Tactics (SWAT) Team that provides a coordinated, specially trained, and specifically equipped resource for the department to activate during critical and high-risk incidents.

PURPOSE

SWAT activations involve complex critical situations that may vary greatly from incident to incident. The purpose of this directive is to provide a clear understanding to all IMPD personnel regarding specific roles and responsibilities during SWAT activations to ensure national best practices are met, and guarantee compliance with federal and state laws and department policies. Operational and administrative procedures are described in more detail in the Special Weapons and Tactics (SWAT) Standard Operating Procedure (SOP).

PROCEDURE

I. SWAT Activation Requirements

- A. When requesting a full SWAT team response, the IMPD Commander of Homeland Security, or designee, and the SWAT Commander, or in their absence, the Assistant SWAT Commander, shall be contacted through Communications via the SWAT paging group.
- B. Full SWAT callouts are limited to incidents that pose an extreme risk to innocent life, including:
 - 1. Conventional Hostage Situations
 - 2. Unconventional Hostage Situations
 - 3. Sniper Incidents
 - 4. Terrorism Response that is active and ongoing
- C. When requesting SWAT for all other incidents, including, barricaded suspects/subjects, pre-planned events/warrants, or incidents which officers believe a SWAT response is beneficial to reach a safe resolution, Communications shall be notified to page a SWAT supervisor. The SWAT supervisor will then contact the incident commander on scene or the detective responsible for the case.
- D. Only SWAT members or Canine Officers can request "On-Duty" SWAT. All other officers or supervisors shall make a general request for a SWAT response to ensure proper protocol is initiated by Communications.



E. Incidents requiring SWAT activation include, but are not limited to:

1. Barricaded Suspect(s) – A scenario in which a person who is known or believed to be possibly armed and in a position of hiding and refuses to submit to custody or arrest or uses any shelter, conveyance, structure, or a building as a barrier against law enforcement and refuses to exit and submit to custody or arrest. For unconventional barricades (attics, crawlspaces, or any other location where it would put officers at an unnecessary risk to attempt to access), SWAT may be requested to assist with breaching or other tactics required to safely apprehend a person.
2. Conventional Hostage Situation – A scenario in which a person is being held against their will by an armed, potentially armed, or otherwise dangerous suspect, where IMPD has primary jurisdiction and the circumstances presented are likely within the resolution capabilities of the SWAT team and Crisis Negotiation Unit (CNU). Conventional hostage situations occur in a wide variety of operational environments, including in open air, accessible structures, hardened strongholds, and vehicles.
3. Unconventional Hostage Situation – A scenario in which a person is being held against their will by an armed, potentially armed, or otherwise dangerous suspect, where IMPD may not have primary jurisdiction, or the circumstances presented may be beyond the resolution capabilities of the SWAT team and the CNU. Unconventional hostage situations occur in a wide variety of operational environments and include all terrorist situations and those that are so technical or complex that they may be beyond the capabilities of the department's tactical element and require assistance from other outside agencies.
4. Suicidal Person – Any person who threatens to harm themselves and is armed or believed to be armed, or has placed oneself in a position where a rescue (i.e., high rope rescue or other rescue) requires a SWAT activation.
5. Sniper Incident – A barricaded suspect situation that has elevated to include information that the suspect has fired, or is currently firing a firearm at or near other people from a known or unknown barrier, and where the suspect's position prevents responding officers from resolving the incident and/or successfully engaging the suspect without SWAT assistance.
6. Dignitary Protection – The SWAT team shall be requested to assist with dignitary protection assignments that involve specific intelligence concerning armed attacks against the protected person or any situation which the original assigned unit believes the assistance of SWAT would enhance the protected person's safety. All requests made to IMPD from the United States Secret Service (USSS) for assistance in protecting the President of the United States, Vice President of the United States, or other USSS protected person shall be forwarded to the SWAT Commander for assignment.
7. High Risk Apprehension – The SWAT team shall be requested to assist other units or officers in the pre-planned arrest of a suspect(s) where high risk factors are present (e.g., K9 tracks, Vehicle takedowns, etc.).
8. High-Risk Warrant Service – The SWAT Team shall be requested to assist other units or officers with the service of an arrest and/or search warrant into a structure where high risk factors are present. This does not preclude any officer from attempting to make an arrest of a wanted suspect they encounter during the normal course of their duties.



9. Terrorism Response – The SWAT team shall respond to all events which exceed the capability and/or capacity of the department's first responders and/or investigative units involving the unlawful use of, or threatened use of, force or violence to intimidate or coerce the citizens of Indianapolis for ideological and/or political reasons.
 10. Outside Law Enforcement Agency Assistance - The SWAT team, when requested and upon proper authorization, will provide assistance or support to other law enforcement agencies on a local, state, and federal level.
 11. Crowd Control – The SWAT team shall be requested to assist other units or officers to assist with crowd control where high risk factors are present.
 12. Threat to Public Safety – The SWAT team may be assigned or dispatched to any situation where high-risk factors are present affecting public safety as determined by the Chief of Police or designee.
 13. Surveillance Details – The SWAT team may be requested to assist other units or officers to conduct surveillance where high risk factors are present.
- F. High risk factors to consider when requesting a SWAT team response during an incident include the known or believed presence of:
1. Armed individual(s);
 - a.) With known violent criminal history(s), or
 - b.) Are wanted for the commission of a forcible felony (a felony that involves the use or threat of force against a human being, or in which there is imminent danger of bodily injury to a human being).
 2. Armed individual(s) in a barricaded or fortified location; and/or
 3. Any circumstances in which the responding officer, through their training and experience, believes a SWAT response is beneficial to reach a safe resolution.

II. Primary Arriving Officer Responsibilities

- A. The first officer(s) arriving at the scene of a critical incident shall assess the situation and confirm the existence of a threat to public safety where high risk factors are present and/or the activation of SWAT is required.
- B. The initial responding officers and/or supervisors shall initiate Incident Command and follow the appropriate procedures as outlined in the National Incident Management System (NIMS) and General Order 1.9. – *Incident Command*.
- C. Prior to requesting assistance from the Special Weapons and Tactics Team (SWAT), the incident commander shall thoroughly evaluate the circumstances, consider all available options, and the analyze the probability of being able to safely resolve the incident at the district level.
- D. If the need for SWAT assistance is confirmed, the incident commander or designee shall request a SWAT response through Communications.



- E. The initial responding officer(s) should be aware that police presence can be a catalyst for a suspect's response and shall be prepared to take appropriate action should the situation demand it, regardless of the status of additional responding personnel. These factors include:
 - 1. Whether the failure to act could reasonably be expected to result in the loss of life or the loss of additional life;
 - 2. Whether sufficient numbers of properly trained and equipped police personnel are available to effectively neutralize the threat;
 - 3. Whether the target location can be entered or the suspect engaged without inappropriately increasing the risks to officers and/or others; and
 - 4. Whether immediate intervention could limit or preclude the suspect(s) continued threatening acts.
- F. If the incident involves a hostage and/or a barricaded suspect/subject, the responding officers should attempt to avoid any confrontations with the individual(s) until the arrival of SWAT personnel.
- G. The appropriate investigative unit shall be contacted, when applicable, to conduct a full investigation including, but not limited to, all necessary search and arrest warrants and case preparation for the Prosecutor's Office, including witness statements and suspect statements.
- H. All warrants should be obtained, or in the process of being obtained, prior to the arrival of the SWAT team.

III. SWAT Responsibilities

- A. Except for the incident commander, all other personnel shall take directions from SWAT officers, when requested, if it directly relates to high risk operations.
- B. The SWAT Commander, with the approval of the IMPD Commander of the Homeland Security Division and/or designee, will consult directly with the incident commander upon arrival to ensure a tactical option is developed.
- C. A SWAT command post that includes a tactical operations center (TOC) will be established at a location away from the incident command post and placed by SWAT personnel.
- D. The IMPD Commander of the Homeland Security Division or designee will remain in the incident command post and act as the liaison between the SWAT team/Commander and the incident commander.
- E. The Incident Commander's responsibilities include the overall management and resolution of the incident. The Incident Commander will evaluate the viability, necessity, and appropriateness of a tactical resolution by SWAT.
- F. The SWAT Commander, after receiving approval from the incident commander for a tactical resolution to the incident, shall retain authority to determine the specific, approved, and accepted tactical response for the incident and shall have responsibility for all aspects of the tactical response until the conclusion of the incident.
 - 1. The SWAT Commander shall provide the SWAT tactical plan to the IMPD Commander of the Homeland Security Division or designee and the Incident Commander.



2. The SWAT Commander shall obtain tactical plan approval prior to implementation.

G. Should the tactical plan fail to receive approval, the SWAT Commander may develop an alternative plan, if possible, and submit it for approval. The SWAT Commander retains authority for determining the tactical response and shall not be required to employ any tactics not developed and/or accepted by the SWAT team.

IV. SWAT Deployment

A. After SWAT deployment has been completed, all personnel not directly involved with the incident will be returned to service. District officers shall report back to the incident command post to determine whether further responsibilities are needed at the scene.

1. The district officer receiving the original radio run or initiating the SWAT activation and the officers maintaining perimeter assignments will remain on scene for further debriefing.

2. District officers being replaced shall be responsible to change their status on the critical incident log at the incident command post.

B. Once the incident commander has authorized a tactical resolution and advised the SWAT Commander, no personnel except SWAT will be permitted into the inner perimeter, regardless of rank or position, unless otherwise requested by the SWAT Commander, the Chief of Police or designee.

C. No department personnel, other law enforcement personnel, emergency personnel, or civilians will be permitted near the inner perimeter, specifically locations occupied by SWAT team members or team member insertion routes to the target location, until it has been declared safe by the incident commander.

D. All foot or vehicle traffic by personnel, other than SWAT team members, within the inner and outer perimeter should be terminated as soon as possible after approval of a tactical resolution by SWAT, for the safety of all persons involved and the successful conclusion of the tactical mission.

V. Resolution of a SWAT Incident:

A. After being informed by the SWAT Commander that the mission is complete and the scene is secure, the Incident Commander may transfer the role and responsibility of incident command to the appropriate district commander/supervisor or investigative commander/supervisor.

B. If there is a death, serious injury likely to result in death, or a police action shooting, responsibility for investigation of the incident will shift to the Homicide Section. If no police action shooting has occurred or no life-threatening injuries are sustained, the investigation of the incident will be handled by the appropriate investigative unit.



Indianapolis Metropolitan Police Department

GENERAL ORDER

7.1

TRAFFIC CRASH INVESTIGATIONS

POLICY

Personnel of the Indianapolis Metropolitan Police Department (IMPD) will, in accordance with the requirements of Indiana Code 9-26-2-1, investigate and complete a crash report in all motor vehicle accidents meeting the conditions set forth in 1.A.1-6, (Crash Reporting and Investigation), below, that occur either on a public highway or private property that is open to the public.

DEFINITIONS

Crash Investigator – Any officer whose primary duty is the investigation of vehicle crashes.

Level II Crash Investigator – Any officer who is trained and certified by the department to investigate fatal crashes.

Level IV Crash Investigator – Any officer who is trained and certified by the department to investigate and reconstruct fatal crashes.

Motor Vehicle Crash ("Crash") – Any incident occurring on a public street or private property open to the public involving a moving motor vehicle and other property or a person, in which, unintentionally, the vehicle, or property sustains damage or a person is injured.

Officer – For purposes of this general order, the term "officer" includes police officer, reserve officer, and civilian employee of IMPD authorized to make certain incident/crash reports as specified in that person's job description.

PROCEDURE

I. Crash Reporting and Investigation

- A. An investigation shall be conducted and a crash report completed for the following types of incidents. The investigation and report may be completed by an officer, to include a uniformed patrol officer, reserve officer, crash investigator, level II crash investigator, level IV crash investigator, or a civilian crash investigator depending on the severity and investigative requirements of the crash.
 1. Death or injury;
 2. Property damage of at least \$1,000.00;
 3. Hit and run crash;
 4. Intoxicated driver;
 5. Vehicles involved in transporting hazardous materials; and
 6. Any crash in which a participant requests a report, even if it does not meet the above requirements.
- B. Department personnel shall follow the directions of the crash investigator when at the scene of a crash. If an issue occurs regarding the directions of a crash investigator, differences will be resolved by a district supervisor.

**C. Responsibility of Investigation**

1. Any in-service uniformed patrol officer who witnesses a crash will conduct the investigation and complete all required reports, except in the case of a personal injury crash as a result of a police pursuit, fatality, or crash involving serious bodily injury. In those cases, an appropriately trained and authorized crash investigator will conduct the investigation.
2. All other officers witnessing a crash should request a crash investigator be sent to the scene to conduct an investigation and complete a report, and should make themselves available to give any information and assistance needed.
3. Uniformed patrol officers will assist civilian crash investigators when police authority is required.
 - a. The civilian crash investigator shall complete a copy of the Indiana Officer's Standard Crash Report and supply the information from the report to the assisting uniformed district officer for his/her records.
 - b. If a breath test is administered, the assisting uniformed patrol officer will immediately, upon completion of the test, contact the civilian crash investigator with the results of the test and applicable charges to ensure the proper and correct information is listed on the Indiana Officer's Standard Crash Report.
 - c. If the uniformed patrol officer makes an arrest, that officer will complete all appropriate sections of the incident report, including listing the civilian crash investigator as an assisting officer.

D. All crashes involving serious bodily injury or fatality will be investigated under the incident command model.

1. The initial responding officer will establish incident command and treat the scene as a crime scene.
2. The incident commander will immediately advise Communications of the following circumstances:
 - a. Seriousness of the injury;
 - b. Possibility of impairment or intoxication; and
 - c. Whether the crash is a hit and run.

3. Communications will contact the appropriate personnel to respond, based on the circumstances.

E. Any crash that involves a disturbance will require a two-car response and be handled in the same manner as any disturbance. If a civilian crash investigator is dispatched to complete the crash report, two uniformed patrol officers will be dispatched to handle the disturbance.**F. Any crash that involves evidence suggesting the actions were an intentional act(s) will be investigated by the appropriate Investigations Division Unit or District Detective.****II. Crash Scene Response**

- A. Officers arriving on the scene of a vehicle crash will position their police vehicle to provide protection for the crash scene, victims, emergency service providers, and any evidence (including vehicle and pavement markings). If an officer's police vehicle is required to remain in the roadway, the emergency lights on the police vehicle will be activated.
- B. The first officer to arrive on the scene of a crash will be considered the officer-in-charge until relieved by a supervisor or crash investigator, who will assume control of the scene. That officer is responsible for determining when a supervisor or crash investigator is needed. The officer's initial considerations should include:



1. The need to establish incident command;
2. Whether there are any injured persons and/or fatalities and, if required, to provide basic life support until the arrival of fire/rescue personnel;
3. Identify and deal with fire hazards and/or hazardous materials;
4. Locate, identify, and isolate witnesses;
5. Protect the scene and establish a safe traffic flow around the scene;
6. Protect property belonging to collision participants; and
7. Whether to request fire department, ambulance, or wrecker service.

III. Traffic Direction and Control

Officers at the scene of a motor vehicle crash or incident requiring traffic direction and control are responsible for the safety of everyone at the scene or specified area.

- A. If a vehicle crash results in major traffic congestion, the officer may request additional assistance, if available, to help with traffic control. Incidents occurring during heavy traffic periods on major streets resulting from a vehicle crash and/or adverse road and weather conditions may also require the installation or temporary operation of traffic control devices (e.g., barriers, cones, traffic signals, etc.).
 1. Uniform hand signals for manual traffic direction and control will be used by all department personnel to ensure efficient and safe movement, including the selection and rerouting of all vehicular and pedestrian traffic to alternate routes.
 2. Department personnel providing manual traffic direction and control will coordinate their activity with the initial officer or incident commander, if established.
- B. Traffic may be halted, rerouted, or restricted as necessary to ensure the safety of the victims, officers, and uninvolved motorists who may be driving through or near the scene of a crash or other critical incident.
- C. Any officer directing traffic in the roadway shall wear department approved reflective clothing or a vest at all times. This ensures high visibility of the officer to other motorists, thereby increasing safety for the officer.

IV. Initial Scene Assessment

- A. Officers on the scene of any vehicle crash should be aware of the potential for a fire, explosion, or other hazards and be prepared to respond appropriately. This may involve removing persons from an area of danger, requesting a response by the fire department, and using a fire extinguisher if the officer reasonably believes the fire can be contained without further risk to either the victims of the vehicle crash or public safety personnel.
- B. If hazardous materials are, or could become involved in the crash, the officer will contact communications and request the fire department be notified for an appropriate response. The officer will provide as much detailed information as possible to allow the responding agency to determine the level of response necessary to contain the situation.



1. Officers should attempt to ascertain, from an upwind position, the nature of the chemicals involved and manner in which they were being transported. Officers should evaluate the risks to their personal safety before attempting to rescue victims in a fire or hazardous materials incident.
 2. If appropriate, the officer may establish a perimeter and prepare for an evacuation of the immediate area while awaiting further direction from the appropriate authorities.
 3. Control of a scene involving hazardous materials will remain under the authority of the fire department until such time as the area is contained. Investigation and reporting will only be concluded once the scene has been declared safe by the appropriate authorities.
- C. Responding officers should be alert to the impairment of a driver as a result of a medical condition or intoxication.
1. Officer(s) will observe all drivers involved for indications of intoxication. This will include the following:
 - a. Check for any odor of alcoholic beverage on the breath or person;
 - b. Check for alcoholic beverage containers in view;
 - c. Observe speech;
 - d. Observe eyes;
 - e. Observe manual dexterity;
 - f. Observe attitude;
 - g. Observe driver balance; and
 - h. Observe other indications of intoxication.
 2. If intoxication is suspected, the officer will investigate according to the provisions of General Order 4.18 – *OVWI Arrest Procedures*.
- D. Drivers of all vehicles involved in the crash will be instructed to produce a driver's license and insurance information for the reporting officer to include in the crash report. Any passengers and/or witnesses to the crash will be requested to remain at the scene until a statement can be taken by the responding officer, assisting officer, supervisor, or crash investigator.
- E. The vehicle(s) involved in the crash may be towed if necessary for the safety of motorists in the area, or at the request of the individual(s) involved in the accident. If the vehicle is towed at the driver's request, he/she will be advised that the tow is private and the owner, or their insurance company, will be responsible for all charges. Officers shall comply with all provisions listed in General Order 7.3 – *Towing/Impounding Vehicles*.

V. Crash Scene Officer Responsibility and Reporting

- A. For all crashes that involve an IMPD police vehicle, refer to General Order 7.4 – *Police and Other Department of Public Safety Vehicle Crashes and Damage*.
- B. Crashes Involving Damage to Vehicles and Property
 1. Crashes involving property damage may be handled by the parties involved by exchanging information. However, an officer shall complete all necessary paperwork if a citizen requests a report be taken.
 2. Any officer investigating a crash will provide each driver with an **IMPD Crash Information Exchange Form**. The officer will check each completed form to verify that all information is accurate and complete. The form will be exchanged with those drivers involved in the incident.



C. Crashes Involving Hit and Run Vehicles

1. All hit and run crashes require completion of both an Indiana Officer's Standard Crash Report and an incident report.
2. Suspect vehicles, drivers, and any other lead information should be entered into the incident report for follow-up by detectives.
3. A suspect vehicle or driver should only be entered into the Indiana Officer's Standard Crash Report if either is physically located. If the vehicle or suspect is not physically located, lead information should not be included in the crash report, and the sections involving the suspect vehicle and suspect should be left blank.

D. Crashes Resulting From Police Pursuits

1. A crash investigator, if available, will be called to investigate any property damage or minor personal injury crash that occurs as a result of a police pursuit involving either the pursued vehicle or a department vehicle.
2. If the crash involves serious bodily injury or a fatality, notify Communications in accordance with the provisions of section I., subsection D. above.
3. The crash investigator will complete an Indiana Officer's Standard Crash Report. If a department vehicle is involved, the crash investigator will provide the pertinent information to the investigating supervisor, in accordance with General Order 7.4 – *Police and Other Department of Public Safety Vehicle Crashes and Damage*.

E. Follow-Up Activities

1. If the crash involves serious bodily injury or a fatality, or if other special circumstances exist, the investigating officer may direct drivers or witnesses to a department district or headquarters office to make a formal statement.
2. If the crash involves serious bodily injury or a fatality, or in the event of anticipated civil litigation, the crash investigator may be asked to reconstruct the crash.
3. A follow-up investigation will be conducted to the extent necessary to determine if the crash should be referred to the Marion County Prosecutor's Office for possible criminal charges. Follow-up investigations will not be performed for purposes of civil litigation unless such litigation involves the department or other government agencies.
4. The department is aware of the limited capabilities and resources available to its crash investigators. Therefore, it may be occasionally necessary to obtain assistance from third-party technical experts. Before any for-pay, third party expert assistance is requested, the officer in charge of the investigation shall obtain approval from the Chief of Police.
5. The completed Indiana Officer's Standard Crash Report will be available to the public for purchase online or at Citizens' Services. Traffic crash investigation information obtained from other agencies (e.g., coroner, crime lab, or BMV) will be released by, and at the discretion of, such other agencies.

F. Crash Reports

1. Crash reports must be completed and submitted within 24 hours of the time the officer marks in service from the run. Submitted is defined as electronically forwarding the crash report and diagram in the department-approved electronic crash report system.

**NOTE**

Officers may refer to the Indiana Officer's Standard Crash Report Instructional Manual if needed, which is available upon request at each district headquarters.

2. The following incident reports must be completed and submitted by the officer prior to the end of the officer's tour of duty:
 - a. Hit and run accidents
 - b. Any custodial arrest
 - c. Serious bodily injury
 - d. Fatality



Indianapolis Metropolitan Police Department

GENERAL ORDER

7.3

TOWING/IMPOUNDING VEHICLES

POLICY

Towing and impounding vehicles is a function performed daily by members of the Indianapolis Metropolitan Police Department (IMPD). It is the policy of IMPD to tow and impound vehicles only when authorized to do so, and to never use the towing of a vehicle as a pretext to search.

No member of the IMPD shall participate in the purchase, sale, or destruction of any impounded automobile, or in any way derive any personal benefit from the purchase, sale, or destruction of an impounded automobile, pursuant to state law.

DEFINITIONS

Abandoned Vehicle – IC 9-13-2-1 defines an abandoned vehicle as any of the following:

- A vehicle located on public property illegally;
- A vehicle left on public property without being moved for twenty-four (24) hours;
- A vehicle located on public property in such a manner as to constitute a hazard or obstruction to the movement of pedestrian or vehicular traffic on a public right-of-way;
- A vehicle that has remained on private property without the consent of the owner or person in control of that property for more than forty-eight (48) hours;
- A vehicle from which the engine, transmission, or differential has been removed or that is otherwise partially dismantled or inoperable and left on public property;
- A vehicle that has been removed by a towing service or public agency upon request of an officer enforcing a statute or an ordinance other than this chapter if the impounded vehicle is not claimed or redeemed by the owner or the owner's agent within twenty (20) days of the vehicle's removal;
- A vehicle that is at least three (3) model years old, mechanically inoperable, and is left on private property continuously in a location visible from public property for more than twenty (20) days;
or
- A vehicle:
 - a. That was repaired or stored at the request of the owner;
 - b. That has not been claimed by the owner; and
 - c. For which the reasonable value of the charges associated with the repair or storage remain unpaid more than thirty (30) days after the date on which the repair work is completed or the vehicle is first stored.

Highway (or "street") – The entire width between the boundary lines of every publicly maintained way when any part of the way is open to the use of the public for purposes of vehicular travel. The term includes an alley (IC 9-13-2-73).

Item(s) of Significant Value – An item the value of which exceeds one hundred dollars (\$100) in the reasonable approximation of the officer; or a collection of similar items the value of which exceeds one hundred dollars (\$100) in the reasonable approximation of the officer (e.g., CD or DVD collections, clothing, etc.).



Public Nuisance – Section 611-203 of the “*Revised Code of the Consolidated City and County Indianapolis/Marion, Indiana*” provides that a vehicle may be declared a public nuisance if any of the following circumstances exist:

- Any vehicle parked or left standing unattended upon any street or public place in the city in violation of any of the provisions of this Code or of any statute of the state;
- Any vehicle known to have been stolen or wrecked and left standing on any street or public place;
- Any vehicle the operator of which is unable to move such vehicle by reason of his incapacity from injury or arrest;
- Any inoperable vehicle that is stored, maintained, or kept in violation of section 621-137, and is not the property of a member of the Armed Forces of the United States who is on Active duty assignment;
- Any vehicle upon which there is a police force hold; or
- Any vehicle which has been involved in four (4) or more violations of traffic ordinances of the city for which notices of traffic violations have been issued pursuant to this chapter, which notices of traffic violations have not been paid, presented for compromise payment or slated into court pursuant to this chapter.

Vehicle Inventory Search – An administrative, routine, and warrantless search of the passenger area (including the glove compartment), trunk, and closed containers, prior to lawfully towing a vehicle.

PROCEDURE

I. Authority to Tow

- A. Officers have the authority to tow and impound vehicles when authorized by city ordinance or state statute, or as part of the officers’ community caretaking function.
- B. Officers must be aware of the current city ordinances and state statutes that authorize the tow and impoundment of vehicles. Some applicable legal authority is provided in **Section VII.** below.
- C. Community Caretaking Function
 - 1. For a tow to be valid under this rationale, the following must be shown:
 - a. The vehicle poses some threat or harm to the community, or is itself in danger; and
 - b. Impoundment of the vehicle is in accordance with established department policy.
 - 2. In assessing whether a particular vehicle constitutes a hazard or is itself in danger, officers should consider:
 - a. The degree to which the property upon which the vehicle is situated is under the control of the vehicle owner/operator; and
 - b. The length of time the officer reasonably believes the impounded car would be left unattended.
 - 3. Not every vehicle illegally parked or left unattended can be towed under the authority of the community caretaking function; officers must be able to particularly describe why the vehicle is a potential harm to the community or is itself in danger.



II. Vehicles Which May be Towed

Assuming proper authority exists under **Section I.** above, the following vehicles may be towed and impounded:

- A. Causing a traffic or other hazard;
- B. Abandoned or in junk condition;
- C. Violating parking or other special restrictions;
- D. With no or improper certificate of registration or license plate;*
- E. With no or altered VIN / MVIN;
- F. Being operated by an unlicensed or suspended driver;
- G. Reported stolen or recovered;
- H. Involved in accidents;
- I. Placed in a detective or forfeiture hold status;
- J. Involved in a forfeiture action;
- K. Owned or operated by a person under custodial arrest for any charge;
- L. Involved in an incident for which physical evidence is scheduled to be collected;
- M. Involved in an incident for which the coroner has jurisdiction;
- N. Items classified as heavy property for towing by department contractual agreement; or
- O. Parked in no parking, stopping or standing, rush hour, snow route, or other special parking restrictions. (i.e. where areas are marked as tow-away zones).

NOTE

*Officers should first verify registration or licensing information by computer or through Communications.

III. Towing and Reporting

- A. Officers must contact Communications and request the appropriate wrecker (standard or heavy duty).

NOTE

Officers must be aware of the current contract information regarding franchise wreckers, heavy-duty franchise wreckers, and water recovery wrecker towing procedures. Updates are available via department directive when changes to the contracts are made.

- B. Standard wreckers will have twenty (20) minutes to respond to a call for service and Heavy Duty wreckers have thirty (30) minutes to respond.
- C. If a parking ticket is issued, the hard copy of a parking ticket must be placed securely on the vehicle, or given to the wrecker driver if the vehicle is towed.



- D. Any vehicle (including snowmobiles, mopeds, motorcycles, and gas operated riding lawn mowers) that is impounded must have a completed Tow Slip. The three (3) copies must be distributed as labeled.
- E. Officers should ensure the windows are closed and the ignition key accompanies the vehicle being towed. Previous significant damage must also be noted in the report or on the tow slip.
- F. Drivers of vehicles involved in accidents may request their own wrecker service. If the vehicle is presenting a hazard, and their wrecker cannot arrive within twenty (20) minutes (thirty (30) minutes for heavy duty wreckers), or the driver or owner is incapacitated or under arrest, a contract wrecker must be used.
- G. When towing under the authority of the community caretaking function, the vehicle must be released by the contract wrecker, even if hoisted or attached to the wrecker, when:
 - 1. The owner of the vehicle is on scene and is in possession of a valid driver's license;
 - 2. The owner of the vehicle is arrested or otherwise incapacitated but authorizes the release of the vehicle to another, properly licensed, person on the scene; or
 - 3. The owner of the vehicle arrives on scene and authorizes the release of the vehicle to another, properly licensed, person on the scene.
- H. Stolen Vehicles
 - 1. Stolen vehicles must be entered into IDACS/NCIC by contacting the Auto Desk via laptop message or telephone (327-2886) and providing the vehicle information and case number before marking in-service. An original incident report must be made.
 - 2. Recovered stolen vehicles must be removed from IDACS/NCIC by the same process. A supplement to the original incident report must be made.
- I. Abandoned Vehicles – Abandoned vehicles (or vehicle parts) may be tagged as abandoned pursuant to current law.
- J. Towing Items of Heavy Property
 - 1. Only supervisors are authorized to order a franchise wrecker to tow items of heavy property.
 - 2. The seized item(s) must not be transportable (due to size or weight) in a car, prisoner wagon, or property room truck.
 - 3. The property will be towed to either the Property Room or the Property Room Annex.
 - 4. An incident report must be generated whenever an item of heavy property is towed.
 - 5. The tow slip must have the name, unit number, and identification number of the authorizing supervisor.

NOTE

Heavy property items containing combustibles are not accepted at the Property Room or the Property Room Annex. Therefore, such items are to be towed to the contract wrecker's lot for storage.

**K. Boats**

1. Impounded boats are to be taken to the appropriate franchise wrecker company lot.
 2. Officers are to complete a tow slip containing appropriate hull numbers or other identifiable numbers and all procedures regarding property control.
- L. Officers dissatisfied with a particular wrecker service or driver may call the Department of Code Enforcement at 327-8700 to report the problem (e.g., delayed arrival time, poor crash scene clean up, etc.).

IV. Inventory Searches

- A. An inventory search must not be motivated by an officer's desire to investigate and seize evidence of a criminal act.
- B. Whenever an officer takes a vehicle into custody, an inventory search will be conducted prior to impoundment and a detailed listing of any item(s) of significant value found in the vehicle will be made.
1. The vehicle inventory search will consist of searching the passenger compartment of the vehicle.
 2. If a key is available, or if unlocked, the glove compartment and trunk will also be searched.

NOTE

Under NO circumstances should force be used to open either the glove compartment or trunk for an inventory search.

- C. All items of significant value discovered during an inventory search, including those found in closed containers, will be listed in the officer's personal notebook, the tow slip, or in an incident report.
- D. If there is immediate danger, the suspicious item or container will be handled in accordance with the appropriate bomb threat procedures.
- E. All property sent to the Property Room must be delivered prior to the end of the officer's shift and must be included in the incident report.
- F. The vehicle will be towed to the appropriate location as dictated by the incident.
- G. Locked vehicles with no keys available should not be opened unless it is required to facilitate the tow procedure or to secure visible property.

V. Vehicle Holds**A. Forfeiture and Detective Holds**

1. The reporting officer shall check the appropriate box on the tow slip to reflect the vehicle is being placed on a 'Detective Hold' or a 'Forfeiture Hold' before the tow slip is provided to the wrecker driver.
2. A 'Detective Hold' should only be placed on vehicles in which the case will be assigned to a detective and such a hold is only valid for seventy-two (72) hours following the incident.
 - a. The reason for the hold must be explained in the incident report or inter-department to the booking sergeant.



- b. If it is necessary to hold a vehicle longer, an inter-department stating the reason for extension must be sent through the detective's chain-of-command to the Auto Desk.

B. Hold for Plates

Any vehicle that is required to be registered under Indiana Code and does not have the proper certificate of registration or license plate may be impounded and held until a time when the proper certificate of registration and license plate have been procured by the legal owner of the vehicle.

C. Coroner Hold

1. Only the franchise wrecker contracted by the Marion County Coroner's Office is to be used whenever a vehicle being towed is involved in an active coroner's death investigation.
2. The reporting officer will assist by completing the tow slip and including the towed vehicle information in the incident report.

D. Crime-Lab Processing

1. Vehicles needing to be processed by the Crime Lab will be towed to Animal Care and Control at 2600 S. Harding St. An officer or detective must follow the vehicle to maintain the chain of custody.
2. A search warrant must be obtained before Crime Lab will process the vehicle. The detective must seek a warrant as soon as possible.
3. The vehicle must be removed immediately after processing.

NOTE

Any officer placing a vehicle in Detective Hold, Forfeiture Hold, or Coroner Hold status without following the procedure as established in this directive cannot be guaranteed that the vehicle will be held accordingly.

VI. Assistance to Motorists

- A. It is the policy of this department to render aid to motorists in need of assistance when possible or to relay the need for assistance if stopping to help would be impractical or unsafe.
- B. Officers may encounter road hazards that affect the normal and safe flow of traffic.
 1. Officers should attempt to correct potential or existing traffic hazards whenever possible.
 2. If unable to correct the hazard, officers will notify Communications to arrange an appropriate agency to render the required assistance.
- C. It is the responsibility of each officer to render assistance or notify the appropriate agency to provide assistance in both normal conditions and in emergency situations (e.g. vehicle fires, medical emergencies, etc.).
- D. Vehicle Occupants Safety – Officers assisting a stranded motorist may elect to take one or more of the following actions depending on the particular situation.
 1. Notify an appropriate agency to render the required assistance (e.g., mechanical repair, fuel, etc.); or
 2. Have the vehicle towed privately.



- a. Officers should allow the motorist to specify which service to notify.
 - b. Officers must not recommend a wrecker service, but may provide information as requested.
- E. When a motorist or passenger is stranded in an environment that is considered threatening to the motorist's health or safety, officers should make every effort to ensure the safety of the occupants. This may include:
1. Making notification to Communications;
 2. Waiting until the proper assistance has arrived; or
 3. Transporting the person(s) to safety if no alternative is available. Officers having cause to transport stranded persons must contact their supervisor for permission, notify Communications of their actions, and provide mileage readings as necessary.

VII. Legal References

- A. City Ordinance, Sec 611-204: Any officer...upon discovering a vehicle constituting a public nuisance, may cause the vehicle to be impounded as authorized by this article.
- B. Indiana Code, 9-21-16: Officers observing a vehicle that is unattended and in violation of any of the provisions of I.C. 9-21-16 (Chapter 16, Parking) may cause the vehicle to be impounded (e.g., obstructing traffic, illegal parking, or blocking an intersection).
- C. Indiana Code, 9-18-2-43: Notwithstanding any law to the contrary...a law enforcement officer authorized to enforce motor vehicle laws who discovers a vehicle required to be registered under this article that does not have the proper certificate of registration or license plate:
 1. Shall take the vehicle into the officer's custody; and
 2. May cause the vehicle to be taken to and stored in a suitable place until:
 - a. The legal owner of the vehicle can be found; or
 - b. The proper certificate of registration and license plates have been procured.
- D. Indiana Code, 9-22-1-5: When an officer discovers a vehicle in the possession of a person other than the owner of the vehicle and the person cannot establish the right to possession of the vehicle, the vehicle shall be taken to and stored in a suitable place determined by the officer.
- E. Indiana Code, 9-22-1-11 through 14: These sections establish procedures and authority for the tow of abandoned vehicles.
- F. U.S. Supreme Court Case South Dakota v. Opperman, 428 U.S. 364 (1976), the U.S. Supreme Court recognized the practice of securing and inventorying the contents of impounded vehicles for the following purposes:
 1. The protection of the owner's property while the vehicle is in police custody;
 2. Protection of the police against false claims or disputes over lost or stolen property; and
 3. Protection of the police from possible danger.



G. U.S. Supreme Court Case Colorado v. Bertine, 479 U.S. 367 (1987), the U.S. Supreme Court held the practice of searching containers found inside a vehicle, being searched pursuant to standardized police inventory search policy, to be constitutional.

H. Indiana Constitution, Article 1, Section 11, Search and Seizure

"The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable search or seizure, shall not be violated; and no warrant shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the person or thing to be seized."



Indianapolis Metropolitan Police Department

GENERAL ORDER

POLICE AND OTHER DEPARTMENT OF PUBLIC SAFETY VEHICLE CRASHES AND DAMAGE

7.4

POLICY

It is the policy of the Indianapolis Metropolitan Police Department (IMPD) to thoroughly investigate and accurately document all crashes resulting in personal injury or damage to IMPD operated vehicles, as well as vehicles operated by personnel from other Divisions of the Department of Public Safety (DPS) to include: Indianapolis Fire Department (IFD), Division of Homeland Security (DHS), Indianapolis Animal Care and Control (IACC), Indianapolis Emergency Medical Services (IEMS), and Public Safety Communications (PSC).

PURPOSE AND SCOPE

The procedures followed during the investigation of a vehicle crash involving police or public safety vehicles have been designed to provide for successful completion of the two major objectives of the department following these incidents.

1. Ensure the rights of personnel involved are protected to the fullest extent under the law.
2. Conduct a thorough and accurate investigation of the circumstances surrounding each incident.

DEFINITIONS

Blood Alcohol Content (BAC) – A person's alcohol concentration measured by gram(s) of alcohol per one hundred (100) milliliters of the person's blood. All tests for BAC must be completed in accordance with General Order 4.18 – *OVWI Arrest Procedures*.

Breath Alcohol Content (BrAC) – A person's alcohol concentration measured by gram(s) of alcohol per 210 liters of the person's breath. All certified tests for BrAC must be completed in accordance with Indiana Administrative Code (IAC) 260.

Certified Chemical Test (CCT) – A chemical test as defined in IC 9-13-2-22 that tests for the presence of alcohol or controlled substances in blood, breath, or urine.

Crash Investigator – Any officer whose primary duty is the investigation of vehicle crashes.

Damage Estimate – A written approximation of the monetary cost of damage sustained by the vehicle or accessory, such as emergency light bars, siren, spotlights, in-car computers, audio-visual recording equipment, shotgun racks, etc.

Damage to Police Vehicle – Any damage to a police vehicle or accessory that is attached to the police vehicle. This may include, but is not limited to, internal and external equipment, such as emergency light bars, siren, spotlights, in-car computers, audio-visual recording equipment, shotgun racks, etc.

DPS Vehicle – Any vehicle owned, leased, or confiscated by the city/county and driven by or under the control of any DPS member.



Fatal Alcohol Crash Team – Team responsible for the investigation of fatal and/or possible fatal crashes involving intoxicated drivers (includes a deputy prosecutor from the Marion County Prosecutor's Office).

Hospital – A licensed hospital in the state of Indiana as defined in IC 16-18-2-179(a) and IC 16-18-2-179(b).

Injury Crash – Notwithstanding the definition in IC 35-31.5-2-292, and for the purposes of this general order, the definition will include injuries of a minor nature (including a complaint of pain) up to **but not including serious bodily injury with substantial risk of death**.

Intoxicated Driver – A driver who is under the influence of an alcoholic beverage or controlled substance.

Member – Shall include all persons having an official and recognized capacity with the department.

Motor Vehicle Crash – Any incident occurring on a public street or private property open to the public involving a moving motor vehicle and other property or a person in which, unintentionally, the vehicle or other property sustains damage or a person is injured.

Officer – For purposes of this general order the term "officer" will include police officer, reserve officer, and civilian employee of IMPD authorized to make certain incident/crash reports as specified in that member's job description.

Police Vehicle – Any vehicle owned, leased, or confiscated by the city of Indianapolis and driven by or under the control of any IMPD member

Portable Breath Test (PBT) – A portable breath test which has the same meaning as the same phrase as used in IC 9-30-7-1.

Serious Bodily Injury Crash – Notwithstanding the definition as defined in IC 35-31.5-2-292 and for the purposes of this general order, the threshold set for purposes of a call-out of special units will be defined as **injuries with substantial risk of death only**.

PROCEDURE

I. Police Vehicle Crashes within the IMPD Service District Involving **No Fatality or Serious Bodily Injury**

- A. The following procedures shall be used whenever a police vehicle, as described above, is involved in a motor vehicle crash, and **does not involve a fatality or serious bodily injury**, within the IMPD service district. These crashes will include property damage and no serious bodily injury.
 1. Department members, when involved in a crash, will immediately notify the communications center of the crash, the location, conditions, and person(s) involved.
 2. The department member, if possible, will notify his/her immediate supervisor.
 3. The communications center will notify the immediate on-duty field supervisor, who will respond to the scene.
- B. The crash scene shall be preserved for collection of evidence as in any other criminal investigation. Therefore, the vehicle(s) shall not be moved, unless it creates a hazardous condition and is therefore specifically directed to be moved by the crash investigator, incident commander, or field supervisor.



C. Field supervisor's responsibility:

The **field supervisor** will establish **incident command** (in accordance with General Order 1.9 – *Incident Command*) as needed or required, and initially assume the role of **incident commander** until such time that he/she is relieved of the position, per incident command procedures. It is the incident commander's or field supervisor's responsibility, through delegation of authority or as circumstances permit, to:

1. Assume initial investigative control over the scene;
2. Ensure involved person(s) receive immediate medical attention, as required;
3. Ensure the scene is properly protected so no further injury or damage occurs;
4. Ensure an officer is assigned to maintain a "Critical Incident Log," as required;
5. Ensure all witnesses are located, identified, and isolated (noting any witness observations of the movement of the involved vehicles prior to the crash);
6. Make notification to the involved member's commander and the incident commander's district commander; and
7. Ensure a **field supervisor** makes initial contact with the involved department member and observes him/her for indications of intoxication. This will include the following:
 - a. Check for any odor of alcoholic beverage on breath or person;
 - b. Check for alcoholic beverage containers in view;
 - c. Observe speech;
 - d. Observe eyes;
 - e. Observe manual dexterity;
 - f. Observe attitude;
 - g. Observe driver balance; and
 - h. Observe other indications of intoxication.

D. If **a field supervisor** detects or observes any indications of alcohol consumption or drug use, the field supervisor shall request a Special Investigations Unit (SIU) investigator to respond to the scene.

1. Once on scene and after being briefed by the incident commander and the on-scene field supervisor, the SIU investigator will assume investigative control of the investigation. The criminal investigation will take priority over any administrative investigation.
2. The field supervisor shall provide any assistance to the SIU investigator, as needed.

E. If the **crash results in no fatality or serious bodily injury** and the field supervisor does not observe signs of intoxication, the member shall submit to a PBT on scene and the field supervisor will administer or observe the test. The PBT will be performed as outlined in General Order 4.20 – *PBT*; however, standardized field sobriety tests (SFSTs) are not required.

1. If the member's PBT registers 0.00 BrAC, no further investigative call out will be required.



2. If the PBT detects alcohol below 0.05 BrAC, the field supervisor will call out Internal Affairs (IA) and a CCT will be administered to the member to confirm the PBT results.
 3. If the member's PBT registers BrAC at, or greater than, 0.05 the field supervisor shall call out a SIU investigator and a CCT will be administered to the member to confirm the PBT results.
 4. If the member refuses a PBT, the field supervisor shall call out an SIU investigator, who will respond to the scene.
- F. If injured and under arrest, citizens shall be sent to Eskenazi Hospital for treatment unless medical personnel on the scene determine it is necessary to transport the individual to the nearest hospital for immediate medical attention. Individuals refusing treatment should be requested to sign a medical release.
- G. All department members not under arrest shall be sent for treatment to either Eskenazi Hospital or IU Health Occupational Services, depending upon the severity of injuries, unless otherwise requested by the member. Nothing in this paragraph supersedes the requirement that a blood draw taken under IC 9-30-6-6 or IC 9-30-7-3 be conducted at a hospital, as described above to perform those blood draws.
- H. If a member requires both medical attention and a CCT, investigative personnel or EMS shall transport the member to Eskenazi Hospital, regardless of severity of the injuries.
1. The purpose of this requirement is to reduce the time involved in the transportation process.
 2. The total time will be reduced by eliminating the initial transportation of the member to an occupational health center for treatment of minor injuries, when transportation of the member to a certified medical facility for a CCT is required.
- I. If medical personnel determine immediate medical attention is necessary, the member should be transported to the nearest hospital.
- J. All communication and transactions between parties involved in a crash should be exchanged through the assigned crash investigator.
- K. It will be the responsibility of the crash investigator or investigating field supervisor to issue any appropriate summonses and/or citations. The crash investigator will include this information in the report.

II. Police Vehicle Crashes within the IMPD Service District Involving a Fatality or Serious Bodily Injury

- A. The following procedures shall be used whenever a police vehicle, as described, above is involved in a motor vehicle crash involving a fatality or serious bodily injury within the IMPD service district:
1. Department members involved in a crash will, if possible, immediately notify the communications center of the crash, location, conditions, and person(s) involved.
 2. The department member will, if possible, notify his/her immediate supervisor.



3. The communications center will notify the immediate on-duty field supervisor, who will respond to the scene.
- B. The crash scene shall be preserved for collection of evidence as in any other criminal investigation. Therefore, the vehicles shall not be moved, unless they create a hazardous condition and are, therefore, specifically directed to be moved by the crash investigator or incident commander.
- C. Field supervisor's responsibility:

The field supervisor will ensure **incident command** is established (in accordance with General Order 1.9 – *Incident Command*) and initially assume the role of incident commander until such time that he/she is relieved of the position, per incident command procedures. As incident commander, it will be his/her responsibility through delegation of authority or as circumstances permit to:

1. Assume initial investigative control over the scene;
 2. Ensure involved person(s) receive immediate medical attention as required;
 3. Ensure the scene is properly protected so no further injury or damage occurs;
 4. Assign an officer to maintain a "Critical Incident Log;"
 5. Ensure all witnesses are located, identified, and isolated (noting any witness observations of the movement of the involved vehicles prior to the crash);
 6. Make notification to the involved member's commander and the incident commander's district commander; and
 7. Make initial contact with and observe the involved department member for indications of intoxication. This will include the following:
 - a. Check for any odor of alcoholic beverage on breath or person;
 - b. Check for alcoholic beverage containers in view;
 - c. Observe speech;
 - d. Observe eyes;
 - e. Observe manual dexterity;
 - f. Observe attitude;
 - g. Observe driver balance; and
 - h. Observe other indications of intoxication.
- D. If the **field supervisor does not observe signs of intoxication**, the field supervisor **will not administer a PBT** and shall request the incident commander call out the Fatal Alcohol Crash Team (FACT) and an SIU investigator.
1. Once on scene, and after being briefed by the on-scene field supervisor and incident commander, the FACT team leader and SIU investigator will assume joint investigative control of the investigation. A criminal investigation will take priority over the administrative investigation.



2. Once on scene, and after conducting their initial evaluation, the FACT will advise each driver of the Indiana Implied Consent Warning for fatal or serious bodily injury crashes and will direct the blood draw for each driver consenting to a test, as required by law.
 - a. The member shall be transported to a hospital by an SIU investigator or FACT officer(s) for blood testing, with the blood draw to be completed within three (3) hours from the time of the crash. The SIU investigator may be present during the blood draw procedure by FACT.
 - b. The member shall not consume any food or liquids until the blood tests are completed, unless consumption of food or liquids is required for a medical emergency, as determined by a qualified medical professional disassociated with the member.
- E. If the **field supervisor observes signs of intoxication from the member or any other driver**, the field supervisor **will not administer a PBT** and shall request the incident commander call out FACT and an SIU investigator.
 1. Once on scene, and after being briefed by the incident commander and the on-scene field supervisor, the SIU investigator and FACT team leader will assume joint investigative control of the investigation. The criminal investigation will take priority over any administrative investigation.
 2. FACT will conduct the investigation as any other fatality or serious bodily injury crash in which intoxicants are suspected.
 - a. The member shall be transported to a hospital by an SIU investigator or FACT officer(s) for blood testing with the blood draw to be completed within three (3) hours from the time of the crash. The SIU investigator may be present during the blood draw procedure by the FACT officer(s).
 - b. The member shall not consume any food or liquids until the blood tests are completed, unless consumption of food or liquids is required for a medical emergency, as determined by a qualified medical professional disassociated with the member.
- F. If injured and under arrest, citizens shall be sent to Eskenazi Hospital for treatment, unless medical personnel on the scene determine it is necessary to transport the individual to the nearest hospital for immediate medical attention. Individuals refusing treatment should be requested to sign a medical release.
- G. If a member requires both medical attention and a CCT, investigative personnel or EMS shall transport the member to Eskenazi Hospital, regardless of severity of the injuries.
 1. The purpose of this requirement is to reduce the time involved in the transportation process.
 2. The total time will be reduced by eliminating the initial transportation of the member to an occupational health center for treatment of minor injuries, when transportation of the member to a certified medical facility for a CCT is required.
- H. If medical personnel determine immediate medical attention is necessary, the member should be transported to the nearest hospital.
- I. All communication and transactions between parties involved in a crash should be exchanged through the assigned crash investigator.



- J. It will be the responsibility of the crash investigator or investigating field supervisor to issue any appropriate summonses. The crash investigator will include this information in his/her report.

III. Crashes Involving Department of Public Safety (DPS) Vehicles

- A. The following procedures shall be used whenever a DPS vehicle, as described above, is involved in a motor vehicle crash whether inside or outside the IMPD service district. Field supervisors will follow the procedures outlined in Sections I. and II. above and outlined below when notified of a DPS vehicle crash.
1. DPS members involved in a crash while on or off duty shall be required to immediately notify the communications center of the crash, the location, conditions, and person(s) involved, if possible. The member shall request an IMPD field supervisor respond to the crash scene, per DPS policy.
 2. The DPS member, if possible, shall be required to make immediate notification to his/her immediate supervisor.
 3. The DPS member's supervisor, after being contacted by the involved DPS member, shall be required to make contact with the Communications center and accomplish the following:
 - a. Request the contact telephone number for the affected IMPD field supervisor if the crash occurred within IMPD jurisdiction, or;
 - b. If the crash occurred outside of Marion County, request the contact telephone number for the designated IMPD field supervisor.
 - c. The DPS supervisor shall then make immediate contact with the respective designated IMPD supervisor and confirm notification, as well as request IMPD investigative supervision at the crash scene, per DPS Policy.
- B. DPS vehicle crash within IMPD jurisdiction
1. The designated IMPD field supervisor shall proceed to the DPS crash scene and perform the duties and responsibilities as described above in Section I. and II. excluding any internal reports exclusive to IMPD (e.g., Blue Team entry).
 2. If the crash results in no fatality or serious bodily injury and the field supervisor does not observe signs of intoxication, the field supervisor shall make a computer aided dispatch (CAD) entry (miscellaneous comment), documenting the time and results of the DPS member's PBT, as well as the serial number of the PBT instrument used.
- C. DPS vehicle crash outside IMPD jurisdiction
1. The designated IMPD field supervisor shall decide whether he/she can comply with the duties and responsibilities of this policy in a timely manner based upon the location of the crash and the time of travel to the scene of the crash. If a timely response is possible, the field supervisor shall respond to the crash scene in the jurisdiction of occurrence to monitor the investigation, assist as needed, prepare any additional reports necessary, and act as department liaison with the designated law enforcement agency on scene.



2. If the IMPD supervisor determines he/she cannot comply with the duties and responsibilities of this policy in a timely manner, the supervisor shall coordinate with the local law enforcement agency in the jurisdiction of occurrence. The local law enforcement agency of any jurisdiction in which DPS vehicle is involved in a crash will initiate the investigation and complete any necessary reports in compliance with law and their department policy. The investigative agency should be asked to conduct an investigation comparable to that of a department crash in Marion County.

IV. Crash Reporting Requirements for IMPD Vehicles within the IMPD Service District

- A. The following must be compiled and forwarded for review after each department vehicle involved in a crash:
 1. Blue Team entry regarding the circumstances of the crash;
 2. Injured Officer Report, if necessary;
 3. Indiana Officer's Standard Crash Report;
 4. Damage estimates; and
 5. Photographs.
- B. The reporting responsibilities will be as follows:
 1. Involved officer
 - a. Complete a Blue Team entry regarding the circumstances of the crash. The completed Blue Team entry shall be forwarded to the supervisor who responded to the scene.
 - b. Obtain a damage estimate from the appropriate entity.
 2. Supervisor
 - a. Review and complete the supervisor's section of the officer's Blue Team entry. The supervisor opinion section shall include whether a PBT or CCT was administered, the date, time and location the test was administered and by whom. Test results shall also be included, if known, and whether a SIU investigator was called to the scene; and
 - b. Injured Officer Report, if necessary.
 3. Crash Investigator
 - a. Indiana Officer's Standard Crash Report; and,
 - b. Incident Report when the crash meets the following guidelines:
 - i. Fatality/possible fatality
 - ii. Serious injury
 - iii. Any arrest



V. Damage Reporting Requirements for IMPD Vehicles within the IMPD Service District

- A. Whenever a police vehicle is involved in a situation that would qualify it as a damage to police vehicle incident within the IMPD service district, the following personnel must remain at, or report to, the scene and complete the following:

1. Officer

- a. Complete an incident report with the offense "Property damage (non-criminal event)."
- b. Obtain a damage estimate from the appropriate entity.

2. Supervisor

Complete the IMPD Form *Vehicle Damage Report* form, including a diagram. The supervisor will conduct a thorough investigation of the incident. If extenuating circumstances exist, the supervisor will prepare a detailed inter-department to the involved member's commander regarding the incident. The inter-department should be a thorough account of the incident, outlining all information relative to the incident and must be submitted with the *Vehicle Damage Report* form.

- B. The supervisor shall forward the incident report, *Vehicle Damage Report* form, and damage estimate to the district or branch commander for review. Damage to police vehicle incidents will not be reviewed by the Driver Training Unit.
- C. Each member is responsible for checking his/her assigned vehicle for damage before moving it. Members failing to do so may be charged with any damage found on the vehicle while it is under his/her control.
- D. Whenever a problem with a vehicle develops or is detected by a member, he/she will be responsible for taking the appropriate action to ensure the vehicle is repaired or left at an authorized repair facility.
- E. Personnel using pool cars will not return a damaged or defective vehicle in order to have an oncoming shift arrange repair unless specifically authorized by a supervisor.

VI. Crash and Damage Reporting Requirements for IMPD Vehicles Outside of Marion County

- A. The local law enforcement agency of jurisdiction will initiate the investigation and complete any necessary reports according to their department policy and in compliance with the law.
- B. Involved members will ensure the on-duty communications center supervisor is notified as soon as possible. The communications center will then make notification to the member's branch or district on-duty supervisor. A supervisor will immediately attempt to make contact with the agency of jurisdiction (by traveling to the scene within contiguous counties, or by phone if outside contiguous counties) and ensure this policy is followed to the best of their ability. Law enforcement agencies of a jurisdiction in which a department vehicle is involved in a crash should be asked to conduct an investigation comparable to that of a department crash in Marion County.
- C. The involved member shall obtain any pertinent information, photos, and copies of any reports from the local jurisdiction and deliver them to his immediate supervisor upon returning to normal duties.



D. The involved member's supervisor will:

1. Complete an incident report using an IMPD case number with the offense "Property damage (non-criminal event);"
2. Complete a *Vehicle Damage Report* (if a crash was not involved); and,
3. Forward these documents and any photographs to the branch or district office. The supervisor will ensure that necessary photographs are taken by IMPD personnel whenever possible.

E. The involved member will obtain any applicable damage estimates from the appropriate entity.

VII. Training Exercises – Investigative Responsibility

The training academy staff is responsible for completing the initial investigation, completing all special reports, and taking appropriate photographs of the following incidents that occur while involved in a training exercise:

- A. Incidents with gas pumps;
- B. Interior damage; and/or
- C. Any crash or damage to police vehicle incident that occurs at a designated training facility.

VIII. Estimate of Damage

Vehicles must be taken to Fleet Services during Fleet Services' working hours for an estimate of damage as soon as possible, even if there is no visible damage to the vehicle. The officer shall ensure the appropriate supervisor receives the damage estimate, either directly from Fleet Services or from the officer.

IX. Distribution of Reports

- A. The supervisor must forward all completed reports and all available supporting documents by the next working day through the chain of command to the district or division commander for review.
- B. The division commander will review all reports. For police vehicle crash incidents, the division commander will then forward the following forms to the Driver Training Unit supervisor:
 1. Indiana Officer's Standard Crash Report;
 2. Damage estimate, including estimates for damage to associated equipment;
 3. Photographs;
 4. Injured Officer Report (email copy to Medical Liaison); and
 5. Completed and approved Blue Team entry.
- C. The Driver Training Unit supervisor will forward copies of all paperwork received to the City of Indianapolis Risk Management Division and the Fleet Management Section supervisor.
- D. Incomplete reports will be returned for corrections and completion.



Indianapolis Metropolitan Police Department

GENERAL ORDER

7.5

UTT AND WARNING TICKET PROCEDURES

POLICY

The obligation of ensuring public safety in this community is multi-faceted and traffic stops are a vital part of the responsibilities of law enforcement officers. In addition to deterring traffic violations, they provide police visibility and may deter more serious crimes. It is the policy of the Indianapolis Metropolitan Police Department (IMPD) to actively enforce motor vehicle laws, patrol in a proactive manner, and aggressively investigate suspicious persons. A citizen will only be stopped or detained when there is reasonable suspicion to believe that the individual has committed, is committing, or is about to commit a crime, infraction, or an ordinance violation. The detention, interdiction, or other disparate treatment of persons based solely on race, ethnicity, age, gender, or sexual orientation will not be tolerated.

Officers have discretion, in some cases, to issue an Information and Summons in lieu of making outright arrests. When doing so, officers should consider whether the defendant is a resident of Marion County or an adjoining county, has identification that can be verified and checked for warrants, and whether the subject has a serious criminal history. Officers are permitted to utilize a warning ticket in lieu of a Uniform Traffic Ticket (UTT; also called a citation) on minor traffic violations (infractions).

DEFINITIONS

Equipment Violations – Those violations involving malfunctioning equipment; could be hazardous or non-hazardous

Hazardous Violations – Those violations involving the improper movement of a motor vehicle, or equipment that is so deficient it poses an articulable hazard

Non-hazardous Violations – Those violations involving the licensing and proper registration of operators and vehicles

PROCEDURE

I. Traffic Misdemeanors

- A. In accordance with General Order 1.12 – *Use of Discretion*, officers' discretion to choose an appropriate enforcement action is explicitly recognized. State law mandates the use of the ticket as a summons in lieu of an outright arrest in all traffic misdemeanors except the following:
 1. When the person demands an immediate appearance before a court;
 2. When the person is charged with an offense causing or contributing to an accident resulting in injury or death to any person;
 3. When the person is charged with OWI;



4. When the person is charged with failure to stop in the event of an accident causing death, personal injury, or damage to property;
5. When the person refuses to give his written promise to appear in court for a misdemeanor violation; or
6. When the person is charged with the Class A misdemeanor of driving with a suspended or revoked license. The person should be charged with the Class A misdemeanor charge of Driving While Suspended:
 - a. If the current suspension was the result of a conviction for a crime, either misdemeanor or felony; or
 - b. If within 10 years of the current offense, the person had a prior unrelated conviction for driving while suspended, and now is knowingly and intentionally driving while suspended again.

B. Traffic Summons Procedures

1. For non-custodial traffic misdemeanors, if the violator refuses to provide adequate identification, he may be arrested for the Class C misdemeanor "Refusal of Detainee to Provide Identity."
2. The violator must sign the court copy of the UTT and, if possible, the violator's thumb print should also be used.
3. The UTT shall then be forwarded to the prosecutor's office.
4. An incident report (including the probable cause and witness information) must be made on all misdemeanors for which a ticket was issued as a summons.
5. For hand-written tickets, the summons box must be checked and the ticket, bearing the violator's signature and thumbprint, will be forwarded to the prosecutor's office.
6. For eCWS tickets, the Information and Summons, bearing the violator's signature and thumbprint, will be forwarded to the prosecutor's office.

C. UTT and Outright Arrest Procedures

1. A hand-written ticket issued with an outright arrest must be forwarded to the prosecutor's office.
2. An eCWS ticket issued with an outright arrest must list any applicable criminal charges.

II. State Infractions/ Local Ordinance Violations

A. For state infractions or local ordinance violations, the following apply:

1. Only a ticket may be used for citing infractions.
2. An outright arrest may never be made for state infractions or local ordinance violations.
3. If the violator refuses to provide adequate identification (name, address, and date of birth or a valid driver's license), the officer may arrest the subject for a Class C misdemeanor "Refusal of Detainee to Provide Identity."



B. Uniform Enforcement – Specific Violators

1. *Juvenile Offenders* – Juvenile traffic violators will be cited or warned and released as any other violator. Officers shall refer to General Order 1.17 – *Juvenile Arrest Procedures* for guidance on the custodial arrest of a juvenile.
2. *Non-Resident Offenders* – Non-resident violators shall be handled as any other traffic violator.
3. *Elected Officials* – Although state and federal legislators shall be immune from arrest while going to, returning from, and attendance at sessions of their respective houses, they are still subject to traffic laws and may be issued citations, at the officer's discretion.
4. *Military Personnel* – Military personnel who have committed a traffic violation shall be handled as any other traffic violator.
5. *Foreign Diplomats/Consular Officials* – The privileges and immunities afforded foreign diplomats and consular officials (see General Order 1.13 – *Foreign Nationals and Diplomatic Immunity*) do not apply to the issuance of a traffic citation. However, officers shall exercise good judgment in deciding to issue a citation to a foreign diplomat or consular official.

C. Uniform Enforcement – Specific Infractions

1. *Speed Enforcement* – Officers shall rely upon their good judgment and use of discretion in citing violators whose speed exceeds the speed limit.
2. *Other Hazardous Violations* – Officers shall rely upon their good judgment and use of discretion in citing violators whose driving behavior poses a risk to other motorists.
3. *Off-Road Vehicle Violations* – Officers shall take appropriate enforcement action, in accordance with their good judgment and use of discretion, in citing violators operating off-road recreational vehicles (i.e., snowmobiles, dirt bikes, ATV's, mini-bikes).
4. *Equipment violations* – Officers shall rely upon their good judgment and use of discretion in citing motorists whose vehicles have defective equipment. If the equipment poses an immediate danger, the officer shall consider removing it from the roadway and/or towing it as an unsafe vehicle.
5. *Public carrier/commercial vehicle violations* – Officers shall rely upon their good judgment and use of discretion in citing violators of public carrier and commercial vehicle ordinances and statutes.
6. *Multiple violations*
 - a. *Hazardous violations* – Appropriate enforcement of multiple hazardous violations may include the issuance of more than one citation.
 - b. *Non-Hazardous violations* – Officers are encouraged to issue one citation in the case of multiple, related non-hazardous or equipment violations, particularly when one citation will procure compliance (i.e., violator has a broken brake light and tail light from an accident).



7. Newly enacted laws – Officers are encouraged to issue warnings for a period of fourteen (14) days after a new statute or ordinance becomes effective, unless otherwise provided in the statute or ordinance.
8. Violations resulting in traffic accidents – Officers are encouraged to cite violators whose violation(s) caused or contributed to a traffic accident, particularly when injury to any person results.
9. Pedestrian and bicycle violations – Officers shall rely upon their good judgment and use of discretion in citing bicyclists and pedestrians for state statute and city ordinance violations.

III. Hand-written Ticket Procedures

- A. All provided spaces where information is available should be completed accurately and legibly using black ink.
- B. The officer must ensure the violator's copy of the ticket is legible prior to its issuance.
- C. When the violator is not arrested or is arrested on a warrant:
 1. The hard bottom copy of the ticket, along with the envelope, will be issued to the offender;
 2. The white copy must be turned in by the end of the officer's next shift, in accordance with the district's or branch's common procedure; and
 3. The gold and/or pink copy of the ticket shall be retained by the officer for at least twelve (12) months from issuance.
- D. When the violator is arrested on a companion outright charge:
 1. The white copy shall be forwarded to the prosecutor's office before the end of the shift.
 2. The gold copy is retained by the officer.

IV. eCWS Ticket Procedures

- A. All tickets in eCWS originate in the Dashboard. Information can be entered manually or by scanning a driver's license or vehicle registration. Officers shall thoroughly and accurately complete all sections of the ticket, including:
 1. Offender;
 2. Vehicle;
 3. Offenses;
 4. Court;
 - a. Marion Violations Bureau Court shall be selected as the Court Name for all traffic UTTs.
 - b. For a citation, officers must note in the Court Date Option that "Offender must contact the court within 60 days."
 - c. For a summons arrest, officers shall select "Court will contact offender."
 5. Notes/Comments; and
 6. Witnesses



- B. Complete Ticket – Only after all information is properly entered may the ticket be completed and printed.

1. Officers must print the Violator Copy and provide it to the violator.
2. For a summons arrest, officers shall also print the Information and Summons. After obtaining the offender's signature and thumbprint on the Information and Summons, the officer shall forward it to the prosecutor's office.

V. Voiding of Tickets

- A. Tickets may be voided for the following reasons:
1. The officer made a written error on the ticket;
 2. The officer determines he made a judgment error in writing the ticket;
 3. The officer receives an important run before completing the ticket; or
 4. The ticket is lost, stolen, or damaged.
- B. In eCWS, officers have ninety-six (96) hours to edit an issued citation; it is the officer's responsibility when demoting or deleting an offense to notify the violator of the change.
- C. For hand-written tickets, or for an eCWS ticket after ninety-six (96) hours, officers shall contact the traffic court prosecutor to void a citation. The prosecutor retains the discretion of whether to grant a request to void a citation.

VI. Warning Tickets

- A. Officers who choose not to cite traffic violators may issue either a verbal or written warning. Officers are encouraged to issue written warnings when practical, because the eCWS offender and vehicle information is stored in the reporting system database and may be useful in future investigations.
- B. Warning tickets may also be used for minor violations concerning pedestrians, motorcycles, mopeds, bicycles, and snowmobiles.
- C. Handling and Processing – Hand Written Warning Tickets
1. The hard copy is given to the violator at the time of the violation or placed on the vehicle as appropriate.
 2. The green copy is retained by the officer. Any unusual circumstances or activities surrounding the traffic stop may be noted on the back of the officer's copy.
 3. The gold copy is sent to the branch or district office through the chain-of-command.
- D. Handling and Processing – eCWS Warning Tickets
1. Officers will complete the above described eCWS Ticket Procedures when issuing a written warning in eCWS, except under the Offense tab officers shall select Add Warning.
 2. Officers must print the Violator Copy and provide it to the violator.



VII. Parking and Non-Traffic Ordinance Violations

Only handwritten paper tickets may be issued for parking and non-traffic ordinance violations

- A. The hard bottom copy of the ticket, along with the envelope, will be issued to the offender or left in a clearly visible location on the offending vehicle.
- B. The top copy shall be turned in by the end of the officer's shift, in accordance with the district's or branch's common procedure.
- C. The carbon copy of the ticket is retained by the officer.

NOTE

Parking and non-traffic ordinance violations can be prepaid within seven (7) days. Accordingly, officers must turn in the top copy promptly, as described above.



Indianapolis Metropolitan Police Department

Traffic & Hazardous Materials Management

General Order 7.6

POLICY

It is the responsibility of members of the Indianapolis Metropolitan Police Department to protect all citizens and property from injury or damage. Members are responsible for reporting any observed or reported hazard to the proper authority.

DEFINITIONS

Communications: Marion County Sheriff's Department Communications Division

DOT: Department of Transportation

MDC: Mobile Data Computer

PROCEDURE

I. Reporting Traffic Hazards

- A. Officers are required to promptly report all traffic or road hazards to the Communications, when possible, or send a message to DOT via the MDC, so the proper agencies may be notified in a timely manner. Hazards may include, but shall not limited to, the following:
 - 1. Defective, inoperative, turned, or obscured traffic control signals, signs, or devices;
 - 2. Trees, bushes, shrubs, etc. which are blocking or concealing traffic control devices;
 - 3. Defects in the roadway, such as large holes, broken water lines, etc.;
 - 4. Debris or large items in the roadway which cannot easily be removed;
 - 5. Dead or injured animals in the roadway; and
 - 6. Any other hazard causing potential danger to motorists or pedestrians.

II. Hazardous Materials Spills

- A. IMPD officers encountering a hazardous material situation (large spill, irritating cloud or mist, etc.) must immediately notify Communications and request the nearest local fire department 'Hazardous Materials' team to respond.
- B. The following actions should be taken by officers responding to a HazMat situation:
 - 1. Use extreme caution to avoid becoming contaminated or inhaling dangerous fumes;
 - 2. Assist persons in leaving the hazardous materials spill area;



3. Establish a perimeter upwind from the hazardous material to prevent others from entering the spill area; and
4. Provide first aid to injured persons until relieved by medical personnel arriving on the scene.

NOTE: If a situation involves a large number of persons, numerous casualties, or a large area, consider using major incident procedures.



Indianapolis Metropolitan Police Department

GENERAL ORDER

7.7

VEHICLE OPERATIONS REVIEW BOARD

POLICY

The Indianapolis Metropolitan Police Department (IMPD) Vehicle Operations Review Board (VORB) is established under the authority of the Chief of Police to review IMPD police vehicle crashes, vehicle pursuits, damage to police vehicles, and other incidents deemed appropriate by the Chief of Police or designee. The VORB will conduct either an administrative review or a hearing to determine the final disposition of each incident, issue any disciplinary or corrective action needed, and make recommendations to the Chief of Police.

DEFINITIONS

City-Owned Vehicle – Any vehicle owned, leased, or confiscated by the City of Indianapolis and driven by or under the control of any IMPD member or a private vehicle driven by or under the control of an on-duty IMPD member. This includes any Task Force Vehicle assigned to an IMPD member by another agency.

Member – This term represents all persons (sworn, reserve, and civilian) having an official and recognized capacity with the Department. The term “member” will also be synonymous with “employee” and “personnel.”

PROCEDURE

I. Membership of the VORB

A. The VORB will be comprised of the following members:

1. Chairperson: The Department's Emergency Vehicle Operations Instructor supervisor. This member will be a permanent, voting member.
2. Second member: A field lieutenant from any district. This nonpermanent, voting member will serve a term of six months.
3. Third member: A field sergeant from any district. This nonpermanent, voting member will serve a term of six months.
4. Fourth member: A patrol officer from any district. This nonpermanent, voting member will serve a term of six months.
5. Fifth Member: A sergeant from any division. This nonpermanent, voting member will serve a term of six months.
6. Coordinator: The VORB Coordinator will be assigned to the IMPD Training Academy. This position is a permanent non-voting member of the Board responsible for reviewing and processing all crash, damage, and pursuit reports. The coordinator will schedule all cases before the VORB and prepare all disposition reports.

B. Guidelines regarding Nonpermanent VORB Members

1. Nonpermanent VORB members will be selected at random by the Deputy Chief of Performance and Policy, or designee.
2. Nonpermanent VORB members will serve staggered six-month terms.



3. Following their six-month terms on the VORB, nonpermanent board members will be exempt from service on the board for two years.
- C. The Deputy Chief of Performance and Policy, or designee, will be responsible for establishing a list of alternate board members to replace those members unable to attend hearings.
- D. Any department member with direct knowledge of the circumstances surrounding an incident under review may be called to testify before the VORB. No member of the VORB will participate in the review of any matter involving a relative or when there is another conflict of interest.
 1. The Board Coordinator will provide Board members with the names of persons with a matter before the Board.
 2. Board members must make any conflict of interest known to the Board Chairperson prior to the date of the hearing or review and formally recuse themselves from the case. The Chairperson will be the final authority in determining if there is a conflict of interest requiring recusal.

II. Responsibilities of the VORB

- A. The Board will review:
 1. All police vehicle crashes determined to be preventable by the involved member's chain of command.
 2. All pursuits determined to be not in compliance by the involved member's chain of command. The Board will evaluate the actions of both the involved officer(s) and the supervisor(s) who managed the pursuit.
 3. Damage to police vehicle incidents determined to be negligent by the involved member's chain of command.
- B. The Board will make any recommendations designed to improve training to the Deputy Chief of Administration.
- C. The Board will make any recommendations designed to improve existing policy or create new policy to the Deputy Chief of Performance and Policy.
- D. The Board will not review any crash or damage to a police vehicle resulting from training exercises, incidents with gas pumps, interior damage, or vehicle flooding. Those incidents will be investigated and documented as outlined in General Order 7.4 – *Police Vehicle Crash Investigation*.
 1. The Training Academy Staff is responsible to take appropriate action for incidents that occur during training exercises.
 2. The involved member's chain of command is responsible to take appropriate action for incidents with gas pumps, interior damage, or flooded vehicles.

III. Review and Hearing Procedures

- A. The VORB has the authority to order an administrative review or hearing for any crash, vehicle pursuit, or damage to police vehicle incident, regardless of the initial disposition of the incident.
- B. The involved member may request a hearing before the VORB to dispute an initial disposition of preventable, not in compliance, or negligent.
- C. Members appearing before the VORB may present evidence and testimony on their own behalf and ask questions specifically and directly related to their case.



- D. A supervisor in the involved member's chain of command or who was involved in/has direct knowledge of an incident may request the VORB administratively review or hold a hearing on any crash, pursuit, or damage to police vehicle incident.
- E. A mandatory hearing by the Board will be required for any pursuit involving:
 - 1. Death or serious bodily injury to any person;
 - 2. Significant damage to a department vehicle or other city property (not including minor damage caused by a PIT maneuver);
 - 3. Significant damage to property of uninvolved persons;
 - 4. Failure of an officer(s) to obey supervisory orders; or
 - 5. Failure of supervisors to take appropriate action during or following a pursuit.
- F. The VORB may overturn the disposition of the initial investigating supervisor, chain of command, or investigative unit based on the results of a hearing or administrative review. The decision to overturn a disposition must be unanimously approved by the VORB members.
- G. The VORB has unlimited access and authority to review all driving records of any member maintained by the Indiana Bureau of Motor Vehicles.
- H. All information before the VORB is considered confidential and Board members will refrain from discussing any case with unauthorized persons.
- I. The VORB Chairperson will establish appropriate procedures for the review of investigative materials related to the crash or incident. The procedures will be reviewed regularly to ensure they remain timely and appropriate.

IV. Dispositions

Upon completion of a hearing or administrative review, the VORB will determine the final disposition of an incident and take appropriate action as outlined below:

A. Crashes

1. Non-Preventable

- a. The involved member exercised reasonable care in the operation of the vehicle and the circumstances contributing to the crash were reasonably beyond the control of the member.
- b. No further action is required.

2. Preventable

- a. Avoidance of the crash was reasonably within control of the involved member. The member failed to exercise reasonable care in the operation of the vehicle or violated departmental orders, rules, policies, or applicable law.
- b. The VORB will assign points to the incident and take corrective and/or disciplinary action as outlined in sections V. and VI. below.

B. Pursuits

1. In Compliance

- a. The actions of the officers and supervisors involved were proper and compliant with all departmental orders, rules, policies, and applicable law.



b. No further action is required.

2. Not in Compliance

- a. The actions of the officer or supervisor violated departmental orders, rules, policies, or applicable law.
- b. The VORB will forward its final disposition, in writing, to the involved member's immediate supervisor and Branch or District Commander within seven calendar days. The involved member's chain of command will be responsible for taking any necessary disciplinary or corrective action.
- c. Nothing in this policy prevents a supervisor from taking needed disciplinary or corrective action before the VORB reviews a pursuit.

C. Damage to Police Vehicle Incidents

1. Not Negligent

- a. The circumstances contributing to the damage to the police vehicle were reasonably beyond the control of the member.
- b. No further action is required.

2. Negligent

- a. The damage to the vehicle occurred due to careless or negligent actions by the officer.
- b. The VORB will assign points to the incident and take corrective and/or disciplinary action as outlined in sections V. and VI. below.

V. Points System

- A. To ensure consistency and fairness, the following point system will be used to determine the appropriate disciplinary or corrective action for preventable department vehicle crashes and negligent damage to police vehicle incidents:
 - 1. Following deliberation, each Member of the VORB will independently determine the number of points to be assessed to the incident on a scale from zero to ten.
 - 2. Points assessed by each Board member will be averaged to calculate the total number of points assessed to the incident.
- B. Determination of points assessed will be based on a review of all circumstances surrounding the incident, with an emphasis on the driving behavior that led to the crash or damage.
- C. An involved member's history of prior preventable crashes or negligent damage to police vehicle incidents may also be considered when board members assign points to an incident.
- D. Point values range from zero points for extremely minor violations with mitigating circumstances to ten points for flagrant, reckless violations. The following guide will serve to assist the Board in assigning point values to each incident, but other factors will also be taken into consideration:
 - 1. 0-2 points: Minor damage to vehicle or other property and/or no injury to officer or others.
 - 2. 3-5 points: Significant damage to vehicle or other property and/or minor injury to officer or others.
 - 3. 6-8 points: Major Damage to vehicle or other property and/or significant injury to officer or others.



4. 9-10 points: Major damage to vehicle or other property and/or severe injury to officer or others, reckless operation of vehicle.

VI. Disciplinary and Corrective Action

- A. Preventable crashes and negligent damage to police vehicles will result in the following sanctions:
 1. 0-2 points:
No mandatory disciplinary or corrective action.
 2. 3-5 points:
 - a. Coaching Entry or Written Reprimand; and
 - b. Mandatory performance assessment training.
 3. 6-8 points:
 - a. Minimum one-day Suspension;
 - b. Mandatory performance assessment training; and
 - c. Loss of off-duty use of city-owned vehicle for fourteen days.
 4. 9-10 points:
 - a. Minimum two-day Suspension;
 - b. Mandatory performance assessment training; and
 - c. Loss of off-duty use of city-owned vehicle for thirty days.
- B. Recommendations for disciplinary actions which exceed the authority of the Board will be made to the Chief of Police.
- C. Officers issued disciplinary action by the VORB may appeal the decision to the Disciplinary Board of Captains pursuant to Section VII., B. of the Rules and Regulations of IMPD.
- D. Discipline issued by the VORB will not raise an officer's Disciplinary Matrix Schedule unless prescribed by the VORB due to the severity of a violation or the frequency of preventable or negligent incidents.

VII. Performance Assessment Training (P.A.T.)

- A. Department members may be required to participate in P.A.T. for any preventable crash or incident, even if the member's point balance does not reach the level of mandatory driver's training.
- B. P.A.T. may be ordered by the Chairperson of the Crash Review Board, the member's district or branch commander, a Deputy Chief, the Assistant Chief of Police, or the Chief of Police. A member's immediate supervisor may recommend P.A.T.
- C. P.A.T. is not a form of punishment, but is an assessment and associated comprehensive driver training program specifically designed for the member based on what happened during the incident. Components of the P.A.T. may also include vision, medical, and/or psychological evaluation.
- D. Members with a history of vehicle-related problems may be provided with counseling and training designed to correct the situation. Members not responding to this instruction may be determined to be substandard in performance of their duty and subject to additional disciplinary action up to and including termination for just cause.



Indianapolis Metropolitan Police Department

GENERAL ORDER

7.8

SPEED MEASURING DEVICES

POLICY

The Indianapolis Metropolitan Police Department is committed to increasing public safety by taking actions that reduce the number of vehicular incidents that can occur as a result of excessive speeding. In order to provide this safety, the department utilizes Electronic Speed Measuring (ESM) devices. The ESM device is one tool that can be used to assist officers with enforcing speed limit restrictions and maintaining public safety on roadways. The issuance of a warning ticket or traffic citation is at the discretion of the individual officer (IMPD General Order 1.12 – *Use of Discretion*). The use of an ESM device should not lessen efforts to enforce other traffic and criminal laws.

Any use of an ESM device should be done so with due caution for the officer and the safety of citizens. If an officer has any doubt about the operation of the ESM device, identity of the target vehicle, or speed of the target vehicle, the doubt shall be resolved in the favor of the motorist.

DEFINITIONS

The following Electronic Speed Measuring devices are used by the Indianapolis Metropolitan Police Department to determine the speed of a target vehicle:

LIDAR – Device that uses **light** detection and ranging to determine target vehicle speed.

RADAR – Device that uses **radio** detection and ranging to determine target vehicle speed.

MINIMUM TRAINING STANDARDS

The Indianapolis Metropolitan Police Department utilizes two electronic speed measuring devices commonly known as RADAR and LIDAR. Officers must complete the basic course of instruction for the electronic speed measuring device before such device is used in enforcement and for the issuance of citations. This includes departmentally-owned and personally-owned ESM devices.

Officers shall submit a **Request for Training**, IMPD Form 6-1-4 R6, through their chain of command for the RADAR and/or LIDAR courses.

PROCEDURE

I. RADAR Operational Use Guidelines

A. **Before Use** – Each officer **SHALL** perform **ALL** tests prior to using RADAR, then again when complete with use. Tests will be performed as trained. These tests include:

1. Light Segment Test – Used to check for burned out or missing displays.



2. Internal Circuitry Test – Usually performed at power-on and, in newer models, periodically to conduct self-checks.
 3. Tuning Fork Tests (stationary, fastest, and moving) – Using factory-issued tuning forks.
 4. Known Speed Test (speedometer – moving mode only) – Compare speedometer to radar reading.
- B. **Tuning Fork Tests** – Must be performed to check the calibration of the RADAR unit and antennas, utilizing factory-issued tuning forks:
1. Testing should be performed at the beginning of each shift, prior to using the RADAR, then again when completed.
 2. Testing should be performed any time the officer has any indication the unit is malfunctioning. This is not required for reading errors (RFI, Operational Interference, Low speed combining, etc.).
 3. Readings should be within +/- 1 mph (depending on temperature of tuning fork).
- C. **Removal from Use** – Failure of any of the above tests indicates improper operation and the RADAR should be removed from use and repaired. Officers are directed to bring the RADAR to the Traffic Branch commander so that repairs can be made by an authorized technician.
- D. **RADAR Unit Certification** – All RADAR units, whether department-owned or personally-owned, MUST be calibrated at least once every three (3) years. The Traffic Branch will issue notice of the location and date the calibration will take place. The department will pay to have all approved RADAR devices calibrated. The Traffic Branch will maintain a record of all certificates of calibration.
- E. **Personally-Owned RADAR** – The department allows officers to purchase and use personally-owned RADAR devices. The RADAR device SHALL be inspected by an authorized member of the Traffic Branch prior to being used for enforcement purposes. No X-Band RADAR devices are allowed. All RADAR devices shall have factory-issued tuning forks in order to conduct external calibration checks.

II. LIDAR Operational Use Guidelines

- A. **Before Use** – Each officer **SHALL** perform **ALL** tests prior to using a LIDAR device, then again when complete with use. Tests will be performed as trained. These tests include:
1. Light Segment Test – Display Integrity Test – This test allows the user to verify all LCD indicators are working, as well as the in-scope Heads-Up Display (HUD).
 2. Scope Alignment Test – Used to check accuracy of the scope.
 3. Instrument Confidence Checks (Distance Test) – These tests verify the accuracy of two (2) key elements of the LIDAR – Precise time measurements, as well as the ability to make mathematical calculations.
 4. Self Test – The self test checks the internal circuitry of the LIDAR.



- B. **Scope Alignment Test** – Used to check the accuracy of the scope. This test must be performed prior to use and again when completed. To accomplish the test, toggle the LIDAR to distance, for Truspeed, toggle to Test Tone (tt). Locate a vertical pole (IPL, Telephone Pole, etc.) making sure there is nothing behind it. Slowly pan the LIDAR beam across the pole. Tone should change when beam crosses the pole. Make sure there is equal distance on each side of pole. Rotate the LIDAR 90 degrees to complete vertical test and repeat.
- C. **Instrument Confidence Checks (Distance Test)** – Used to verify the accuracy of two (2) key elements of the LIDAR – Precise time measurements, as well as the ability to make mathematical calculations. There are two (2) types of Distance Tests. Officers **MUST** perform one (1) of the tests prior to and at the end of the shift.
1. Known Distance Test - This test requires a known distance and requires one (1) target. Make sure the speed mode or test mode is active (depending on type of LIDAR). Center of the LIDAR must be directly over the line/sign. Speed reading should be 0. Distance should read same as marked. Example: Sign reads 100ft; LIDAR is ok to use +/- 6 inches, or 99.5 to 100.5 feet.
 2. Delta Distance Test – This test requires two (2) targets and the known distance for both targets. The LIDAR must be put in the Delta Distance test mode. Measure first distance, go to and measure second distance. Reading should be 50 mph (+/- 1 mph) and 25.0 feet (=/- 6 inches).
- D. **Known Distance Locations** – There are currently three (3) IMPD owned locations with certified known distances that shall be utilized when performing one of the Distance Tests. These locations are accessible 24 hours a day.
1. Traffic Branch Garage – 3821 Industrial Boulevard – Located inside the cycle bay. The known distances are 100 ft and 75 ft. This location can be utilized for **both** Known Distance Test and Delta Distance Test.
 2. IMPD Training Academy – 901 North Post Road – Located at the fire tower. The known distances are 100 ft and 75 ft. This location can be utilized for **both** Known Distance Test and Delta Distance Test.
 3. IMPD Mounted Patrol Barn – 77 North Tibbs Avenue – Located at the horse barn. The known distance is 100.5 ft. This location can **only** be utilized for Known Distance Test.
- E. **Removal from Use** – Failure of any of the above tests indicates improper operation and the LIDAR unit should be removed from use and sent for repair. Officers are directed to bring the LIDAR unit to the Traffic Branch commander so that repairs can be made by an authorized technician.
- F. **Manuals** – All operating manuals should be left with the unit. Any officer wishing to use the unit should read and be familiar with the manufacturer's operation manual.



Indianapolis Metropolitan Police Department

GENERAL ORDER

PRISONER HANDLING, TRANSPORTATION AND ESCAPE

8.1

POLICY

Prisoner handling and transportation are very important aspects of law enforcement. Prisoners must be treated humanely, with dignity, and must not be ridiculed, harassed, or mistreated in any way. As a matter of course, all prisoners should be monitored frequently by both the arresting and transporting officers to ensure their well-being. All members of Indianapolis Metropolitan Police Department are responsible for ensuring this policy is enforced.

NOTE

Nothing in this directive prohibits an officer from conducting a 'pat-down' search of any person for officer safety.

DEFINITIONS

Juvenile - A person who has been captured, detained and held in confinement and who is under the age of eighteen and has not been waived to an adult court.

MCSO - Marion County Sheriff's Office

Prisoner - A person who has been captured, detained and held in confinement.

Positional Asphyxia - A condition in which an extreme decrease in the amount of oxygen in the body is accompanied by an increase of carbon dioxide which may lead to loss of consciousness or death.

Restraint Device - Equipment used to restrain the movement of a person in custody, such as handcuffs, flex-cuffs, waist chains, ankle chains, etc.

PROCEDURE

I. Prisoner Handling

- A. Any officer making a custodial arrest or otherwise coming into control of a prisoner must make an immediate and thorough search of the prisoner, including footwear, and all property under the prisoner's control (bags, purses, backpacks, etc.) prior to transportation to a detention facility.
- B. When the individual in custody is of the opposite gender of the arresting officer, the officer may conduct only a "pat-down" search of the person and clothing for weapons or contraband.
 1. The arresting officer must request an officer of the same gender as the prisoner respond to the scene of the arrest to conduct the search.



2. If an officer of the same gender is not available, the arresting officer must use the backside of their hand when searching the prisoner.

NOTE

An officer must conduct a prompt and thorough search of the prisoner before transporting the prisoner to a detention facility.

- C. All prisoners must be handcuffed behind the back as soon as possible with the handcuffs double-locked.
- D. Officers requiring transportation of prisoners or subjects, (e.g. arrests, CHINS cases, or immediate detention) are responsible for ordering appropriate transportation, including:
 1. MCSO Jail wagon (except CHINS cases);
 2. Victim Assistance Unit (CHINS cases);
 3. Ambulance; or
 4. Personally transporting the person to the appropriate facility.
- E. Violent prisoners may have legs restrained by use of any appropriate restraint device, if available, or as authorized by an on-scene supervisor (e.g. officer deems it necessary for the safety of officers and the prisoner, or to prevent damage to vehicles, etc.).
- F. Prisoners will be transported by MCSO jail wagons. If a jail wagon is unavailable, an IMPD vehicle shall be used.
- G. The arresting officer is responsible for the preparation of all paperwork and necessary reports. The transporting officer will hand-carry the paperwork, if not submitted electronically by the arresting officer, to the place of detention and deliver it to the appropriate facility (receiving area, prosecutor's drop box, etc.).

II. Prisoner Transportation

- A. Officers transporting, or assuming custody of a prisoner, must complete the following prior to transport:
 1. Promptly conduct a second, thorough search of the prisoner and all clothing, including footwear, and property (bags, purses, etc.).
 2. If the transporting officer is of the opposite gender of the prisoner, the officer must ensure that a thorough search has been made by an officer of the same gender as the prisoner, prior to transporting.
 3. If an officer of the same gender as the prisoner is not readily available within a reasonable amount of time, the prisoner can be transported to the appropriate detention facility after a "pat-down" search by the transportation officer. The detention facility staff must be advised that a thorough search of the prisoner has not been made.



- B. Officers are prohibited from transporting any prisoner in any vehicle other than a department vehicle, unless being transported by an ambulance (refer to Section VIII).
1. If an MCSO jail wagon is unavailable and an IMPD vehicle must be utilized, prisoners shall be handcuffed with hands behind the back, and the handcuffs 'double-locked.' The following measures shall also be taken to minimize the opportunity of exit or escape by the prisoner:
 - a. The prisoner shall be placed in the passenger side of the rear seat away from the transporting officer;
 - b. The prisoner shall be secured with a seatbelt with the officer 'locking' the seatbelt in place;
 - c. The officer shall engage the 'Child Safety Lock' on the rear doors so the rear door may not be opened from the inside; and
 - d. The officer shall engage the window lock so the prisoner is unable to roll down the rear windows.
 2. If prisoners are transported by a patrol vehicle, no more than two (2) adults or three (3) juveniles can be transported in one (1) vehicle.
 3. Prisoners must not be left unattended in any sedan-type patrol vehicle.

NOTE Prisoners are prohibited from riding in the front seat of any vehicle.

- C. All prisoners must be transported directly to the appropriate detention facility (Arrestee Processing Center, Eskenazi Receiving Ward, etc.).
1. The transporting officer shall not initiate or become involved with any vehicle pursuit while transporting a prisoner.
 2. Only where the risk to a third party is both clear and grave, and the risk of escape or injury to the prisoner is minimal should an officer stop to render assistance or take other enforcement actions.
 3. Transporting officers must remain at the facility and assist receiving personnel until the prisoner is secured.
- D. The officer must notify Communications when preparing to transport any passenger in a police vehicle, other than a pre-approved ride-along passenger. This includes witnesses, victims, etc., as well as suspects or prisoners. The information relayed to dispatch shall include the reason for the transportation, the beginning location and mileage, and the final destination and mileage once the officer arrives at the destination.
- E. Prisoners who were subjected to CS/OC or pepperball projectile must be taken directly to APC for treatment by medical staff without undue delay.
1. The medical staff at the APC will evaluate the prisoner for any necessary treatment.



2. The transporting officer must notify APC personnel upon arrival that CS/OC or pepper ball projectiles were used on the subject.

NOTE

This policy shall in no way prohibit an officer from calling for medical assistance at the scene if the officer feels such medical assistance is appropriate and/or necessary.

- F. Officers transporting prisoners must not transport adult males, adult females, or juveniles together unless they are co-defendants in the same incident, or are transported in a police vehicle of such design that they are physically separated.
- G. All individuals arrested for a crime or taken into custody and believed to be suffering from a mental illness must be transported in a separate compartment of the transportation vehicle away from other prisoners.
- H. At the beginning of each duty shift, and prior to placing a prisoner in a transporting any vehicle, the transporting officer must visually inspect the vehicle's interior to ensure no weapons or other potentially hazardous materials are available to the prisoner.
- I. The transporting officer has discretion to give permission to the prisoner to communicate with other individuals prior to transport.
 1. Safety aspects during transport require that the prisoner's ability to communicate with attorneys and others will not normally be permitted during the period the prisoner is being transported.
 2. However, there may be no physical contact and the conversation must take place in the presence of the officer.
- J. After the prisoner has been delivered to the appropriate facility, the transporting officer must re-inspect the vehicle to ensure no weapons or contraband were left or hidden within the transportation vehicle by the prisoner.

III. Positional Asphyxia

- A. Officers must be aware of the warning signs that could result in death by positional asphyxia. A subject placed on their chest or stomach, with the legs and arms restrained behind the back, may have difficulty breathing, leading to serious injury or death.
 1. Officers should avoid leaving any prisoner on their chest or stomach for any period of time longer than is absolutely necessary, regardless of the type of restraint used.
 2. The subject should be moved onto their side, allowing less interference with normal breathing, as soon as possible.
 3. The subject should then be carefully observed and medical assistance should be summoned immediately to evaluate the subject's health.



- B. The signs listed below, especially high fever and shivering, may indicate a state of hypothermia resulting from excited delirium, a potentially dangerous condition. If a subject is suffering from any of the signs listed below, and placed in a prone position that interferes with breathing, there is a greatly increased risk of positional asphyxia.
1. Bizarre, aggressive, violent behavior outside the norm;
 2. Shouting and screaming, especially at inanimate objects;
 3. Violence toward objects, especially glass;
 4. Profuse sweating;
 5. High fever;
 6. Unexpected physical strength;
 7. Thrashing after restraint;
 8. Shivering;
 9. Dilated pupils;
 10. Hallucinations;
 11. Paranoia;
 12. Tightness or pain in the chest;
 13. Nausea;
 14. Shortness of breath; and/or
 15. Known drug overdose.
- C. Any detained subject exhibiting some or all of the above symptoms must be closely monitored, especially if maximal restraint is used. Officers must make sure the subject is alert, conscious and can sit and speak on their own before transporting.

NOTE Obese subjects are more at risk for positional asphyxiation, but death can result from anyone being improperly restrained.

IV. Transportation for Other Agencies

If there are no MCSO jail wagons available, IMPD may transport prisoners of other law enforcement agencies, businesses, or security personnel when the arrest occurs within the IMPD jurisdiction. It is the responsibility of the arresting officer to complete an OAR and required incident reports. In extreme situations an officer may be dispatched to transport prisoners from other law enforcement jurisdictions which will be determined by a shift supervisor.

V. Adult Prisoners

- A. All adult prisoners who do not meet the criteria set forth in Section VIII., must be received through the vehicle sally port of the Arrestee Processing Center (APC), 752 East Market Street.
- B. Upon arrival at the APC, the transporting officer shall notify the APC Control Room/Operator via the call box. APC staff will inform the transporting officer when they are ready for the officer to bring the prisoner into the receiving area.
- C. No vehicles will be allowed into or out of the APC vehicle sally port until all prisoners are inside the secured area.



- D. No firearms will be allowed in the prisoner receiving area. Officers must place their weapon in the gun locker before unloading the prisoner. There are several firearm lockers provided in the sally port area and in two additional areas in the APC, if needed.
- E. Prisoners should be handcuffed with their hands behind their back. Arrestee Processing Officers will remove restraining devices inside the secured area once the prisoner has been searched. Officers will receive their restraining devices back through the pass-through door. When the prisoner is turned over to the Arrestee Processing Officer, the transporting officer shall notify them of any known existing medical problems or security hazards.

VI. Juvenile Prisoners

- A. All juvenile prisoners, regardless of the charges against them, will be transported to the Receiving, Screening and Release (RSR) unit at the Juvenile Detention Center at 2451 N. Keystone Avenue.
- B. Juvenile prisoners are received in the prisoner-unloading bay at the Juvenile Justice Complex. To transfer a prisoner to the Juvenile Justice Complex, officers must:
 - 1. Use the call-box on the parking lot to have the overhead door opened;
 - 2. Pull into the bay and turn the engine off, overhead door will be closed;
 - 3. Place weapons in the lock-box; and
 - 4. Unload prisoner and transfer to receiving personnel.

NOTE

Refer to General Order 1.17 – Juvenile Arrest Procedures, for further guidance.

VII. Sick, Injured, or Disabled Prisoners

- A. Sick, injured or disabled prisoners (adult or juvenile) must be transported to the Marion County Sheriff's Office Detention Ward at Eskenazi Hospital by ambulance or by the transporting officer if the following symptoms are present:
 - 1. When the prisoner has lost consciousness or is unconscious;
 - 2. When the prisoner cannot stand unassisted (except if caused by physical handicap);
 - 3. When the prisoner has suffered a serious or life-threatening injury;
 - 4. When complaining of physical injury or illness with observable symptoms, (e.g., bleeding, swelling, distorted limbs, vomiting, pale, clammy skin, or cramping);
 - 5. When juvenile prisoners show any significant signs of impairment by drug or alcohol intoxication or when tested by Juvenile intake personnel, the juvenile has a .08 BAC or above;
 - 6. When a juvenile prisoner was subdued by use of a Taser, OC, or CS; or
 - 7. When a juvenile prisoner was involved in car accident (PD or PI); or



8. When a supervisor or medical personnel determines it is necessary to transport the prisoner in an ambulance for the well-being of the prisoner or others (e.g., prisoner is suspected to be infectious or contagious and needs to be quarantined from others, or requires special attention provided by medical personnel).

NOTE Officers must make notification to Eskenazi prior to bringing the prisoner to the Marion County Sheriff's Office Detention Ward.

- B. If prisoners are transported by ambulance, arresting officers must consult with the medical personnel on the scene to determine the proper method of restraint within the ambulance to ensure security of the prisoner and protection of the ambulance personnel.
- C. Ambulances transporting IMPD prisoners to a detainment facility must be followed by an officer in possession of the appropriate paperwork (OAR, Juvenile Fact Sheet, Immediate Detention Form, etc.). Upon arrival at the detainment facility, the officer must accompany the prisoner until properly received by a correction officer, deputy, or other authorized official.
- D. If medical personnel on scene advise the prisoner can be transported by MCSO jail wagon, the Medic number, name and ID must be entered into the CAD and Transportation CAD. A prisoner only mildly ill, intoxicated or suffering minor injuries shall be transported directly to the APC by MCSO jail wagon to receive care by medical personnel at the APC. If the prisoner is evaluated at the APC and requires care beyond what can be provided, the prisoner will be transported to the hospital by Sheriff's personnel using an appropriate transportation vehicle.
- E. If a prisoner is disabled and the disability prevents the use of a MCSO jail wagon for transporting the prisoner, the officer shall request a supervisor to assist in arranging appropriate transportation.
1. The application of restraint devices on a disabled prisoner is governed by the subject's physical capabilities, the seriousness of the charges against the prisoner, and the threat level of the prisoner.
 2. Prisoners with disabilities may require special procedures. In these instances, the transporting officer shall:
 - a. Ensure any special equipment required by the prisoner is transported along with the prisoner and request assistance when needed in order to make the transportation safe for both the prisoner and the officer;
 - b. Request an ambulance to assist in transportation of the prisoner when medically appropriate; and
 - c. Ensure that prosthetic devices are left with the prisoner only after being searched thoroughly for weapons and/or contraband.
- F. If a prisoner arriving at a detention facility is determined to be medically unacceptable by the receiving officer due to illness or injury, the transporting officer must:
1. Obtain a duplicate OAR or Juvenile Fact Sheet leaving the original at the detention facility;
 2. Allow the receiving officer to place the prisoner's thumb prints on both copies of the OAR.



3. Immediately transport the prisoner to the Marion County Sheriff's Detention Ward at Eskenazi Hospital and present all necessary paperwork to the receiving deputy at the ward.

NOTE

If it is determined that the prisoner requires transportation by ambulance, it is IMPD's responsibility to provide escort for the protection of ambulance personnel.

VIII. Personal Property

- A. All personal property (except contraband), which would fit in someone's pockets, wallet, or purse, may be sent with the prisoner.

NOTE

No knives, mace, or any other item that could be a weapon will be accepted at the Juvenile Center.

- B. Personal property, including belts and currency less than \$500.00, must be packaged in heat seal or self-seal bags for transport to the Arrestee Processing Center.
- C. An Arrestee Personal Property List form must be completed and placed inside the prisoner's property bag.
- D. All large items (e.g., suitcases, bags, or boxes) must be placed in the Property Section under the category "safekeeping."

IX. Reporting Procedures

- A. A supervisor must be notified and the reporting officer shall include details in the narrative section of the incident report when:
 1. A full arm and leg restraint is used;
 2. Property is removed from an unconscious prisoner; and/or
 3. There is a complaint of injury to either the prisoner or officers.
- B. When an adult prisoner is sent to the Sheriff's Detention Ward at Eskenazi Hospital, prior to going to the APC, the original OAR will be presented to MCSO personnel by the transporting officer and the OAR will remain with the prisoner at all times.

NOTE

MCSO personnel will send a copy of the OAR to the APC. It will no longer be necessary for the arresting officer to transport a copy to the APC.

- C. When a juvenile is delivered to Eskenazi Hospital for treatment before being sent to Juvenile, the transporting officer shall immediately fax a copy of the fact sheet to Juvenile Intake.
 1. The Juvenile Receiving fax number is 327-8306.
 2. The transporting officer shall immediately telephone Juvenile Receiving at 327-8780 to advise them of the fax and the juvenile's name.
 3. A fax machine and telephone are available for use in the Eskenazi Emergency Room.



X. Prisoner Escape

In the event a prisoner or person in the control of Indianapolis Metropolitan Police personnel should escape from police custody, the procedure listed below must be followed:

- A. The officer in control of the prisoner must immediately notify the communications center providing the location of the escape, direction and mode of travel, escapee's name, physical description, charges against the subject, and other appropriate information. (i.e., is the prisoner handcuffed, etc.).
- B. Communications shall issue a general broadcast describing the escapee, location, direction of travel and offenses the escapee is charged with.
- C. The officer's immediate supervisor must prepare an inter-department communication describing in detail the incident and circumstances contributing to the escape. This special report must be prepared within twenty-four (24) hours of the incident and distributed through the chain-of-command to the following:
 - 1. Chief of Police (original);
 - 2. Officer's division deputy chief; and
 - 3. Officer's district commander.
- D. The officer last in control of the prisoner must include an account of the escape in the narrative section in an Incident Report.
 - 1. If the escape occurs before the transporting officer has left the scene of the prisoner transfer, the details may be included in the original Incident report by the arresting officer.
 - 2. If the escape occurs after the transporting officer has left the scene of the prisoner transfer, separate Incident Report must be created by the transporting officer.

NOTE

If a prisoner escapes from an MCSO Jail Wagon, an IMPD supervisor is not responsible for submitting any of the reports.



Indianapolis Metropolitan Police Department

GENERAL ORDER

9.1

EVIDENCE COLLECTION AND ANALYSIS

POLICY

In order to increase the chances of a successful investigation, apprehension, and prosecution, all members of the Indianapolis Metropolitan Police Department (IMPD) are responsible for protecting any incident or crime scene. Evidence technicians will make every effort to properly retrieve and preserve evidence in accordance with established procedures and written directives. The Indianapolis/Marion County Forensics Agency, commonly referred to as "Crime Scene Specialists" are also utilized by this department. It is the policy of IMPD that evidence collection personnel will be available to uniform, traffic, and investigative personnel on a 24-hour basis.

DEFINITIONS

Crime Scene Specialist – An employee of the Indianapolis/Marion County Forensics Services Agency, who is trained in the identification, preservation, processing, and collection of evidence at a crime scene. Crime Scene Specialists operate out of a central agency and are dispatched upon request to a crime scene.

Evidence Technician (ET) – An employee of IMPD who is trained in collecting and processing evidence at a crime scene. ETs are typically assigned to a district.

Digital Forensic Unit (DFU) – The DFU include Digital Forensic Examiners who provide highly specialized investigative support to all divisions of IMPD. The Digital Forensic Examiners can perform forensic examinations of possible digital evidence (e.g., computer, cell phone, tablet, etc.).

PROCEDURE

I. Crime Scene Specialists Responsibilities

- A. Crime Scene Specialists are responsible for the identification, preservation, processing, and collection of evidence, including photographs and video tapes, involving crimes against persons, including but not limited to:
 - 1. Homicides;
 - 2. Criminal Death Investigations;
 - 3. Industrial accidents resulting in death or serious bodily injury;
 - 4. Police action shootings;
 - 5. Sexual assaults;
 - 6. All assaults involving serious bodily injury or when death appears imminent;
 - 7. Fire scenes involving suspected homicide, suspicious death, or serious injury;
 - 8. Death investigations where a suspect dies in police custody/arrest/transportation/MCSO jail;
 - 9. Missing person cases where there appears to be foul play;
 - 10. Bank robbery;
 - 11. Robbery with serious bodily injury (Business/Residence);
 - 12. Kidnapping;
 - 13. Child abuse/molestation; and
 - 14. Domestic violence with serious bodily injury (e.g., strangulation with loss of consciousness, defecation, ect.).



B. Crime Scene Specialists are available for information and advice on all areas mentioned in this directive.

II. Evidence Technician Responsibilities

- A. An ET is responsible for collecting and processing evidence (e.g., photographs, fingerprints, etc.), including but not limited to, the following incidents:
1. Robberies – All types (including those with injury);
 2. Burglaries – Residence and Business;
 3. Larcenies;
 4. Stolen vehicle recoveries;
 5. All assaults involving injury (unless death appears imminent);
 6. Child abuse cases where evidence and/or photographs are required;
 7. Forfeiture cases;
 8. Recovered property;
 9. Accident investigations;
 10. Extensive vandalism;
 11. Death investigations;
 12. Natural deaths;
 13. Bank robbery; and
 14. Domestic violence.
- B. ETs must attempt to recover evidence, including latent prints, on all stolen vehicle recoveries. This includes latent prints from the outside of the vehicle.
- C. When a district has no available ET and assistance is required at the scene of an incident, Communications may dispatch an ET from an adjacent district, upon the approval of the district supervisor.
- D. The investigating detective may contact Communications and request a Crime Scene Specialist be dispatched to the scene if it is determined an ET is not trained to perform the required tasks or more extensive evidence recovery is needed.

III. Arson Investigator Responsibilities

- A. Arson Investigators are responsible for collecting and processing evidence at the following fire scenes:
1. Known or suspected arson;
 2. Unknown cause;
 3. Multiple alarms;
 4. Serious bodily injury;
 5. Fatality or possible fatality where arson is not suspected.
- B. Arson Investigators will be responsible for transporting any evidence to the Property Section.



IV. Latent Print Procedures

- A. An ET must completely fill out all latent print cards (IMPD form # 4-3-10-R2) when latent prints are recovered from a crime scene. This includes signing and putting their identification number on the “Recovered By” line located on the back side of the latent print cards.
- B. Prior to the end of their tour of duty, the ET will transport the latent print cards to the Latent Print Repository, located in the Property Section at the City County Building. The ET will enter the case information into the Latent Print Runlog Program creating an electronic chain of custody indicating latent print evidence has been submitted.
- C. The ET will then write the latent print run number (assigned by the program) on each of the latent print cards pertaining to that specific case number. All latent print cards from a specific case number will be submitted under the same latent run number.
- D. The ET will then sign and put their identification number on the “Deposited By” line on the back of each latent print card. The latent print cards will then be placed into the secure latent print drop box.
- E. The above guidelines are to ensure a complete chain of custody.
- F. If an ET takes digital images of latent prints prior to attempting to lift them, a photo scale card must be used in order for the Latent Print Unit to be able to resize the image correctly during image management. The following information must be placed on the photo scale card and captured in the digital image along with the latent print: case number, date, officer’s ID number, and the item the latent print is on. The ET must also check the “Photo of Latent Prints” box in the Latent Print Runlog Program during case information entry.
- G. The Crime Scene Specialists from the Indianapolis/Marion County Forensic Services Agency and other investigative units will follow the same latent print card procedures when making entries into the Latent Print Runlog Program.

V. Photographic Evidence Procedures

- A. Any officers who have recorded or collected digital evidentiary files (e.g. photographs, video/audio recordings) shall upload all of the files into the digital asset management system, DigitalTraQ, before marking in-service from the incident, if feasible, or by the end of shift. Depending on the nature of the investigation, officers will select the appropriate access restrictions.
- B. Once the upload is complete, the officer shall delete all uploaded files from the source prior to ejecting it from the computer (e.g., media card, smart phone, flash drive, etc.). If using a department-issued media card or camera, the device may only contain files from one incident at a time, if feasible.
- C. If DigitalTraQ is not functioning or a system error lasting longer than two (2) hours occurs, officers shall send an email to the photographic unit coordinator with information regarding the system failure.

NOTE

Officers will NOT upload digital assets that are stored on devices that fall under Section VI., *Procedures for Devices Containing Digital Evidence*.



VI. Procedures for Devices Containing Digital Evidence

If an officer or detective makes a child exploitation, child solicitation, or suspect child pornography report (this includes “sexting” between juvenile parties) and has a device containing digital evidence, the incident report will be made “Attention to DFU” and the property will be listed in the “property section” of the report. All officers and detectives must follow the procedure below for the analysis of any device (e.g., computer, cell phone, USB, etc.) possibly containing digital evidence.

- A. The device must be transported to the IMPD Property Section and submitted as evidence under the appropriate IMPD case number.
- B. Detectives who have digital evidence belonging to a victim/witness and circumstances necessitate an immediate examination should contact the Digital Forensics Unit (DFU) supervisor at (317) 327-5227 during normal business hours to arrange an appointment. For after-hours assistance page the on-call DFU representative.
- C. Multiple devices may be packaged together as long as each item is listed and has its own FileonQ number on the outside of the box/envelope. This ensures proper packaging and processing by the Property Section technicians.
- D. The examination request, original case report, and authority for the search must be emailed to the IMPD DFU at IMPD-DigitalForensicUnit@indy.gov.
- E. After the forms are received and processed, the device(s) will be logged out by a member of the DFU. The examination will be conducted and upon completion the devices will be returned to the IMPD Property Section.
- F. **If exigent circumstances exist** (e.g., homicide, active missing person incident, etc.) the detective will contact the DFU supervisor at (317) 327-5227 to arrange for an immediate examination. For after-hours assistance the detective will have the on-call DFU representative paged. The detective will then log the device into the IMPD Property Section, immediately log it back out, and transport it to DFU for a forensic examination.
- G. Completed forensic reports will be sent to the requesting person via inter-department mail.
- H. If questions arise pertaining to the forensic report, detectives may contact the assigned forensic examiner by email. Detectives may call (317) 327-5227 to arrange an appointment.

VII. ATF Firearms Liaison

- A. ATF Firearms Liaisons are responsible for preserving, documenting, and collecting evidence for specific firearm investigations.
- B. When a district officer is dispatched or responds to an incident involving a firearm, the officer should take the following steps:
 - 1. Request an ATF Firearm Liaison through Communications. The liaison can assist with the investigation by helping assess and triage the situation, as well as enhance the management of the incident scene involving firearms and related evidence.
 - 2. If a district Firearm Liaison is not available, Communications will request a Firearm Liaison from an adjacent district to respond to the scene.



3. If no Firearm Liaison is available, a district ET will be dispatched to recover the firearm. If a district ET is not available, an ET from an adjacent district will be dispatched to the scene.
- C. If an ATF Firearm Liaison determines that no other investigative unit will be handling the investigation, the Firearm Liaison will handle the initial investigations on the following incidents:
 1. Abandoned firearm cases;
 2. Misdemeanor firearm cases;
 3. Felony possession cases; and
 4. Serious violent felon-in-possession cases.
- D. An ATF Firearm Liaison will take appropriate actions while processing the scene of a firearms investigations in accordance to their SOP.



Indianapolis Metropolitan Police Department

GENERAL ORDER

9.2

COMMUNICATION CODES AND RADIO PROCEDURES

POLICY

All police runs are dispatched on the authority of the Chief of Police or designee, and may be dispatched by voice radio, mobile data computer (MDC), or department paging system. All members will use the police radio, pager, and MDC for authorized business only.

DEFINITIONS

Commander – The person commanding a branch or division.

Communications – Public Safety Communications

Member – Includes all persons having an official and recognized capacity with the department.

Mobile Data Computer (MDC) – The MDC is a tool to assist members in their day-to-day activities. The MDC should be considered a supplement to the voice radio and not a substitute. It is intended to increase officer safety by moving non-crucial radio traffic from the voice system to the data system, allowing more free air time on the voice system for more urgent radio traffic. MDCs enhance member capabilities by giving them increased access to police records and other information from their vehicle or workspace.

Official Department Page – Any digital, alphanumeric, or voice mail message sent to a member's paging device or voice mail on the authority of the Chief of Police or designee or with the authority of the member's commander.

Reasonable Period of Time – The period of time a normal person would take to end current activities, go to a telephone, and return a call.

PROCEDURE

I. Radio Channel Assignments

- A. Radio call numbers are assigned to members according to their assigned position on the department manning table.
- B. Members are responsible for keeping radios set on the proper channel when on duty. During unusual or special events, a different channel may be assigned by Communications.
- C. The commanding officer of any member receiving a permanent job position change is responsible for submitting a completed Radio Change Number Form to Communications.

II. Voice Radio Procedures

- A. Members are required to ensure the operational status of their equipment to allow communication with Communications, other units, and other agencies.



- B. Members are required to notify Communications, either by MDC or radio, upon their arrival at (10-23) and completion of (10-8) any assigned or unassigned call for service.
- C. While on emergency or critical runs, members shall maintain communication with the control operator at all times.
- D. When using the radio, there should be a slight hesitation between keying the microphone and beginning the transmission.
- E. Radio transmissions should be given in a clear and concise manner using a normal tone of voice. Shouting or altering the voice level causes over/under modulation of the radio signal, making the transmission very difficult to understand.
- F. Members are identified in radio communications through the use of an assigned radio call number. Transmissions should be kept brief and concise through proper utilization of codes and signals. A uniformed and disciplined approach to police traffic will be maintained.

NOTE

Plain language shall be used when communicating during incidents or operations in which other agencies are involved. Examples of other agencies include both law enforcement and non-law enforcement agencies (e.g., ISP, fire, medics, DPW, etc.).

- G. If an assigned radio call number is not known, the rank and last name of the person being contacted (e.g., Officer Smith) or the office name (e.g., Auto Desk) may be substituted.
- H. The following will be the primary talk groups:
 - 1. District Primary will be utilized as the day-to-day operations group and for all radio traffic.
 - 2. Car-to-car talk groups will be utilized for members to communicate with one another.
 - 3. Other talk groups, such as special events and tactical channels, will be used as needed by authorized personnel.

NOTE

All personnel must yield to emergency radio traffic (e.g., do not request a wrecker during a pursuit, Signal 100, etc.)

III. Communication During Critical Incidents

- A. Communications must be advised of which unit assumes incident command once it has been established as well as the staging area and designated media area, if necessary.
- B. The incident commander shall designate the channel for incident radio traffic and members shall use this channel for communication. Officers not involved in the incident will be directed to use a different radio channel for normal communications.
- C. When incident command is changed, the ranking officer assuming command of the incident shall notify Communications. Communications shall then relay this information to other units affected by the change in command.

IV. MDC Security

- A. Members are reminded that some information obtained through the MDC is secure and confidential, and is restricted to official law enforcement use only. It is the responsibility of every member to ensure the security and integrity of this system. All IDACS/NCIC regulations apply to transactions conducted on an MDC.



- B. A member's password to access the MDC is private and shall not be shared with anyone.

V. MDC Procedures

- A. Members are responsible for marking "on duty" and onto their assigned service area (if known) prior to arriving at roll call for duty, and for marking "off-duty" by logging off the MDC at the end of the shift.
- B. Members should not ask a control operator to perform functions that can be performed on the MDC. Examples of these functions include, but are not limited to:
1. Retrieving a Computer Aided Number (CAD);
 2. Siting out on a run or self-initiated activity;
 3. Changing locations;
 4. Entering mileage when transporting prisoners;
 5. Marking out at the gas line or other codes;
 6. Performing routine warrant checks; and/or
 7. Assigning a case number.
- C. To ensure effective communication, members should use the "out of vehicle" function when in-service and away from their car, and return to the "in vehicle" status when they return to their vehicle.

NOTE

This policy is not intended to prevent members from being away from their police vehicle, but is necessary in order to prevent delayed or missed communications.

VI. MDC Message Procedure

- A. When using the free-form message function, transmissions are to be limited to official business only.

NOTE

Messages sent over the data channels are recorded.

- B. No urgent messages will be sent by free-form message function. These types of messages can easily be delayed or overlooked by communications personnel and should be handled by voice radio. Therefore, requests for immediate services (e.g., backup units, an ambulance, or a fire department unit) must not be made using this function.
- C. Requests that can be made by free-form message include:
1. Department of Transportation (DOT) requests; and
 2. Other functions that do not require immediate action.

NOTE

Vehicle operators must not allow the use of an MDC to interfere or distract from the safe operation of the vehicle.

VII. Care and Maintenance of MDC, Radio, and Pager

- A. Members may be held responsible for any intentional or negligent damage that occurs to the issued equipment.
- B. MDCs, radios, and/or pagers must not be altered by anyone other than authorized personnel.



- C. If a member goes on vacation, the member is responsible for safekeeping the MDC. The member may secure the MDC within their residence or trunk of their police vehicle.
- D. If the member's police vehicle is left unattended for maintenance, the MDC shall be removed and secured during the service time.
- E. Problems and malfunctions in the CAD system should be brought to the attention of an immediate supervisor.
- F. Equipment malfunctions or problems with a radio or pager are handled by Communications.
- G. Problems with an MDC unit are diagnosed and repaired through a maintenance contract.
- H. Supervisors must properly document any damage to an MDC by completing a Lost/Stolen/Damaged City Property Report.

VIII. Department Pager

- A. Pagers are a method used to enhance and facilitate communications between members and the department. Pagers allow for a widespread, efficient call-out or transmission of information in emergency situations.
- B. Members must leave their issued pagers powered on and set to receive messages at all times.
- C. Members must carry their pager with them at all times, on or off duty, and are responsible for answering an official department page within a reasonable period of time.

NOTE

Department-issued pagers are not required to be carried when outside a sixty (60) mile radius of the city due to limited reception range.

- D. Specialized units called out for emergency situations may specify a specific time period for answering unit pages.
- E. Members are not to use department pagers for sending inappropriate non-work related messages.

NOTE

Members may request all department pages be sent via text message to their personal or work cell phone. All guidelines set forth regarding department pages still apply if pages are sent to a member's personal or work cell phone. The form to complete this request may be obtained by contacting the Administration Office.

IX. Police Run Procedures

- A. Communications is responsible for the assignment and dispatch of all police runs.
 - 1. Supervisors may request a radio run be reassigned to another unit.
 - 2. A member closer to a dispatched radio run than the member assigned may request the run be reassigned.
- B. All members must acknowledge and respond to all dispatched radio runs; regardless of the proximity to the end of their tour of duty.



- C. Members must respond immediately and directly to all dispatched radio runs. If a situation develops which causes the member any delay, Communications must immediately be notified of the nature of the delay and location.
- D. All members assigned to a dispatched radio run will respond, unless otherwise directed by Communications or a supervisor.
- E. Only Communications and supervisors may disregard a member from a dispatched radio run.
- F. Members receiving a dispatched run **must** mark “en route” using their MDC or radio after verbally acknowledging the run. Upon arrival, the member **must** mark “on scene” using either the MDC or radio.

NOTE

On incidents with a high degree of danger, members should use the voice radio to notify other responding units of their arrival at the scene.

- G. Any member who arrives at the location of a dispatched radio run and determines other units are not needed should immediately notify Communications, who may disregard the other units.
- H. If an ambulance has been requested or is needed, the officer should immediately advise the control operator if it is safe for the ambulance to respond to the scene.
- I. Upon completion of an incident, all members must mark “in service” using their MDC, unless verbally volunteering for another incident at the time.
- J. Officers are encouraged to place miscellaneous CAD comments into the run record of an incident to record pertinent information about the incident (e.g., victim’s refusal of medical treatment or refusal to prosecute).

NOTE

These comments become part of the permanent record of the incident and should be limited to official law enforcement business.

- K. Upon completion of an incident, members are responsible for querying the pending runs in their assigned service area and handling those incidents in an appropriate time frame.
 - 1. Members should use the MDC to self-dispatch on priority four (4) runs when appropriate.
 - 2. Members should use discretion on whether to verbally acknowledge any MDC self-dispatched runs.
 - 3. Members dispatched on a “Patrol When Possible” (PWP) shall read the run to obtain the address and information, then proceed to check the location.

X. Supervisory Responsibilities

- A. Supervisors should verify that members scheduled to work have properly logged “on duty” and are assigned to the proper service area by checking the MDC.
- B. Supervisors are responsible for monitoring radio traffic and MDC functions of units on their districts to ensure units are promptly responding to assigned runs, marking “on scene,” and marking “in-service” upon completion.
- C. Supervisors should query MDC pending runs to verify the runs are being handled by members and are not being held for an excessive amount of time. If the supervisor determines the number of pending runs on a particular beat is excessive, the supervisor should direct those runs to other members or notify the oncoming shift to make arrangements for the runs.



- D. Supervisors should monitor radio traffic to be aware of any member having MDC problems, not utilizing the radio or MDC properly, or requesting control operators to perform MDC functions. If the supervisor determines the problem is due to a lack of knowledge of the MDC, the member should be referred for further training.
- E. When a member fails to respond to Communications after several consecutive voice radio calls, MDC messages, and department pager messages, the member's supervisor will be advised of the situation. The supervisor is then responsible for any further action taken.

XI. Brevity Codes

10-0 Deceased*	10-39 Urgent, Use Lights and Siren*
10-1 Unable to Copy	10-40 Silent Run (No Lights or Siren)
10-2 Signal Good	10-41 Beginning Tour of Duty*
10-3 Stop Transmitting	10-42 Ending Tour of Duty*
10-4 Acknowledge (OK)*	10-43 Information
10-6 Busy*	10-46 Assist Motorist
10-7 Out of Service*	10-49 Traffic Light Out
10-8 In Service*	10-50 Traffic Accident – PI, PD, NI*
10-9 Say Again (Repeat)*	10-51 Wrecker Needed
10-10 Fight In Progress	10-52 Ambulance Needed
10-12 Standby (STOP)	10-55 Intoxicated Driver*
10-13 Weather/Road Report	10-56 Intoxicated Pedestrian
10-14 Report or Prowler	10-57 Hit and Run – PI, PD, NI
10-15 Civil Disturbance	10-58 Direct Traffic
10-16 Domestic Dispute	10-59 Convoy or Escort
10-20 Location*	10-63 Prepare Written Copy
10-21 Call ____ by Telephone	10-70 Fire Alarm
10-22 Disregard*	10-74 Negative
10-23 Arrived at Scene	10-76 En Route (On the Way)*
10-25 Report to ____ (Meet)*	10-77 ETA (Estimated Time Arrival)
10-26 Detaining Subject – Expedite	10-78 Need Assistance (HELP)
10-27 License/Permit Information*	10-79 Notify Coroner
10-28 Ownership Information*	10-87 Pick Up Checks
10-29 Records Check (Wanted Check)*	10-89 Bomb Threat
10-30 Illegal Use of Radio	10-90 Bank Alarm
10-31 Crime In Progress	10-91 Pick Up Personnel/Prisoner
10-32 Man with a Gun	10-94 Drag Racing
10-33 Emergency, HELP Quickly	10-95 Person/Property in Custody
10-34 Riot	10-96 Possible Mental Subject*
10-36 Correct Time	10-98 Prison or Jail Break
10-37 Investigate Suspicious Vehicle	10-99 Wanted/Stolen*
10-38 Stopping Suspicious Vehicle	

* Indicates commonly used

XII. IMPD Codes and Signal

- A. Code 1 – Officer Requires Emergency Assistance (see Section XIII., A., below)
- B. Code 2 – Personal Hygiene (fifteen minutes)



- C. Code 3 – Meal Time (thirty minutes)
- D. Code 4 – Recall (see Section XIII., B., below)
- E. Code 5 – Security Check
- F. Code 6 – Conference
- G. Code 7 – Gas Line
- H. Code 30 – News Code (see Section XIII., D., below)
- I. Signal 100 – Emergency Traffic Only (see Section XIII., E., below)

XIII. Codes and Signal Explained

- A. Code 1 – Non-uniform or off-duty personnel are prohibited from responding to a Code 1, unless they are in the immediate area or dispatched to the scene.
 - 1. Off-duty officers at their residence will not respond to these situations unless ordered to do so.
 - 2. Communications personnel will determine which cars should respond to any type of emergency situation based on pre-established criteria approved by IMPD. All other cars will remain on their assigned districts until ordered to the scene by Communications or an IMPD supervisor.
 - 3. The first officer to arrive on the scene becomes the incident commander and is responsible for requesting appropriate assistance and disregarding additional units when sufficient help arrives on the scene. The incident commander will remain in charge until properly relieved.
- B. Code 4 – In the event of a Code 4 total recall, the incident commander will be responsible for initiating the recall procedures as defined in the IMPD Emergency Operations Manual.
- C. Code 6 – This code is to be used to announce a conference. The type of conference can also be added to the Code 6 (e.g., news, Chief's office, etc.)
- D. News Code 30 – If it is decided that public knowledge of an existing incident would contribute to further confusion, property damage, or personal injury, the Chief of Police or designee may instruct Communications to broadcast a "News Code 30."
 - 1. The code is for all news media to hold information concerning the incident for at least thirty (30) minutes or until canceled by the Chief of Police or designee.
 - 2. An Incident Commander or designee will be the liaison between IMPD and the media until a Public Information Officer becomes available.
- E. Signal 100 – Supervisors and officers may request a signal 100 when an exigent circumstance exists (e.g., pursuit, major hazard, felony traffic stop, checking alarms, radio difficulties, etc.). This can also be accomplished by moving the officers involved in the circumstance to another channel.



Indianapolis Metropolitan Police Department

GENERAL ORDER

9.3

RECORDS

POLICY

The purpose of this general order is to address the reporting and records functions that are basic to meeting the management, operational, and informational needs of the Indianapolis Metropolitan Police Department (IMPD). It is the policy of IMPD to maintain records management systems designed to assist the department in accomplishing its goals, while ensuring the security of confidential and private information.

PROCEDURE

I. Privacy and Security

- A. All members of IMPD shall consider and treat all department business, communications, records, and data as confidential. Such information shall be disseminated only as prescribed in this directive. No information shall be used by any employee for private gain, nor released to any person or organization except as permitted by department policies, state statutes, and local ordinances.
- B. No member shall mutilate, alter, or destroy any photographs or data issued from the Identification and Records Branch, or any other department branch except in accordance with this general order.
- C. Information in the custody of IMPD is available for copying during normal business hours or online unless making the information available would:
 1. Violate a legal requirement that the information be kept confidential, including such items as:
 - a. Criminal Intelligence information;
 - b. Investigative files; and
 - c. Confidential items in personnel files.
 2. Compromise an ongoing investigation or prosecution, or reveal investigative procedures or techniques that would compromise future investigations or prosecutions;
 3. Violate privacy rights;
 4. Compromise the integrity of a test or examination;
 5. Infringe a copyright or other property right;
 6. Disclose work product prepared for or by an attorney for the department, or information maintained by an individual employee for their own use;
 7. Disclose information prepared for negotiations for labor contracts or the purchase or lease of property or services; or
 8. Compromise the planning or implementation of a security system used for the protection of persons, property, computer programs and data, or confidential information.



- D. Established fees will be charged for all documents provided, except to approved exempt individuals or agencies.
- E. Access to criminal histories and electronic data is to be used for criminal justice purposes only. Therefore, IMPD personnel shall not use department information except as prescribed in this directive.
- F. The Investigations Division will follow the guidelines set forth in the Uniform Crime Reporting Handbook regarding the collection of crime data from electronic entries of the department's records management systems and then submit this data to the Federal Bureau of Investigations in Washington D.C.
- G. Officers will have 24-hour access to records information through the department's Records Management System (RMS).
- H. RMS access is protected from unauthorized persons by assigning a unique login ID and a user-defined password.
 - 1. Access is further restricted through allowing "permissions" to particular users based on assignment.
 - 2. RMS requires users to change their passwords every ninety (90) days.
- I. RMS files are maintained by InterAct Public Safety Systems. Storage and back-ups are the responsibility of InterAct.
- J. Local criminal history information is available on the Odyssey computer system. Only select members of IMPD have access to the Odyssey program. Odyssey computer files are protected from unauthorized persons by requiring a unique login ID and a user-defined password.
- K. Archived records and arrest records stored by the Identification and Records Branch are maintained on a secure database where access is restricted to authorized personnel with unique login IDs and user-defined passwords. The database is routinely backed up and housed on a secure server.

II. Records

- A. Field report, arrest, and offense information is maintained in RMS, which contains a searchable Master File Index.
- B. Adult Arrest Records
 - 1. Arrestees are assigned a unique Gallery and Photo Number by the Arrestee Processing Center (APC).
 - 2. Photographs and fingerprints of all arrested adults are taken at the APC and are entered into the Identification and Records Section's photograph and archives computer systems.
- C. Juvenile Records
 - 1. Juvenile arrest and identification records are maintained separately at the Juvenile Detention Center and are accessed through the Quest computer program.
 - a. Juvenile Detention Reports are maintained at the Juvenile Detention Center.
 - b. Juvenile fingerprints and photographs are taken at the Juvenile Detention Center and entered into the department's computer programs containing mugshots and archives, which is maintained by the Identification and Records Branch.



- c. Juvenile records shall only be disseminated to authorized persons as mandated in IC 31-39-3.
- 2. Juvenile records will be retained by IMPD in accordance with appropriate Indiana state laws.
 - a. Any court-ordered expungement requests shall be complied with in accordance with IC 31-39-8.
 - b. Juvenile records for those reaching adulthood at the age of twenty-two (22) will be sealed in accordance with IC 10-13-4-13.

D. Warrant and Wanted Persons Records

- 1. All warrants are processed and maintained by the Marion County Sheriff's Office (MCSO).
- 2. When a member of IMPD files for a criminal warrant, it is the responsibility of the MCSO to enter the warrant into the National Crime Information Center (NCIC) file and the Indiana Data and Communications System (IDACS).
- 3. When an IMPD officer is informed of an active warrant to be served from another jurisdiction, the officer will confirm the warrant is valid through the Communications Center prior to service.
 - a. If the suspect is located, the officer will effect an arrest and have the subject transported to APC, or remand custody to the requesting agency.
 - b. If the suspect is not located, the requesting agency shall be notified.
- 4. Warrant information is available twenty-four (24) hours a day through the Communications Center.
- 5. Officers shall verify all warrants through the Communications Center prior to service.
- 6. It is the responsibility of the MCSO to cancel warrants when the arrestee arrives at the APC or Marion County Jail.

E. Traffic Records

- 1. The electronic Citation and Warning System (eCWS) is used to generate and issue Uniform Traffic Tickets (UTTs).
 - a. eCWS software is installed on officers' laptops and UTTs are printed via in-car printers.
 - b. Printer paper rolls are maintained and issued by the Property Section.
 - c. eCWS UTT data is stored on the Indiana Court Information Technology Extranet (INCITE).
 - i. Officers access INCITE using a unique login ID and password.
 - ii. UTTs can be viewed, printed, and edited through INCITE.
 - iii. UTTs are transmitted to Marion County Superior Court 13 through INCITE.
- 2. Paper UTT books are no longer supplied by the Property Section and any existing paper UTTs issued by officers will be turned into the officers' respective district headquarters to be delivered to Superior Court 13 by department personnel.
- 3. Traffic accident reports are maintained and available through Citizens' Service.



4. Roadway hazard reports are available through the Department of Public Works.

F. Records Maintained Outside of the Records Section.

1. The following files are authorized to be kept away from the general records division area:

- a. Criminal Intelligence files;
- b. Administrative files;
- c. Internal Affairs files;
- d. Informant files;
- e. Training files;
- f. Personnel files;
- g. SID files; and
- h. Other files as designated by the Chief of Police or designee

2. Management of these remote files shall be governed by applicable Indiana and federal laws and department directives.

III. Information Requests

A. IMPD employees requesting information from the Identification and Records Branch shall present a completed Document Requisition Card. Requests from the Public Information Officer shall be honored without formal written approval, provided the Public Information Officer is acting on behalf of the Chief of Police, and all other provisions of this general order are followed.

B. Outside Criminal Justice Agencies' Requests

1. Identification and Records Branch information shall only be released to individuals who are authorized members or representatives of a criminal justice agency.
2. Proper identification must be provided and a *Document Requisition Form* completed before any information will be authorized for review or release from the Identification and Records Branch.
3. The requesting agency will be solely responsible for any information received from IMPD.

C. All requests from organizations or individuals not associated with a criminal justice agency shall be directed to Citizens' Services and shall be processed in accordance with applicable local, state, and federal laws. All requests must be accompanied by a *Request for Limited Criminal History* form and payment of applicable fees.

D. All requests for photographs, criminal histories, or other information by members of the media shall be processed in strict compliance with General Order 6.9 - *Public Information*. No information shall be provided directly to a member of the media from the Identification and Records Branch, unless approved by the Public Information Office.



Indianapolis Metropolitan Police Department

GENERAL ORDER

9.4

PROPERTY AND EVIDENCE CONTROL

POLICY

It is the policy of the Indianapolis Metropolitan Police Department (IMPD) that all members will comply with department directives regarding property and evidence coming under their control. This includes items that are found, received, or confiscated as evidence or personal property. Items seized for forfeiture are handled in accordance with IMPD General Order 9.7 – *Asset Forfeiture*.

Members will ensure all property coming under their control is safeguarded and properly documented in order to help obtain a court conviction or return the property to its rightful owner. The department will make a reasonable and diligent effort to locate and identify the proper owner of all property coming under its control and, if the items are to be released, advise them of the procedures to claim the property.

It is the policy of this department to maintain 24-hour operation of the Property Section in order to provide around-the-clock availability to officers checking in property or evidence.

PROCEDURE

I. General Procedures

- A. Members of the department must bring all property coming into their possession to the Property Section to be logged in prior to the end of their tour of duty. Evidence property should be placed in the Property Section before marking in-service to avoid compromising the court case and chain of custody. Members coming into possession of property while off duty are responsible for immediate delivery of that property to the Property Section.

EXCEPTION

It may not be possible to transport certain items to the Property Section for submission due to size, weight, volume, or volatility. These items shall be processed, transported, and documented as described in this directive.

- B. All evidence should be transported and delivered to the Property Section by the responsible officer or evidence technician. Personal property other than firearms, narcotics, prescription medications, or items of significant value may be transported to the Property Section by a Public Safety Officer (PSO) or Marion County Sheriff Office (MCSO) jail wagon deputy. PSOs trained as evidence technicians may transport evidence they recover, except for narcotics or prescription medications. MCSO jail wagon deputies shall not be requested to transport evidence.
- C. All property placed in the Property Section, regardless of category, must have an IMPD case number assigned to it, be clearly marked for identification, and include the member's name, identification number and date. All property submitted will be documented in the "Property" section of an incident report.
- D. Money should be counted at the scene and in the presence of a witnessing officer and the person from whom it was seized, when feasible. The quantity, denominations, and denomination total value will be listed individually in the "Items" section of the *Property Room Voucher*. The total value must be written in the "Comments" section of the *Property Room Voucher*. If the person disagrees with the amount of money the officer has counted out and written on the form, a supervisor will be called to the scene. The



officer will note the discrepancy claim, total amount, and witness signature in the “Comments” section of the voucher and in the narrative section of the incident report.

- E. When depositing money into the Property Section, it shall be counted in the presence of the submitting officer and the Property Section personnel. The money will be packaged according to IMPD Property Section Standard Operating Procedure (SOP). Large amounts of money, foreign currency, or other valuable items (jewelry, bonds, etc.) will be secured in the Property Section bank vault. Narcotics and firearms will also be secured in their respective vaults separate from other property.
- F. All evidence and other property will be maintained in a separate and secure area away from the area accessible to non-Property Section personnel. Only authorized Property Section personnel are allowed in these secure areas. The only exceptions to this rule will be authorized by the Property Section supervisor, or upon permission from the Chief of Police or designee. Exceptions may not be authorized by district supervisors or other non-Property Section supervisors. Non-Property Section personnel must be escorted at all times by Property Section personnel. Only members assigned to the property/evidence section and members who maintain governance over the property/evidence section will have and maintain keys to the section. All personnel entering the secure area of the Property Section shall sign in at the official log book located in the Property Section. The sign-in will specify the time of the officer’s entry to and exit from the secure area.
- G. Most transactions involving submission and retrieval of controlled property will be handled in the Officer Work Room to maintain the security of the facility. IMPD officers and Indianapolis-Marion County Forensic Services Agency (IMCFSA) personnel will be allowed into limited areas within the Property Section for the purposes of inspecting evidence, drug testing, or other appropriate reasons.
- H. The record-keeping system in the Property Section shall be comprehensive, to include: property location; date and time property was received or released; character, type, and amount of property; and the chain of custody from the time the property was stored until its destruction or other final disposition.

II. Heavy Property Procedures

- A. Heavy property and unusual items that cannot be transported by traditional means (police officer, jail wagon, or Property Section staff) will be transported by contract wrecker.
- B. When transportation of heavy or unusual items is necessary, the officer shall request a supervisor’s approval to order a contract wrecker. The officer’s name, unit number and identification number shall be noted on the *Tow Slip*. The requesting officer will contact the Property Section to determine the best location for storing the item.
- C. Heavy property or unusual items are to be entered into the “Property” section of the incident report and a *Property Room Voucher* will be completed by the officer submitting the item. The *Property Room Voucher* shall be submitted to the Property Section prior to marking back in service.
- D. The contract wrecker, with an officer escort, shall tow the items to the approved storage location or an authorized storage lot.
- E. Heavy property or unusual items transported by contract wrecker service shall be released through the Property Section.
- F. Heavy and/or unusual property which cannot be transported immediately must be properly guarded and secured until the items have been processed and/or transported to preserve the proper chain of custody.



III. Evidence

- A. All property submitted to the Property Section as evidence must be identifiable for court purposes. Factory serial numbers, if available, must be documented on all reports. The item shall be described in detail in the "Property" section of all reports.
- B. No evidence may be reviewed without the presence or authorization of the responsible officer or supervisor. Proper identification and chain-of-custody rules will be followed on any persons viewing property already submitted to the Property Section (i.e., legible names and dates for identification on subsequent dates). No property may be released without approval from the responsible officer or supervisor for the case.
- C. Evidence and property checked out from the Property Section for court, or for transfer to another agency, must be returned to the Property Section the same day, unless ordered held by the court or permanently transferred to another agency. If the evidence is going to be held by the court or released to another agency, the officer responsible for checking out the evidence must return within twenty-four (24) hours to the Property Section with an executed copy of the receipt bearing the name, signature, identification, agency, and address of the individual receiving and taking responsibility for the evidence.

NOTE

During a multi-day court trial, all evidence or property not held by the court must be returned to the Property Section each day and checked out again the following day.

- D. Evidence and property checked out from the Property Section for further investigative purposes must be returned to the Property Section the same day, unless it is properly secured with the approval of a supervisor and notification of Property Section personnel. Additionally, the officer responsible for checking out the evidence must return within twenty-four (24) hours to the Property Section with an executed copy of the receipt bearing their name, signature, identification, and the location of where the evidence/property is secured.

NOTE

Evidence and property must **never** be stored in any place other than those designated by this directive. This includes, but is not limited to, an employee's locker, vehicle, desk, or file cabinet. The Property Section will notify officers who are not in compliance with this procedure via email.

- E. Evidence may be held at the Property Section Annex at 901 N. Post Road. If needed for a court case, officers must contact the Property Section and order the item the day before it is needed.
- F. When a member needs non-narcotic evidence or property from the Property Section, the following procedures must be followed:
 - 1. Weekdays between 0730 and 1600 hours – Assigned officers or their supervisors may come to the Property Section and retrieve items in storage for purposes of court presentation, review of evidence, or release. Officers will not phone the Property Section prior to arrival in an attempt to expedite a request.
 - 2. Weekdays between 1600 and 0730 hours, Saturdays and Sundays – If property or evidence is needed during this time, arrangements should be made by telephone or in person to the Property Section during normal business hours. The property will then be removed from storage and held for the requesting officer. If an emergency exists and items in storage must be retrieved, a Property Section supervisor must be notified.



IV. Firearms Submitted to the Property Section

- A. The responsible officer will ensure the weapon has been unloaded and contains no live rounds in the chamber. A safety strap must be properly applied and must never be placed through the barrel. If unfamiliar with the weapon, the officer will contact a supervisor.

NOTE

To ensure ballistic integrity, items must never be inserted into the barrel of the firearm.

- B. Officers bringing in a firearm that has not been “cleared” and/or “made safe” must notify Property Section personnel to advise they are on their way with an unsafe weapon. Upon arrival officers will proceed down the main ramp into the basement parking garage and park at the loading dock. Officers will then walk the “unsafe” weapon to the door of the Property Section adjacent to the loading dock and ring the bell for assistance. Property Section personnel will then come to the door and assist officers with submitting the weapon.

NOTE

Firearms submitted to the Property Section shall not be dry fired as it may damage the firing pin or change internal workings which may affect testing results.

- C. Property Section personnel will attach an IMPD **Weapon Tag** to all firearms and place the unloaded weapon in a firearm box which shall be properly labeled for storage. Firearms will be stored in a separate vault away from other property.
- D. If a firearm's serial number has been removed, altered, or is unclear, the firearm must be submitted as Evidence on the *Property Room Voucher*. Members will not attempt to restore a firearm's serial number. Members may submit the firearm to the IMCFSA for serial number restoration analysis.
- E. A firearm submitted to the Property Section as evidence shall be held according to the Property Section SOP. The responsible and/or investigating officer will use this time period to determine what examination is necessary. The responsible and/or investigating officer will submit an IMCFSA request form for any testing needed.
- F. Seized firearms utilized for investigative purposes will be stored at the Property Section.

V. Narcotic Evidence

- A. All narcotics will be processed for intake by Property Section personnel in the presence of the submitting officer.
- B. All narcotics will be stored and maintained with added security, as outlined in the Property Section SOP.
- C. Based on the Property Section SOP, a presumptive test will be conducted on suspected narcotics and/or narcotic-related items that are submitted incident to arrest or needed for probable cause. These procedures were developed and approved by Property Section personnel based on procedures developed and approved by the department, IMCFSA and Marion County Prosecutor's Office (MCPO).
- D. Officers submitting narcotics must place the substance in a heat-seal evidence bag, properly seal the bag, and attach the yellow copy of the *Property Room Voucher*. Officers will place the secured bag into the narcotics drug vault or drop box.
- E. If the seal on the package is broken, the investigative analyst assigned to the narcotics vault must be notified of the reason by inter-department. The evidence will be tested and weighed again by IMCFSA. If a discrepancy is found the Property Section manager must be notified.



- F. Seized controlled substances utilized for training or investigative purposes will be stored in secured containers at the Property Section. Items may be signed out by authorized personnel for the length of time required to meet their objectives, then must be returned to the Property Section. Items shall be inspected by a Property Section technician and the authorized person upon retrieval and return.

VI. Combustibles and Explosives

- A. Gasoline tanks on small engines and lawn equipment must be drained before being submitted to the Property Section.
- B. Small amounts of **dry** combustible materials may be taken to the Property Section and stored in the arson cabinet (e.g., piece of wood marked as evidence from an arson investigation).
- C. No combustible liquids of any type or amount will be accepted by the Property Section. Cans of gasoline, naphtha, or paint thinner must be handled by an on-call Bomb Squad technician.
- D. At no time shall **any** suspected explosive device, including fireworks, be turned in to the Property Section. All suspected explosive materials must be handled by an on-call Bomb Squad technician. Any seized explosive materials utilized for training will be maintained in the same manner.

VII. Reporting Procedures

- A. The *Property Room Voucher* must be filled out as completely as possible. The name and contact information of the property owner and/or claimant, if known, must also be included to aid in the disposition of property. Each item must be described as accurately as possible.
- B. An incident report must be made each time a member of the department takes control of property, whether as evidence or for safekeeping (personal property). All property must be listed in the "Property" section of the report, not in the narrative. The narrative of the report should contain a complete description of the circumstances in which the property came into possession of the officer.
- C. If property cannot be taken directly to the Property Section, an explanation must be provided in the incident report. The report must also list who transported the property and to which location it was taken.
- D. In cases where other property is to be turned in along with narcotics, the officer must list the narcotics on a separate *Property Room Voucher*.

VIII. Property Disposition

- A. If evidence or property is ordered to be disposed by a court, the officer must return to the Property Section and have the **"Hold"** status changed to **"Dispose Of"** by Property Section personnel.
- B. Except for firearms, if evidence or property is to be released by the court, the officer must report to the Property Section and change the status to **"RTC."** The computer system will then generate a letter to the owner listed on the *Property Room Voucher*.
- C. *Disposition Orders* are automatically generated and sent to the officer listed on the *Property Room Voucher* as the responsible officer. Officers receiving a Disposition Order must complete it and return it by inter-department mail within three (3) working days.
- D. The Property Section will make every reasonable effort to release or dispose of evidence and found/recovered property within six (6) months after final disposition of a case. This may result from the



conclusion of a court case, release by the officer, or when recommended by a deputy prosecutor upon termination of an investigation. Property not claimed by an owner may be disposed of at auction or destroyed in accordance with Property Section standard operating procedures.

- E. All officers are responsible for the disposition of evidence and property in any case assigned to them. No officer may release evidence or property on any case to which the officer is not assigned.

EXCEPTION

In the event an officer is on vacation, ill, retired, deceased, etc., it is the responsibility of the branch commander having jurisdiction over the case to complete the *Disposition Order*. In doing so, caution should be observed to prevent the destruction of evidence or property which may be of future value in the disposition of the case.

IX. Inspections

- A. Semi-Annual Inspections – The Property Section manager or designee shall conduct an inspection semi-annually to confirm adherence to procedures issued for the control, storage, and disposition of property/evidence. This inspection shall include:
1. Checking all of the internal and external storage facilities to ensure the facilities are maintained in a clean and orderly fashion;
 2. Checking to ensure all stored property and evidence is being protected from damage and/or deterioration;
 3. Ensuring proper accountability procedures are maintained;
 4. Verifying all of the property having no further evidentiary value is disposed of promptly; and
 5. Confirming all agency rules and procedures are being followed.
- B. Audit upon Change of Property/Evidence Custodian – Whenever a new Property Section manager is appointed, an audit of the Property Section shall be conducted to ensure that all records are correct and properly annotated. This audit shall be conducted jointly by the newly-appointed Property Section manager, the outgoing manager, and a designee provided by the Citizens Services sworn commander. The results of the audit shall be documented and forwarded via chain of command to the Chief of Police or designee, the Planning and Research supervisor, and/or Accreditation manager.
- C. The purpose of the audit is to ensure the continuity of custody involved with high-risk property/evidence (e.g., money, precious metals, jewelry, firearms, and drugs). The audit shall be sufficient to show the integrity of the system and accountability of the property/evidence. A sample size of these high risk items, as required by accreditation standards and/or department SOP, shall be audited. If an error rate of more than four percent (4%) is discovered when conducting the audit, a complete inventory of the high risk property must be performed. All data shall be recorded, dated, timed, and signed by both managers.
- D. Annual Audit of Property and Evidence – An annual audit of property and evidence shall be conducted by a supervisor who does not have routine or direct supervisory/management responsibility over the Property Section. The supervisor, who shall be selected by the Chief of Police or designee, may select additional members to assist. Any and all members participating in the audit must not have a routine or direct connection, affiliation, or control of the Property Section. The audit should:
1. Include a sufficient sampling as required by accreditation standards and/or department SOP;
 2. Ensure the continuity of custody of general and high risk items;
 3. Verify the integrity of the system; and



4. Document the accountability of property.

NOTE

A full accounting or inventory of every item is not required.

- E. Unannounced Inspections – The Chief of Police or designee shall conduct an unannounced inspection of the Property Section at least annually. The unannounced inspection may be short in duration to:
 1. Inspect cleanliness and orderliness;
 2. Perform a random comparison of records of a few pieces of property/evidence to ensure they are in the proper place as stated in the records; and,
 3. Verify security procedures are being maintained.
- F. Inspection /Audit Reports – Within ten (10) days after an inspection or audit, a written report shall be completed and forwarded to the Chief of Police or designee, through the chain of command, for approval and filing. One (1) copy will be forwarded to the Planning and Research supervisor and/or Accreditation manager.



Indianapolis Metropolitan Police Department

GENERAL ORDER

9.5

TRADEMARK POLICY

POLICY

The City of Indianapolis and the Indianapolis Metropolitan Police Department (the "department") are the owners of a number of common-law and state-registered trademarks and service marks (the "marks"), including the letters "IMPD" and the badge widely associated with the department. These and other trademarks are distinctive to the identity of, and services provided by, the department and are a valuable financial asset. The department and the city have a legitimate interest in protecting the marks and in preventing the dilution and cheapening of the marks through unauthorized use and propagation.

The department, through the Chief of Police or designee, has the sole and exclusive right to authorize, control, license, and restrict the use of the name and marks of the department. The department shall monitor and enforce the use of the marks and shall grant or refuse to grant permission to members or third parties to use department marks as set forth in this policy.

PROCEDURE

I. Use of Trademarks and Service Marks

- A. No member of the department shall use, display, or otherwise utilize the name or marks of the department, except in purposes directly connected with the business of the department, or unless authorized in writing by the Chief of Police or designee. The unauthorized use or abuse of the name or marks of the department by a member shall be grounds for discipline.
- B. Any member wishing to use, display, or otherwise utilize the name or marks of the department must submit a written request to the Chief of Police, outlining the nature and purpose of the proposed use. The Chief shall consider each request on an individual basis and retains the authority to allow or deny a request.

II. Licensing of Trademarks and Service Marks

- A. The use of the name or marks of the department by a third party must be authorized in writing by the Chief of Police or designee. This authorization is pursuant to a license agreement duly executed by and between the department and the third party. Once a license agreement is executed, the name or marks may only be used as described in the license agreement.
- B. The department reserves the right to use its name or marks on products or items it directly sells, such as clothing, bumper stickers, or other merchandise, or in advertisements for services. The department also reserves the right to license to third parties the privilege to use the department's name or marks in similar manners as outlined in this policy. Members may purchase and utilize items, products, or services bearing the marks that are directly sold by the department, or that are sold by third parties pursuant to valid license agreement as outlined in this policy.
- C. It is vital that a license is sought by, and royalties charged to, third parties using the department name or marks. This includes for-profit and non-profit uses, including a party engaging in the manufacture or sale of items bearing the marks, or a third party using the marks to raise funds. Members must notify the department immediately if there is any suspicion that a third party is engaged in the unauthorized manufacture or sale of items bearing the marks, or if a third party is using the marks to raise funds. Persons or third parties engaged in the unauthorized use of the marks are stealing from the department and jeopardizing its valuable trademark rights.



Indianapolis Metropolitan Police Department

GENERAL ORDER

9.7

ASSET FORFEITURE

POLICY

Asset forfeiture is one of the most promising and powerful tools law enforcement has in the fight against crime. While the threat of imprisonment is a powerful deterrent to many types of criminal conduct, it is the "profit" in crime that sustains criminal enterprises. It is the policy of the Indianapolis Metropolitan Police Department (IMPD) to deter criminal activity by depriving criminals of property and monetary proceeds used in, or acquired through, illegal activities.

The IMPD Forfeiture Section will take an aggressive role in the identification and seizure of property linked with criminal activity. It will be responsible for evaluating, coordinating, and processing the department's forfeiture actions, as well as assisting in seizure planning, asset identification, and search warrant preparation. A Forfeiture Section investigator will be available on a 24-hour on-call basis to assist officers with any forfeiture inquiries.

DEFINITIONS

Vehicle – A device for transportation by land, water, or air and includes mobile equipment with provisions for transport of an operator (IC 35-31.5-2-346).

LEGAL DESCRIPTION

I. Indiana Code 34-24-1-1 – Vehicles Subject to Seizure – Common Carriers (In part):

A. The following may be seized:

1. All vehicles, if they are used or are intended for use by the person or persons in possession of them to transport or, in any manner, facilitate the transportation of the following:
 - a. A controlled substance for the purpose of committing, attempting to commit, or conspiring to commit the following:
 - i. Dealing in or manufacturing cocaine or narcotic drug (IC 35-48-4-1);
 - ii. Dealing in methamphetamine (IC 35-48-4-1.1);
 - iii. Dealing in a schedule I, II, or III controlled substance (IC 35-48-4-2);
 - iv. Dealing in a schedule IV controlled substance (IC 35-48-4-3);
 - v. Dealing in a schedule V controlled substance (IC 35-48-4-4);
 - vi. Dealing in a counterfeit substance (IC 35-48-4-5);
 - vii. Possession of cocaine or narcotic drug (IC 35-48-4-6);
 - viii. Possession of methamphetamine (IC 35-48-4-6.1);
 - ix. Dealing in paraphernalia (IC 35-48-4-8.5);
 - x. Dealing in marijuana, hash oil, hashish, salvia, or synthetic cannabinoid (IC 35-48-4-10); or
 - xi. Dealing in a synthetic drug or synthetic drug lookalike substance (IC 35-48-4-10.5, or IC 35-48-4-10 before its amendment in 2013).



- b. Any stolen (IC 35-43-4-2) or converted property (IC 35-43-4-3) if the retail or repurchase value of that property is \$100 or more;
 - c. Any hazardous waste in violation of IC 13-30-10-1.5; or
 - d. A bomb (as defined in IC 35-31.5-2-31) or weapon of mass destruction (as defined in IC 35-31.5-2-354) used to commit, used in an attempt to commit, or used in a conspiracy to commit an offense under IC 35-47 as part of or in furtherance of an act of terrorism (as defined by IC 35-31.5-2-329).
2. All money, negotiable instruments, securities, weapons, communications devices, or any property commonly used as consideration for a violation of IC 35-48-4 if it is:
- a. Furnished or intended to be furnished by any person in exchange for an act that is in violation of a criminal statute;
 - b. Used to facilitate any violation of a criminal statute; or
 - c. Traceable as proceeds of the violation of a criminal statute.
3. Any portion of real or personal property purchased with money that is traceable as proceeds of a violation of a criminal statute.
4. Any vehicle that is used to facilitate the commission, attempted commission, conspiracy to commit, or escape from the commission of any of the following:
- a. Murder (IC 35-42-1-1);
 - b. Kidnapping (IC 35-42-3-2);
 - c. Criminal Confinement (IC 35-42-3-3);
 - d. Rape (IC 35-42-4-1);
 - e. Child Molesting (IC 35-42-4-3);
 - f. Child Exploitation (IC 35-42-4-4); or
 - g. An offense under IC 35-47 as part of, or in furtherance of, an act of terrorism.
5. Real or personal property, including a vehicle, that is used by a person to commit, attempt to commit, conspire to commit, or facilitate or escape from the commission of a violation of IC 35-42-3-5.1 (human trafficking) or IC 35-45-4-4 (promoting prostitution).
- B. A motor vehicle used by a person who operates the motor vehicle:
- 1. While intoxicated in violation of IC 9-30-5-1 through 9-30-5-5, if in the previous five (5) years the person has had two (2) or more prior unrelated convictions for:
 - a. Operating a motor vehicle while intoxicated in violation of IC 9-30-5-1 through IC 9-30-5-5; or
 - b. An offense that is substantially similar to IC 9-30-5-1 through IC 9-30-5-5 in another jurisdiction.
 - 2. On a highway while the person's driver's license is suspended in violation of IC 9-24-19-2 through IC 9-24-19-3, if in the previous five (5) years the person has two (2) or more prior unrelated convictions for:



- a. Operating a motor vehicle while intoxicated in violation of IC 9-30-5-1 through IC 9-30-5-5; or
 - b. An offense that is substantially similar to IC 9-30-5-1 through IC 9-30-5-5 in another jurisdiction.
- C. A vehicle may not be forfeited if it is operated by a person who is not a registered owner of the vehicle or the spouse of the person who owns the vehicle. The vehicle is not subject to seizure unless it can be proven by a preponderance of the evidence that the owner of the vehicle knowingly permitted the vehicle to be used to engage in conduct that subjects it to seizure.

PROCEDURE

I. Reporting Requirements

- A. During an investigation in which a forfeiture action is foreseeable, the officer making the incident report must include the following:
 - 1. The incident report must be made "Attention: Forfeiture Unit"
 - 2. In the "Vehicle" section enter the status as "forfeiture", and in the "Property" section enter the current status as "forfeiture"; and
 - 3. The reason for the forfeiture as well as supporting evidence must be included in the probable cause and/or narrative.
- B. Officers are responsible for maintaining correspondence with the Forfeiture Section, when necessary, about the forfeiture case.

II. Forfeiture Procedures

To help guarantee the proper items seized are processed correctly, officers will adhere to the following procedures for the following forfeiture items:

A. Vehicles

Vehicles valued at less than \$500.00, or having an excessive lien, may be released at the discretion of the Forfeiture Section. However, this should not preclude any officer from placing a forfeiture hold on a legally seized vehicle. Officers must:

- 1. Ensure a thorough search of the vehicle is conducted; and
- 2. Tow the vehicle to a contract wrecker lot or other location as directed by the Forfeiture Section. The ignition key must be placed with the vehicle when it is towed. Officers must:
 - a. Write "**Hold Forfeiture**" on the IMPD *Tow Slip*, check the appropriate box on the *Tow Slip*, and turn the slip to the wrecker driver; and
 - b. Complete an incident report to include all the pertinent information regarding the vehicle (condition of vehicle to include damage), reason it was towed, hold status, location the vehicle was towed from and to, and the contract wrecker information.



3. Remove any valuable items from the vehicle and place them in the Property Room. Valuables removed from the vehicle must be submitted to the Property Room and marked as **"Safe Keeping."** Any perishable item(s) in the vehicle should also be removed as many of these vehicles are at the wrecker lots for months before being awarded to the department. If operable, ensure all windows and doors are closed as to avoid any weather damage.

B. Property other than money

1. All property submitted to the Property Section must be accompanied by a completed *Property Room Voucher*. The voucher must include a case number, the type of property being submitted, the submitting officer's name and identification number, and the responsible officer's name and identification number.
2. The officer will complete the voucher listing all property to be held as forfeiture as "evidence" and the items will be placed on "HOLD", with the exception of cash. The "Claimant" section should be filled out by the submitting officer and shall include either IMPD Forfeiture, Marion County Sheriff's Office (MCSO) Forfeiture, or appropriate agency forfeiture. Notes will be added to the PROPERTY MANAGEMENT SYSTEM regarding the "HOLD for Forfeiture".
3. The Property Section technician will check the voucher to ensure all information is complete and accurate (e.g., verifying serial numbers and/or other identifying information on the property). The technician will sign, date, and return the pink copy to the submitting officer.
4. Officers will complete an incident report, listing all property in the property section of the incident report. The "Narrative" section of the report should contain a complete description of the circumstances in which the property came into possession of the officer.

C. Money

1. Currency less than \$200 will NOT be submitted for forfeiture unless the money is seized at the same time as a vehicle or other valuable property.
2. Biohazard money will not be accepted for forfeiture. The Property Section will retain the currency according to their policy.
3. Money should be counted at the scene in the presence of a witnessing officer and the person from whom it was seized, when feasible. The quantity, denominations, and denomination total value will be listed individually in the "Items" section of the *Property Room Voucher*. The total value must be written in the "Comments" section of the *Property Room Voucher* along with the witnessing officer's signature.
4. The *Property Room Voucher* must identify the individual from whom the money was confiscated by listing them in either the "Prisoner" or "Claimant or Owner" section. A separate *Property Room Voucher* is completed for each person from whom money is confiscated, and must be packaged separately.
5. At the scene, the money will be placed in a yellow evidence envelope or tamper-evident money deposit bag. The envelope or bag is then sealed, signed, and dated across the seal by the submitting and witnessing officers. The case number and money total is written on the label. The white copy of the *Property Room Voucher* is attached to the envelope, the yellow copy is retained by the witnessing officer, and the pink copy is retained by the submitting officer.



6. Once at the Property Room, the sealed package and attached *Property Room Voucher* are dropped into the Forfeiture drop box located in the officer work room.
7. Large amounts of money requiring an inordinate amount of time to count, may not need to be counted at the scene.
 - a. Officers must request a supervisor to the scene.
 - b. Officers must notify the appropriate detective (e.g., narcotics, gangs, etc.) or a Forfeiture Section detective, who will determine if the amount is too large to count and will package and transport the money to the Forfeiture drop box in the Property Room.
 - c. The money should be photographed in the exact location it is found, placed into a tamper-evident money deposit bag, and sealed at the scene. The case number is written on the label and "uncounted money" is listed as the total.
 - d. A *Property Room Voucher* will be completed by leaving the "Items" section blank. "Uncounted money" will be written in the "Comments" section, along with a signature of the officers listed below. The white copy is attached to the bag; the yellow copy is retained by the witnessing officer; and the pink copy is retained by the responsible officer.
 - e. Once sealed, the bag is initialed and dated by:
 - i. The detective/officer who located the money;
 - ii. The detective responsible for recovering the money; and
 - iii. The on-scene supervisor.
 - f. A Forfeiture Section detective will notify the reporting officer of the verified amount. The reporting officer will then record the amount in a supplement to the original incident report.

D. Unusual Situations

In the event an unusual situation involves forfeiture (e.g., seizure of a vehicle too large to tow, real estate, etc.), officers should contact the Forfeiture Section through the Communications Center.



Indianapolis Metropolitan Police Department

Contagious Disease Exposure

General Order 9.8

POLICY

Members of the department often have little control over the physical situations in which they must exercise their duties. The requirement to physically handle people, attend to them in various illness and injury situations, and handle their personal items increases the likelihood of exposure to communicable diseases such as scabies, A.I.D.S., tuberculosis, hepatitis, meningitis, etc. Therefore, it is the policy of the Indianapolis Metropolitan Police Department that the following precautionary measures outlined in this directive are followed and the issued protective supplies items are used to limit the hazards associated with this occupational exposure.

NOTE: It is required that officers issued the personal protection items must carry them in their police vehicles at all times.

PROCEDURE

I. Physical Contact with Offenders and Other Persons

- A. If mouth-to-mouth resuscitation is necessary, the departmentally supplied CPR mask must be used whenever possible.
- B. The greatest risk for contracting many contagious diseases occurs from direct contact with blood. The importance of proper care in the handling of blood cannot be overemphasized.
 - 1. If there is a chance of exposure to blood or other bodily fluids, protective gloves must be worn whenever possible.
 - 2. If it is likely that the officer will step in blood or other body fluids, disposable shoe covers must also be worn.
- C. Officers who have reason to believe that a physical contact could result in an even greater risk of exposure to a contagious disease should use the issued Personal Protection Kit (PPK). The PPK contains the following items:
 - 1. Eye/Mouth/Nose Shield;
 - 2. Shoe Covers (1 pair);
 - 3. Gloves (1 pair);
 - 4. One Antiseptic Towelette;
 - 5. Gown or Overalls;
 - 6. Hood; and
 - 7. Biohazard Disposal Bag and Twist-Tie.



- D. Upon using any of the above items, personnel may obtain replacements for any of the items in the Property Branch.

NOTE: DO NOT THROW AWAY UNUSED ITEMS - only replace used items.

- E. Once an item from the PPK is used, it is considered "controlled waste." All items of "controlled waste," including gloves, must be placed in the red biohazard disposal bag and sealed with the twist-tie.
1. Controlled waste, bagged or unbagged, must not be handed to any other personnel at the scene.
 2. Properly bagged controlled waste may be deposited into receptacles on ambulances for transport and disposal.
 - a. The waste may also be delivered by the officer to additional designated receptacles at roll-call sites, fire stations, prisoner processing area, Wishard Detention, or the Property Branch.
- F. After being exposed to controlled waste, cross-contamination can be avoided by sealing soiled clothing articles in a plastic garbage bag or bio-hazard bag until they can be cleaned.
1. One (1) part bleach to ten (10) parts water is the standard formula for decontaminating leather goods, shoes, badges, pens, eyeglasses, etc.
- G. Officers who are serving warrants on persons known to be infected with a contagious disease and who may resist the arrest should consider wearing a jumpsuit or disposable gown, heavy duty rubber gloves, and the eye/mouth/nose shield while serving the warrant.
- H. When conducting searches of subjects, officers should exercise care to avoid accidental injury to themselves via a puncture from needles or other sharp objects concealed on the subject (i.e., in pockets).
1. Any officer who has an open cut or wound must use extreme caution while conducting a search, making an arrest, or rendering assistance to any person who is suspected of having an infectious disease.
 2. Where possible, officers should bandage all such open wounds while at work.
 3. Bandages should be changed if they get wet or soiled.
 4. If an officer with open lesions has any doubt about the risk of contracting an infection, he must call another officer to the scene to assist.
 5. Contact with open skin lesions of infected persons must be avoided.
- I. If an arrestee is suspected of being actively infected with a communicable disease which presents a significant risk to the general population, the officer must seek to limit the arrestee's contact with others.
1. The arrestee will be transported by ambulance to Wishard Hospital.



2. If the arrestee is combative and transport by ambulance is inappropriate, he must be transported by prisoner wagon, isolated from others.
- J. If the subject suspected of having a communicable disease is not arrested, officers should obtain as much identifying information as possible and complete a Communicable Disease Information Form.
- K. Officers must inform other law enforcement or support personnel coming in contact with a subject whenever the subject has blood or bodily fluids present on his person, or if the subject has made a voluntary statement that he has a contagious disease.
 1. Such information must not be broadcast over the air, if possible.

II. Evidence Collection and Processing Where Bodily Fluids or Wastes Are Present

- A. Members of the department must adhere to the following precautions when working at a crime or accident scene when blood or other bodily fluids are present:
 1. Officers must use disposable protective gloves to cover their hands during all evidence handling or other activities that may bring the officer into direct contact with the body or bodily fluids. Additional protective materials may be worn at the officer's discretion.
 2. Officers must handle all evidence, clothing or other materials carefully. Materials must be placed in containers (envelopes, plastic bags, etc.) that will allow further handling without direct contact. Double bagging will be used where needed. Blood samples must be placed in a plastic zip-lock bag to help prevent accidental spillage.
 3. Officers must exercise special care in handling hypodermic needles used by drug abusers to avoid puncture wounds. Needles are the most likely source of potential contamination and always are to be treated as potentially infectious. Needles must not be re-capped, bent, broken, nor manipulated by hand as this increases the potential for accidental puncture. Officers must place needles and other sharp instruments in puncture proof containers for transport.
 4. After placing evidence suspected to be contaminated by persons with infectious diseases in an evidence bag, officers must label the bag with a warning label issued by the Property Branch, or if no label is available, write "Infectious Material Enclosed" on the bag.
 5. After securing and marking contaminated evidence, the officer must ensure it is transported to the Property Branch in accordance with departmental directives.
 6. Officers must not eat, drink, nor smoke at the incident scene or while handling contaminated evidence.

III. Incident Scene and Decontamination Procedures

NOTE: Refer to Emergency Operations Manual Radiological-Biological-Chemical (HAZMAT) Checklist.

- A. Prior to leaving an incident scene, officers must ensure the scene is free of contaminated materials.



1. Officers must place all non-evidential materials that may be contaminated (including gloves, gauze, tape, etc.) in specially issued bags.
2. The bags must be sealed and marked "Caution - Contaminated Materials."
3. These bags must be transported to a hazardous material disposal container at either the roll call site, a nearby firehouse, the Property Branch, the prisoner processing area, or Wishard Detention.
4. The commander at the disposal site will ensure that contaminated materials are disposed of in accordance with applicable law.
5. If the contaminated material is taken to Wishard Emergency Room, the transporting officer must double-bag the contaminated material.
 - a. Upon arrival at Wishard, the officer must notify Emergency Room personnel of the contaminated material and request a representative from Wishard Housekeeping to properly dispose of the material.
6. Needles or other sharp instruments with no evidentiary value and are believed to be contaminated must be placed in a puncture proof container **prior** to placement in the bag.
7. Officers are not responsible for collecting non-evidential materials left at the scene by personnel from other agencies.
 - a. Officers may need to contact Communications or their supervisor to request the assistance of other agencies in clearing the scene.
 - b. If necessary, a supervisor from the agency leaving the debris will be called to the scene to ensure proper cleaning and disposal are completed.

NOTE: The scene must not be released until it is clear of debris.

8. Officers must decontaminate all non-disposable materials (e.g., handcuffs, pens) which were used and stained during the incident using a disinfectant solution issued by the Property Branch.
 - a. Hardware with moving parts (handcuffs, firearms) may need to be lubricated after decontamination.
 - b. Bullets should be decontaminated and transported to the Firearms Training Unit for replacement.
 - c. If it is necessary for the officer to transport the materials to another location prior to their decontamination (i.e., roll call site or fire station), the materials must be placed in a plastic bag to avoid possible contamination of other items.
9. Officers must ensure blood spills are properly cleaned by medic or fire department personnel.
10. Before releasing the incident scene, the officer must advise the person in charge of the premises of any possible infection risk.



11. Officers with patrol cars contaminated with blood, bodily fluids, lice, etc., must contact the Fleet Coordinator to have the vehicle properly decontaminated.
 - a. The officer is not to clean it himself.
 - b. The vehicle, with proper notification, should be left at the garage.
 - c. Officers must notify a supervisor of the situation.
12. Officers must wash their hands thoroughly with soap and warm water as soon as possible following completion of incident scene responsibilities, even if gloves have been worn.
 - a. If soap and water is not immediately available, hands must be cleaned with a topical gel that destroys micro-organisms, (issued by the Property Branch) and washed with soap and water at the earliest possible time (officers are reminded that soap and water is available on a 24-hour basis at nearby fire stations).
 - b. Minor cuts and abrasions should be allowed to bleed (which cleanses the area) and should be thoroughly cleaned.
 - c. Hand washing is the single most important measure for self protection. When this simple procedure is omitted, the opportunity for infection increases, especially if the officer touches his nose, mouth, or eyes.
13. Officers should change out of clothing stained with body fluids as soon as possible.
 - a. The clothing should be pre-soaked in cold water and washed at a hot temperature and separately from the regular wash load using regular detergent.
 - b. If shoes are suspected to be contaminated, they should be cleaned with a disinfectant.
 - c. If clothing stained with body fluids is taken to a dry cleaners for cleaning, the officer must place the clothing in a clear plastic bag, seal the bag, and mark it "Caution -Blood Stained Materials."

NOTE: Caution should be taken to avoid spreading the contamination through contact with the clothes or shoes prior to cleaning.

IV. Notification Procedures

- A. Officers must report any line-of-duty injuries, including needle stick injuries, human bites, blood to blood contact, or blood to mucous membrane contact, to their supervisors promptly.
 1. The supervisor must ensure the officer reports to a Methodist Occupational Health Center or Methodist Hospital for appropriate diagnosis and treatment.
- B. If a physical item (i.e., needle, knife) is involved in the injury, it must be secured in a puncture proof container, placed in a marked evidence bag, and transported to the Property Branch for storage.



1. The item must not be disposed of until released by the officer, officer's branch or division commander or by court order.
- C. Officers must contact their supervisors promptly if there is any possibility of exposure to communicable diseases. Examples where exposure may have occurred include:
1. The handling of blood stained or soaked items;
 2. Contact with blood on a subject;
 3. Direct mouth-to-mouth resuscitation; and
 4. Receipt of a puncture wound from a sharp instrument such as a hypodermic needle.
- D. If it is determined that exposure may have occurred, the supervisor must complete a Communicable Disease Information Form. Copies of this form will be distributed as follows:
1. One (1) copy will be attached to the arrest slip (if the person is arrested) to alert any member of the department subsequently handling the prisoner of possible hazards.
 2. One (1) copy will be delivered, as soon as possible, to Methodist Hospital for medical determination of necessary action.
 3. One (1) copy will be hand carried to the department's Legal Advisor.
- E. If a blood or other diagnostic test is requested by a supervisor completing the form, the Legal Advisor will initiate a request for a court ordered test of the subject to determine if a contagious disease is present.
1. Upon receipt of the court order, the Legal Advisor must coordinate the testing procedures and notify Human Resources and the officer's commander of the results.
 2. The commander will advise the officer involved of the findings.
 3. A copy will be submitted through the chain-of-command to the Chief of Police for referral to the Human Resources Office and placement in the officer's medical file.
 4. The Human Resources Office will ensure the medical determination of action and follow-up is made by Methodist and relayed to the officer via the officer's branch or division commander.
 5. A copy will be provided to the officer involved.
- F. If it is found at a later date (by personnel at the hospital, jail, etc.) that a subject with whom IMPD officers or employees have come into contact may be infected with a contagious disease, the on-duty Communications Supervisor must be notified.
1. The Communications Supervisor will then contact the arresting and transporting officers to notify them of the situation.
 2. The arresting and transporting officers also will provide the Communications Supervisor with the names of all other persons who have come in contact with the infected prisoner so those affected can be notified.



3. Those persons will then be sent to Methodist Hospital for evaluation.

V. Supplies

- A. Officers will be responsible for ensuring their vehicles contain sufficient supplies of protective and disinfectant materials, by taking inventory of supplies at the beginning of their tour of duty.
- B. In addition, supervisors and evidence technicians will maintain adequate supplies of protective and disinfectant materials.

VI. Department Member with an Infectious Disease

- A. Officers who have a communicable infectious disease which presents a significant risk to the general population must not report to duty while actively infected.

VII. Contagious Disease Training

- A. The IMPD Training Academy will be responsible for disseminating updated information and coordinating additional roll call and/or in-service training related to contagious diseases.



Indianapolis Metropolitan Police Department

Radio Use and Security

General Order 9.10

POLICY

Members of the Indianapolis Metropolitan Police Department must carry or have at their disposal their assigned radio, properly charged, while on-duty or operating a departmental vehicle while off-duty.

Personnel must limit radio transmission to official business only. Radio communication by department personnel and communications center personnel must be direct and to the point, without unnecessary comments or discussion.

DEFINITION

MECA: Metropolitan Emergency Communications Agency

PROCEDURE

I. On-Duty

- A. Uniformed district personnel must wear the radio on the gunbelt with the remote speaker secured to the uniform by means of a velcro patch or a clip.
- B. Administrative uniformed personnel, while wearing the gunbelt and radio, must wear the radio on the gunbelt. The remote speaker is not required.

II. Security and Maintenance

- A. When the radio is not in use, members will be responsible for placing the radio in a secure place (e.g., locked in the trunk of a vehicle or within the confines of their residence).
- B. Personnel going on vacation, extended leave, maternity leave, or out of town for an extended period of time may turn the radio in to the Property Room for safekeeping and storage.
- C. If the officer is suspended for ten (10) days or more, the radio must be turned in at MECA.
 - 1. If the officer does not return to duty, the officer's supervisor will be responsible for completing the necessary paperwork at MECA in accordance with the proper procedure for separation.
- D. Personnel are responsible for taking the radio to MECA for needed repairs or when the radio is showing wear (i.e., rubber off of the antenna, etc.).
 - 1. MECA will provide a loaner radio to use while repairs are being made to the radio. Upon notification that the radio is repaired, personnel must pick up the radio as soon as possible and turn in the loaner radio.

NOTE: A voluntary radio insurance club is available through the Finance Office to personnel whereby the cost of the lost radio is insured if the individual is a member and the loss was due to negligence.



Indianapolis Metropolitan Police Department

GENERAL ORDER

COMPUTER USE AND INFORMATION PROTECTION

9.11

POLICY

The Indianapolis Metropolitan Police Department (IMPD) is committed to maintaining effective computer communications and data security processes for its law enforcement and administrative purposes. Use of department computer systems is generally restricted to official business purposes. Systems may not be used for commercial or profit-making purposes, political purposes, or personal gain. Limited personal use of computer equipment is allowed during off duty hours when it does not incur a cost to the department. All employees are responsible for ensuring system and information security, including following IDACS/NCIC rules and regulations. Employees will have no expectation of privacy regarding their use of department computers, hardware, software, or data.

PROCEDURE

I. Security

- A. Employees must have authorization to use any IMPD computer system and must not permit or assist any unauthorized person to access IMPD systems.
 - 1. Attempts to obtain access rights to programs or data which the employee is not entitled or to circumvent security protection provisions are prohibited.
 - 2. Employee access accounts may be created or modified only upon approval of the respective branch or division commander.
 - 3. Information contained in the department's computer systems will be disseminated only to those for whom it is intended and have authorization to receive.
- B. Employees are responsible for the security of their accounts and passwords. Accounts and passwords are assigned to single employees and are not to be shared with any other person.
- C. Employees may not assign additional machine specific passwords to department computer equipment.
 - 1. Passwords protecting individual documents or files may be authorized for use within a branch by the branch commander.
 - 2. Employees are responsible for signing off the system when they leave the terminal or workstation.
- D. Any employee who discloses or makes known, tampers with, changes, or destroys in any form the contents or nature of any confidential data without authorization from a supervisor in accordance with established procedures will be subject to disciplinary action.



II. System, Program, and Data Integrity

- A. Unauthorized attempts to alter, tamper with, destroy, copy, or modify system software, application programs, or data is prohibited.
- B. Employees should not re-cable, move, reconfigure, or modify the department's non-mobile computer equipment without authorized assistance and/or approval from an Information Technology Specialist.
- C. The use of IMPD computer systems is subject to all applicable federal laws, state laws, local laws, and department regulations. Employees who access external data systems via the department's computer systems must observe all applicable policies of the external systems.
- D. Computer games may only be installed on department computers with approval for training purposes.

III. Supervisor Responsibilities

- A. Supervisors are responsible for:
 - 1. Identifying and protecting assets within their area of control,
 - 2. Ensuring that all employees understand their obligation to protect department assets,
 - 3. Noting/correcting variance from established security practices,
 - 4. Notifying Technical Projects when employees in new positions (detailed or permanent) require access to information systems, and
 - 5. Notifying Technical Projects when employees leave positions and no longer require access to information systems.
- B. Any access or attempted access to confidential information by unauthorized employees or by employees with suspended privileges must be reported immediately to the Technical Projects Supervisor.

IV. Individual Responsibilities

- A. Employees authorized to use information technology assets are responsible for using only those assets when authorized by supervisors and for approved purposes.
- B. Employees are responsible for complying with applicable asset protection practices, directives, and requirements. No employee is permitted to access information for personal or business gain.
- C. Any employee who has had privileges suspended or revoked from information systems must notify their immediate supervisor as soon as possible.
- D. Employees must abide by the terms of all software licensing agreements and copyright laws.



1. Copying software from a department computer or network is prohibited unless specifically authorized in writing.
 2. All software loaded on the department's computers must be properly licensed and is subject to inspection for such licenses.
- E. Employees assigned laptop computers must log-in to the local area network (LAN) at least once every 30 days, using a network cable connection. This allows required updates to be downloaded and installed on the laptop in a timely manner.
- F. Employees are not permitted to use department-provided internet for personal use, including video and music streaming websites.

V. Administrative Access

- A. All employee files, including word processing documents, database records, spreadsheet files, and government email accounts are subject to supervisory or other administrative review.
1. The email accounts are designed for official departmental use only and should not be used as personal message systems.
 2. All messages must be businesslike and free from profane, vulgar, defamatory, or harassing language.
- B. Network and system administrators may use programs to view employee's activities on the computer system or to log system activities. Such observation will occur only:
1. With the employee's permission,
 2. Under an authorized supervisory or administrative review,
 3. To monitor system performance such as response time, system integrity, and file space allocation, or
 4. To diagnosis and correct system problems.
- C. Employees will not attempt to monitor another employee's data communications or read, copy, change, or delete another's files without the permission of that employee, except for authorized supervisory, administrative, or network administration review.
- D. Computer system services may be refused to or withdrawn from an employee for legitimate security or administrative reasons.

VI. IDACS/NCIC Computer Systems

- A. The Indiana Data and Communications System (IDACS) and National Crime Information Center (NCIC) are computer systems used by IMPD.
- B. The IDACS/NCIC Coordinator (Coordinator) will be responsible for the operation of the IDACS/NCIC Computer System (system) within IMPD.



1. The Coordinator will ensure that all procedures, training, record keeping, logs, and correspondence pertaining to the system meet IDACS/NCIC rules and regulations and state and federal laws.
 2. Any request for IDACS functions to be added to a computer device must be directed to the Coordinator so that the necessary inspection and clearance can be obtained. No functions may be added to any device or access given to employees without the Coordinator's approval.
 3. Once a terminal has been inspected and approved for IDACS functions it must not be physically moved without prior approval from the Coordinator.
- C. All employees directly accessing the system as an operator must be certified according to IDACS policy.
1. Employees are required to use their own operator ID and password at all times.
 2. Employees must attend and successfully pass the required IDACS Certified Operator course administered according to the IDACS/NCIC Rules and Regulations and must be re-certified every two years.
 3. Employees who allow their certification to expire will be removed from direct access to the system until the re-certification process has been completed.
 4. Violations of IDACS/NCIC Rules and Regulations can result in employees being denied access to IDACS/NCIC information and can also result in civil and/or criminal liability.
- D. Data entered into IDACS and/or NCIC and message switching must be made at a valid location.
1. Subsequent additions, deletions, data entry, modifications, clears, and cancels must be made at the same location.
 2. Entries and modifications to IDACS/NCIC files must be proofread immediately after entry by a second person to ensure accuracy between the written report and the data entered.
 3. Employees not assigned to a valid message switching location must contact the Headquarters Control Operator to have messages sent.
 4. A copy of all messages sent and received must be kept at the sending or receiving location. Messages pertaining to cases must be filed with the case or by case number and messages not pertaining to a case must be kept for a minimum of six months.
- E. IDACS/NCIC criminal history record information is restricted to law enforcement or criminal justice personnel who use the data in the performance of their duties.
1. Personal use is strictly prohibited by IDACS/NCIC Rules and Regulations.
 2. Only employees with authorized direct access to IDACS/NCIC criminal history inquiries may obtain criminal history record information. Those without direct access may obtain needed information from a district detective or the Headquarters Control Operator.



3. A written audit trail must be maintained on all criminal history record information inquiries obtained via IDACS for one year. This is the responsibility of the inquiring person.
- F. Upon receiving a request from another agency to verify a “hit” on an item or person placed in the system by IMPD, an employee at the Auto Desk Unit, Missing Persons Unit, Firearms Unit, Juvenile Branch, Identifications Unit, or Property Recovery Unit will furnish a substantive response within the required time period.
1. The response may be a positive or negative confirmation or notice to the amount of time necessary to complete the request.
 2. After business hours, the hit response will be the responsibility of the Headquarters Control Operator except for vehicle hit requests which will always be the responsibility of the Auto Desk Unit.
 3. Record Validation is an on-line process and includes all the files except for the article file. Record validations will be conducted monthly following IDACS/NCIC policy.



Indianapolis Metropolitan Police Department

Departmental Property – Issuance, Control and Loss

General Order 9.12

POLICY

Certain items issued by the department are considered sensitive items due to cost, possible misuse by other persons, or danger posed. All members of the Indianapolis Metropolitan Police Department are responsible for ensuring issued departmental property is safeguarded at all times. If departmental property is lost or stolen, it must be promptly reported using the following procedures. A member shall not permit any unauthorized person to borrow or use any department issued equipment. Members are subject to disciplinary action for losses caused by negligence or violations of departmental directives.

PROCEDURE

- I. Lost/Stolen Department Property
 - A. The following items are covered by this directive: vehicles, weapons, handcuffs, badges, hat shields, identification cards and supervisory credentials, radio equipment, pagers, OC spray, batons, and gas and credit cards.
 - B. All personnel reporting lost or stolen departmental property must prepare an incident report entitled "Lost/Stolen Property." In addition, a Lost or Stolen City Property Report must be completed.
 - C. Copies of the incident report and completed Lost or Stolen City Property form containing all facts and circumstances surrounding the incident must be forwarded through the chain-of-command to the division commander. The reports will then be distributed as listed on the Lost or Stolen City Property form, with an additional copy going to each appropriate office, e.g., Firearms Training Unit.
 - D. The following procedures must be followed, depending upon the particular items missing:
 1. Keys - Specific key numbers which have been lost or stolen must be listed on the incident report. Key numbers can be obtained from the Human Resources office.
 - a. Upon separation from the department by any employee, all keys will be turned in during the separation process.
 - b. Upon the transfer or reassignment of any employee, the branch commander is responsible for ensuring all keys specific to the current assignment are returned by the employee and forwarded to the key control person.
 - c. All key transactions (issue, return, loss, etc.) will be properly recorded by the person responsible for key control.
 2. Radio Equipment - The officer must immediately notify the communications center by telephone or MDT of the loss or theft.
 3. Identification Cards - Requests for the issuance of a new ID card must be made as soon as possible.



- a. Identification cards will be issued as per current department policy.
 - b. Upon separation from the department, all identification cards will be turned in during the separation process. Retired officers may be issued a "Retired Officer" identification card.
- 4. Weapons or Handcuffs - The officer must notify the Firearms Training Unit on the first available work day.
- 5. Badges or Hat Shields - The officer must notify the Human Resources office on the first available work day. Loaner badges are available for use until the permanent badge can be replaced.
 - a. Badge numbers of officers killed in the line of duty will be permanently retired.
 - b. Additional badges, purchased at the officer's expense, are subject to the same control as departmental property.
 - c. Additional badge purchases must be approved in writing through the Human Resources office.
- E. The missing items will be replaced by submitting a copy of the Lost or Stolen City Property report to the appropriate issuing office.

II. Responsibility

- A. It is the responsibility of the member's supervisor to review the circumstances surrounding the loss or theft and to complete the lower part of the Lost or Stolen City Property form as soon as possible.
- B. The incident report and Lost or Stolen City Property form must then be forwarded to the officer's division commander for review and disposition.
- C. The division commander will thoroughly but quickly review the details and conduct an investigation, if necessary, to determine if negligence or violations of rules, regulations, or written directives occurred. Members are subject to normal disciplinary action, including reimbursement for the missing items.
- D. If the division commander determines that a more thorough investigation is necessary, the incident may be referred to the Internal Affairs Branch for further investigation.
- E. Members who have submitted two or more prior reports of lost or stolen city property may be referred to the Internal Affairs Branch for review and investigation.
- F. The Administration Division office is the central repository for all Lost/Stolen/Recovered City Property reports.

III. Recovered Property

- A. All members must prepare a supplement to the original incident report, using the guidelines in Section II above, whenever lost or stolen departmental property is recovered.



Indianapolis Metropolitan Police Department

Officers Assaulted

General Order 9.13

POLICY

It shall be the policy of the Indianapolis Metropolitan Police Department that whenever a police officer is attacked or injured while in the performance of his duties as a police officer (whether on- or off-duty), the appropriate documentation must be completed by the officer's immediate supervisor and forwarded through the chain-of-command to the Uniform Crime Reporting Unit within seventy-two (72) hours. If the officer's immediate supervisor is not available, a district supervisor will be dispatched to handle the reports.

DEFINITIONS

Attempted: Per IC 35-41-5-1, a person attempts to commit a crime when, acting with the culpability required for the commission of the crime, he engages in conduct that constitutes a substantial step towards the commission of the crime. An attempt to commit a crime is a felony or misdemeanor of the same class as the crime attempted. *However, attempt to commit murder is a Class 'A' felony.*

Battery: Per IC 35-42-2-1, battery is defined as a person who knowingly or intentionally touches another person in a rude, insolent, or angry manner commits battery. Examples of battery include the following:

- Simple battery - Class 'B' misdemeanor
- Battery against a law enforcement officer - Class 'A' misdemeanor
- Battery with injury against a law enforcement officer - Class 'D' felony
- Battery with serious bodily injury or deadly weapon - Class 'C' felony
- Aggravated battery - Class 'B' felony
- Battery by bodily waste - Class 'D' felony or Class 'C' felony

NOTE: The above listed categories are for general reference only. Officers should refer to the current Indiana Criminal Code book for specific charging information and detailed definitions for all battery offenses.

PROCEDURE

I. Officer Assaulted - *Generally*

- A. Whenever an attempt has been made to assault an officer, whether successful or not, the appropriate supervisor will complete an 'Officer Assaulted' form.
 1. A separate form must be completed for each officer assaulted.
- B. If the officer is injured as the result of the assault, the appropriate supervisor will complete a 'Report of Injury to Officer' form.
- C. All relevant paperwork regarding the incident must be signed by the reporting supervisor and forwarded through the chain-of-command to the officer's district commander.



1. The district commander will review the forms for completeness and forward them to the Uniform Crime Reporting Unit.
 - a. The UCR specialist will act as the central repository for all assaulted officers documentation.
2. Incomplete reports will be sent back to the reporting supervisor for correction.



Indianapolis Metropolitan Police Department

Fixed Asset Inventory Control

General Order 9.14

POLICY

It is the policy of the Indianapolis Metropolitan Police Department that all acquisitions of controlled and capital fixed assets, as well as all professional services, will be authorized by the Chief of Police or the Deputy Chief of the Administration Division. Branch commanders are responsible for monitoring all controlled and/or capital fixed assets assigned to their branch. No property will be transferred, disposed of, or loaned to any other person without first notifying the IMPD Fixed Asset Supervisor. Accountable officers will be designated from each unit/section by their division or branch commander and will be responsible for all controlled or capital fixed assets at their respective facilities. [<17.5.1>](#)

DEFINITIONS

Fixed Asset – Any tangible, non-perishable item, such as office equipment, designated for long-term, non-diminishing use and depreciated over several years.

- Controlled fixed assets have a value of \$1,000 to \$5,000.
- Capital fixed assets have a value over \$5,000.
- Firearms, non-lethal weapons, computers and peripheral equipment, electronic audio-visual recording equipment, and any other equipment deemed necessary by the Deputy Chief of the Administration Division will be inventoried, even if the value is less than \$1,000.00.
- Furniture with a value less than \$1,000 will not be inventoried.
- Example: A computer system and printer would be considered controlled fixed assets, but the replacement toner cartridges for the printer would be considered disposable assets and not subject to inventory control.

PROCEDURE

I. Acquisition of Controlled and Capital Fixed Assets

- A. The unit requesting the purchase of an asset or professional service will complete a **Purchase Request** and submit it through the chain-of-command to the division commander. This request will contain a specific information pertaining to the item being requested, which will be listed in the description area of the form.
- B. Upon approval of the division commander, the purchase request will be forwarded to the Deputy Chief of the Administration Division.
- C. Upon approval and verification of available funds, the purchase request will be forwarded to City Purchasing.



II. Request for Professional Services

- A. Requests for professional services, must be submitted through the chain-of-command to the division commander at least eight (8) weeks prior to the service date(s) and will include:
 - 1. Specific/detailed description of service(s) requested (i.e., training, consultant services, etc.);
 - 2. Justification for requested service(s);
 - 3. Suggested provider;
 - 4. Estimated costs; and
 - 5. Anticipated date(s) requested service is needed.
- B. Upon approval by the division commander, the request will be forwarded to the Deputy Chief of the Administration Division.
- C. The request will be processed by the Finance Unit and forwarded to City Purchasing or other appropriate city agency.

III. Receiving Fixed Assets

- A. Under no circumstances will a fixed asset or professional service be received without confirming a purchase order for the item/service has been issued.
- B. All controlled and capital fixed assets delivered to the department will be received by the Fixed Asset Supervisor or the accountable officer. Fixed assets delivered to facilities located outside of headquarters will be the responsibility of the respective accountable officer, who will notify the Fixed Asset Supervisor of receipt of the assets.
- C. Notification of approved purchase requests will be forwarded to the Fixed Asset Supervisor and/or the respective accountable officer. No action should be taken until notified that a purchase order has been issued.
- D. The branch commander will be responsible for ensuring that the Fixed Asset Supervisor and/or respective accountable officer has been made aware of the date and time that a requested controlled or capital fixed asset is due to arrive to be added to inventory.
- E. The Fixed Asset Supervisor and/or accountable officer will acknowledge receipt of the fixed asset by signing the packing slip and forwarding it to the Finance Unit.
- F. The Fixed Asset Supervisor and/or respective accountable officer will be responsible for tagging all controlled and capital fixed assets and completing necessary paperwork to add the new asset to the department's inventory and to the Office of Finance and Management's fixed asset system.

IV. Theft or Loss of Controlled or Capital Fixed Assets

- A. All lost or stolen fixed assets will immediately be reported through the chain-of-command to the Fixed Asset Supervisor and/or respective accountable officer.
- B. An incident report titled "**Lost/Stolen City Property**" will be prepared in accordance with the IMPD general order titled **Departmental Property – Issuance, Control, & Loss**. The incident report should be made Attention: Deputy Chief of Administration, Human Resources Branch, and Internal Affairs.



V. Responsibility for Controlled and Capital Fixed Assets

- A. Any change in the status of a controlled or capital fixed asset(s) will be reported as soon as possible to the Fixed Asset Supervisor and/or accountable officer by the employee proposing or responsible for the change.
- B. Branch commanders will be responsible for monitoring the movement of all fixed assets assigned to their branch. The physical movement of a controlled or capital fixed asset to another facility or branch will be the responsibility of the accountable officer at that location.
- C. Accountable officers will be responsible for notifying the Fixed Asset Supervisor of any movement of controlled or capital fixed assets. The Fixed Asset Supervisor will be responsible for posting these changes/movements.
- D. If the asset is to remain in the department's inventory, the Fixed Asset Supervisor and/or respective accountable officer will be responsible for registering the change and obtaining a signed receipt from the employee accepting responsibility. Accountable officers will be responsible for completing the "City of Indianapolis-Marion County **Transfer or Disposal of Fixed Asset**" form relative to the movement of any controlled or capital fixed asset at their locations and forwarding the form to the Fixed Asset Supervisor.
- E. Controlled or capital fixed assets determined to be obsolete or surplus must first be returned to the Fixed Asset Supervisor. The accountable officer will complete Section I of the "**Transfer or Disposal of Fixed Asset**" form and send the form to the Fixed Asset Supervisor, who will then send the form to City purchasing with recommendation for disposal or transfer. City Purchasing will have final authority over the disposition of controlled and capital fixed assets.
- F. The Fixed Asset Supervisor will furnish, upon request, a printout of all controlled and capital fixed assets assigned to their branch commanders.
- G. Accountable officers will furnish, upon request, an accounting of all fixed assets to the Fixed Asset Supervisor. Movement of any controlled or capital fixed assets under the control of the accountable officer will be tracked and documented as to their location and under whose responsibility they are situated.
- H. Division commanders have the ultimate responsibility for all controlled and capital fixed assets assigned to their respective divisions.
- I. The Fixed Asset Supervisor is responsible for tracking all government surplus fixed assets.

VI. Identification of Property

- A. All controlled and capital fixed assets will be properly marked with an identification tag or other means of identification as approved by the Fixed Asset Supervisor.
- B. The removal of a property identification tag by any unauthorized person is strictly prohibited.
- C. The Fixed Asset Supervisor and/or accountable officer must be notified immediately if a tag or identification marking is removed for any reason.

**VII. Mailing or Transportation of Firearms to the Indianapolis Metropolitan Police Department**

- A. A firearm may be delivered to the Indianapolis Metropolitan Police Department under any of the following circumstances:
1. For official use or testing by an officer under the sanction (actual or implied) of the Indianapolis Metropolitan Police Department,
 2. As a result of the name of the Indianapolis Metropolitan Police Department being used or implied to convince or persuade any firearm manufacturer, distributor, dealer, or transporter to convey a firearm to a member of the department for official use, testing, or evaluation; or
 3. The firearm is owned by the Indianapolis Police Metropolitan Department and is recovered by another law enforcement agency.
- B. All firearms owned by the Indianapolis Metropolitan Police Department must be delivered to, and received by, the IMPD Firearms Training Unit.. This includes:
1. Lost or stolen firearms that were recovered by another agency; and
 2. Firearms on loan to any division, branch, section, unit, or member of the Indianapolis Metropolitan Police Department for testing and/or evaluation,
- C. The IMPD Firearms Training Unit will determine if a case report is on file pertaining to recovered lost/stolen firearms and make any notifications necessary to the assigned investigator, Firearms Records office, Property Recovery Unit, etc.
- D. Any officer who orders a firearm for testing/evaluation must have that firearm sent to:
- Indianapolis Metropolitan Police Department
Attn: IMPD Firearms Training Unit
5820 N. High School Road, Indianapolis, IN 46254
- E. Any firearm received for the purpose of testing and/or evaluation will be entered into a card file maintained by the IMPD Firearms Training Unit and contain the following information:
1. Date received;
 2. Company sending the firearm;
 3. Requesting unit and officer;
 4. Make of firearm;
 5. Model of firearm;
 6. Caliber of firearm;
 7. Serial number of firearm;
 8. Any accessories sent with the firearm; and
 9. Date the firearm is to be returned to the sending company. If a return date is not specified, the IMPD Firearms Training Unit must contact the receiving unit in 90 days to determine the status of the firearm.
- F. The IMPD Firearms Training Unit will package the firearm for return shipping to the sending company in time to be received by the due date.



Indianapolis Metropolitan Police Department

Stolen Property Recovery; Used Goods Businesses

General Order 9.15

POLICY

It is the policy of the Indianapolis Metropolitan Police Department that no officer, while on-duty, will involve himself in any personal business transaction with any pawn shop, second-hand store, or any other business which may be construed as being a conflict of interest.

All officers, when transacting such personal business, must conform to all state laws, city ordinances, and rules and regulations governing such business. (i.e. completing a pawn card with fingerprint at the time of transaction)

DEFINITIONS

"HOLD" - For the purpose of this directive, means a request by an officer to a used goods business to keep a particular article intact in such place of business for twenty (20) days or until the article is released by the Property Recovery Unit (PRU), whichever comes first.

Pawn Cards - For the purpose of this directive, means "Card Record for Police", as stipulated in City Ordinance Section 951-107 and Section 951-204.

Used Goods Business - For the purpose of this directive, means any pawn shop, second-hand store, or business dealing in used goods.

PROCEDURE

I. Property Recovery Unit – *Generally*

A. Notification must be made to the PRU whenever:

1. Lost or stolen property is recovered from a used goods business;
2. An officer requests a "HOLD" on an article in a pawn shop or second-hand store; or
3. A pawn card is recovered and placed in the Property Room as evidence.

II. Discovery of Stolen Property in Used Goods Business

A. If a detective or uniform officer discovers stolen property in a used goods business, he must contact the PRU to request assistance in confiscating the property. If a PRU officer is not available, the detective or uniform officer must either:

1. Verbally instruct the business to place a "HOLD" on the property and the officer must notify the PRU of the verbal "HOLD" within twenty-four (24) hours of the incident if a hold is desired;
 - a. Upon notification of a verbal "HOLD", the PRU will issue a written notice as stipulated in City Ordinance Section 951-108



2. Confiscate the property and transport it to the IMPD Property Room; and
 - a. A receipt must be issued to the business owner for the property taken.
 3. Complete an Incident Report, or addition if the case number is known, attention to the PRU, Firearms Training Unit, or other appropriate units, and include pertinent information for believing the property is stolen.
- B. A PRU officer confiscating stolen property from a used goods business, in addition to the procedures in Section II, sub-section 'A' must also:
1. Complete a 'Notice of Adverse Claim/Property Receipt' form (in quadruplicate) checking the "HOLD OVER" box;
 2. Leave Recipient Copy #1 with the representative of the business; and
 3. Retain the other three (3) copies and enter the transaction into the Pawn Log, in serial number order.
- C. Confiscated property will not be released back to the used goods business from which it was recovered, or the owner, unless further investigation reveals that the property has not been stolen.

NOTE: It is the assigned investigators responsibility to release the property and notify the PRU.

1. If property is to be released from a hold, the PRU may release the articles, only with permission from the assigned detective, as long as the action does not conflict with a known on-going investigation.

III. Investigations Involving Used Goods Businesses

- A. The PRU must be advised when an investigation is being conducted regarding used goods businesses, unless notification would be adverse to such investigation.
- B. When the investigation is complete, the officer assigned to the case must notify the PRU of any actions taken against the used goods business, property confiscated, and any arrests made.

IV. Pawn Cards

- A. Any officer coming into possession of a pawn card from any used goods business must immediately deliver it to the PRU for processing.
- B. No officer may use or disclose any information provided on pawn cards except in the course of official police investigations.
- C. Pawn cards will be signed out of the PRU office only for fingerprint and signature comparisons, or for court presentations.
 1. They must be returned immediately after such comparison or court presentation, except when confiscated by the court.
 2. The officer who signs the 'Sign-Out Card' is responsible for the pawn card until the card is returned to the PRU.



3. The card must be handled as evidence.
4. Access to information on the pawn card is on a need to know basis. If a copy of the card is needed, a pawn card search request must be made to the PRU.

V. Stolen Articles Entered into NCIC and IDACS

- A. The PRU is responsible for entering and deleting all stolen articles in the IDACS/NCIC system.
 1. Stolen articles must be documented before they can be entered or deleted from NCIC or IDACS by the PRU.
- B. For all serialized or unserialized articles to be entered into IDACS/NCIC, a 'Stolen Article Report' must be completed by the person requesting the entry and forwarded to the PRU as soon as possible.
- C. An additional Incident Report must be made and forwarded to the PRU with a 'Stolen Article Report' when additional or corrected information regarding stolen articles is received.
- D. An Incident Report for recovered or unfounded stolen property must be made, and a copy attached to the original 'Stolen Article Report' for articles to be deleted.



Indianapolis Metropolitan Police Department

Requesting Interpreter Services for the Hearing Impaired

General Order 9.16

POLICY

Upon receiving any request by a hearing impaired subject who knows and uses sign language, the Indianapolis Metropolitan Police Department must provide equal access to all departmental programs and services at no cost to the individual.

Only a certified interpreter will be used whenever taking a formal written statement from the subject or when the subject is answering any line of questioning in which the answers could be used in a court or legal proceeding.

The requesting officer must make record, within the incident report, of transportation provided for the on-call interpreter including the transportation times and locations.

DEFINITIONS

Hearing Impaired Person - any person who has difficulty communicating and comprehending oral communications due to a hearing loss.

Certified Interpreter - for the purposes of this general order, any person holding a certification from the Registry of Interpreters for the Deaf (RID).

PROCEDURE

I. Custody Arrests

- A. Officers must notify the communications center that a custody arrest has been made of a hearing impaired subject and request an on-duty police officer who has had training in basic sign language to inform the arrested subject of his status.
 1. The interpreting officer can perform this function at the scene of the arrest, Central Receiving, Wishard Hospital, or any other location deemed appropriate by the investigating officer.
 2. If an on-duty police officer trained in basic sign language cannot be located, the Deaf Relations Officer or the appropriate contractual service, will be notified.
 3. If the subject is to be interrogated, a certified interpreter must be requested.
 4. No interrogation by any police officer can be initiated without the assistance of a certified interpreter and only after the understanding of the rights statement has been established.
- B. A hearing impaired or deaf person cannot waive their rights without a certified interpreter present.
- C. It will be the responsibility of the interpreter to determine the proficiency level of the subject and will interpret at that level.



- D. If necessary, a second interpreter can be called for if there is incompatibility between the subject and the interpreter.
- E. A hearing impaired or deaf person cannot waive his use of an interpreter unless it is through an interpreter.

II. Victim or General Assistance to Deaf Persons

- A. Officers must first attempt to contact, through the communications center, on-duty police officers who have had training in basic sign language.
- B. If the officer trained in basic sign language feels that assistance is needed from a certified interpreter, the communications center must be contacted and the on-call contract interpreter will be notified.
- C. If an officer capable of basic sign language is not available, a supervisor must be notified to make the determination whether an on-call interpreter should be requested.



Indianapolis Metropolitan Police Department

GENERAL ORDER

9.17

LANGUAGE ACCESS SERVICES PROGRAM

PURPOSE

The Indianapolis Department of Public Safety is unwavering in its commitment to provide its citizens with access to a wide variety of services, regardless of their proficiency in the English language. A Language Access Services program has been adopted to ensure citizens have full access to language services, programs and information.

The Indianapolis Metropolitan Police Department recognizes the importance of effective and accurate communication between its personnel and the community they serve. Limited English Proficiency (LEP) language barriers can impede effective and accurate communication in a variety of ways. They can inhibit or prevent individuals from being able to access and/or understand important rights, obligations and services, or from communicating with law enforcement officers accurately and effectively in difficult situations. Hampered communication with LEP victims, witnesses, alleged perpetrators and community members can present officers with safety, evidentiary and ethical challenges. Ensuring maximum communication between law enforcement and citizens of the community serves the interests of both.

The purpose of this general order is to establish effective guidelines for department personnel to follow when interacting with, or providing services to individuals with limited English skills, consistent with Title VI of the Civil Rights Act of 1964 and the Omnibus Crime Control and Safe Streets Act of 1968.

POLICY

It is the policy of the Indianapolis Metropolitan Police Department to provide LEP persons with timely and meaningful access to all services and benefits the department offers, as well as to department-sponsored programs and activities. Personnel should provide language assistance services to any LEP person they encounter, either voluntarily or upon request. IMPD personnel will inform LEP individuals that language assistance services are available and that department or contract personnel will provide these services free of charge.

DEFINITIONS

Bilingual – The ability to speak two languages fluently and communicate directly and accurately in both English and another language.

Direct Communication – Monolingual communication in a language other than English between a qualified bilingual department employee or representative and an LEP individual (e.g., Spanish to Spanish).

IMPDAI List – A pre-approved listing of department personnel who are bilingual and authorized to act as interpreters. The Language Access Services office will create and maintain this list and provide it to designated contact locations, including the Department of Public Safety Communications center.

Indianapolis Metropolitan Police Department Authorized Interpreter (IMPDAI) – A bilingual department employee who has been tested and authorized to interpret for others in certain situations. All policy related to the certification and standards for interpreters is outlined in department-approved directives.



Interpretation – The act of listening to a communication in one language and orally converting it to another language while retaining the same meaning. Interpreting is a sophisticated skill, requiring practice and training; it should not be confused with simple bilingualism. Even the most proficient bilingual individuals may require additional training and instruction prior to serving as department-approved interpreters. Qualified interpreters are generally required to have undergone rigorous and specialized training.

Limited English Proficiency (LEP) – A term describing individuals whose primary language is not English. This may indicate they have a limited ability to read, write, speak or understand the English language. LEP individuals may be competent in certain types of communication (i.e., speaking or understanding English), but may be limited in other skills (i.e., reading or writing English). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting, but not have the necessary English skills to function effectively in other situations.

Primary Language – The language in which an individual is most effectively able to communicate.

Translation – The replacement of written text from one language into an equivalent written text in another language. Translation requires special knowledge and skills.

PROCEDURE

I. Accessing Interpretation Services

- A. Responding IMPD Personnel Responsibilities – IMPD personnel in need of interpretation services will attempt to identify the LEP individual's primary language through the use of the Language Identification Flashcard. Once the language is identified, or if assistance is still needed, the officer will request an IMPDAI, or other language resource, if required, through Communications.
- B. Exigent Circumstances – IMPD personnel are expected to follow the procedures outlined in this general order; however, exigent circumstances may require some deviation. In such situations, personnel will use the most reliable, temporary interpreter available. This may be a bilingual department employee, or other person if absolutely necessary. However, once an exigency has passed, all personnel will revert back to following the procedures outlined in this policy.
- C. Family, Friends and Bystanders – In non-exigent circumstances, department personnel will not use family, friends or bystanders for interpreting, except in informal, non-confrontational situations, and then only to obtain basic information at the request of the LEP individual. Barring exigent circumstances, personnel should not use minor children to provide interpreter services.
- D. Police Radio Responsibilities – Upon an IMPD officer's request for interpretive assistance, Communications will consult the IMPDAI list to determine if an interpreter is available to respond. If no IMPDAI is available, Communications will utilize the approved telephonic interpretation service.
- E. Conflict of Interest/Bias of Interpreter – If an IMPD member believes there is any bias or conflict of interest with the assigned interpreter, or feels there is any other reason the interpreter should be recused, the member shall consult with the highest-ranking supervisor on location. That supervisor will decide if another interpreter is warranted.

NOTE

Under no circumstances will an interpreter independently question an LEP individual. The interpreter's role is to serve as a neutral third party, taking care not to insert his or her perspective into the communication between the parties.



II. Interrogation, Interviews and Complaints

- A. Criminal Interrogations and Crime Witness Interviews – These scenarios will likely involve statements with evidentiary value, potentially exposing a witness to the possibility of impeachment in court. As such, accuracy is absolutely essential. Failure to protect the rights of LEP individuals during arrests and interrogations presents risks to the integrity of the process. Miscommunication during an interrogation or crime witness interview may have a substantial impact on the evidence presented in a criminal prosecution.
- B. Formal Statements – A qualified interpreter shall be used for any interrogation, or when taking a formal statement where the suspect's or witness' legal rights could be adversely impacted. **An IMPD officer conducting an interrogation and acting as an interpreter plays a dual role and represents a conflict of interest. Therefore, only IMPDAIs who are not connected to the investigation may be used as interpreters during interrogations.** When an IMPDAI is not available or not appropriate, personnel should contact Communications for other LEP resources.

NOTE

Miranda warnings, as well as all other vital written materials, will be available to the suspect or witness in his or her primary language. In the case of a language in which forms have not been translated, or in the case of illiteracy, *Miranda* Warnings will be verbally read to the suspect or witness in his or her primary language using an IMPDAI. If no IMPDAI is available, the approved telephonic service may be requested through Communications.

- C. Complaint Procedures for LEP Persons – Any LEP individual who wishes to file a complaint with IMPD regarding language access services, or against an employee in the discharge of department duties, shall be provided assistance in their primary language by an IMPDAI. If no IMPDAI is available, assistance shall be provided by alternative LEP services through Communications.
- D. Complaint Board Dispositions – The Citizens Police Complaint Board will provide written notice of the disposition of any LEP complaint in the complainant's primary language.

III. Notifying the Public About Language Services

- A. Signage – At each IMPD building entry point or lobby, signage shall be posted in the most commonly spoken languages stating that interpreters are available free of charge to LEP individuals. The IMPD shall also maintain translated written forms and documents for LEP individuals and post a notice of the availability of each translated form at every entry point or lobby. In the case of illiteracy, or languages in which written materials have not been translated, such forms and documents will be read to LEP individuals in their primary language through an available IMPDAI or other LEP service.
- B. Commanding Officer Responsibilities – The commanding officer shall ensure that the signage is posted and visible to the general public. In addition, a LEP resource and contact record binder will be available at each IMPD customer contact location. All contacts with LEP citizens shall be recorded in the log for future assessment needs.



IV. Monitoring, Reviewing, and Updating Language Assistance Efforts

- A. To ensure the effectiveness of IMPD's Language Access Services program, the department will monitor, evaluate, and update this general order, as well as any other relevant policies and procedures. The department's Language Access Services coordinator will survey department personnel, service recipients, and community organizations to measure the adequacy of services being provided by the department.
- B. Records of contacts with LEP persons will be maintained to help determine when changes to the quantity or type of language assistance services should be made. The monitoring and review of current policies and the types of language assistance services provided shall occur on an annual basis. The review will consider new resources, such as increased funding, collaboration with other agencies, human resources support, emerging technology, and other means to ensure improved access to services for LEP individuals.
1. Language Access Services Coordinator – The IMPD Language Access Services office supervisor typically serves as the LAS coordinator. This person is responsible for implementation and coordination of all language services IMPD provides to LEP individuals. The department liaison is responsible for compliance with all department directives and policy regarding the Language Access Services program.
 2. Community Review – The Language Access Services office supervisor shall assess demographic data, review contracted language assessment services, utilize data and consult with community-based organizations annually to determine whether there are additional languages meeting the standards for inclusion in the LAS program.
 3. Translated Documents – The Language Access Services supervisor will be responsible for annually reviewing all department-issued documents to assess whether they should be translated, and if so, into which languages these vital documents should be available.
 4. Collection of LEP Contact Data – The Language Access Services supervisor will be responsible for maintaining a record of LEP contacts. This data may be collected through Interact RMS, customer contact logs, reports from the IMPDAIs, and/or billing statements submitted by the contracted telephonic service.
 5. Tracking and Analysis of LEP Data – The Language Access Services supervisor or designee shall be responsible for assessing demographic data, reviewing contracted language access services utilization data, and consulting with community-based organizations to ensure IMPD is providing meaningful access services to LEP persons throughout all department-sponsored programs or activities.
 6. Record Keeping – The Language Access Services supervisor will be responsible for maintaining all records and files on community review, documents translated by the department, LEP contact data, and analyses performed of LEP data.
 7. Complaints – The Language Access Services supervisor shall monitor complaints and/or suggestions from LEP individuals, community groups, and department employees. Continual analysis of feedback helps the department continue to provide the highest quality level of service to the LEP population in Indianapolis.



Indianapolis Metropolitan Police Department

GENERAL ORDER

EAVESDROPPING / UNAUTHORIZED RECORDING

9.18

POLICY

It is the policy of the Indianapolis Metropolitan Police Department to encourage employees to establish and maintain positive working relationships with colleagues and other law enforcement officers and civilian employees based upon mutual cooperation and trust.

Accordingly, the unauthorized recording of communications or conversations shall be prohibited.

DEFINITIONS

Law Enforcement Officer – Any sworn police officer (local, state or federal), corrections officer, sheriff, constable, marshal, school resource officer, gaming control officer or agent, Alcohol and Tobacco Commission officer, alcoholic beverages enforcement officer, prosecuting attorney, special prosecuting attorney, the Indiana securities commissioner, the Indiana inspector general; or any officer, investigator, agent, or deputy thereof.

PROCEDURE

- A. Members of the Indianapolis Metropolitan Police Department shall not eavesdrop upon, or record by audio and/or video means, any conversation or communication of, with, or between, any other department member, supervisor, city employee, or law enforcement officer.
- B. Exceptions – This order does not apply to:
 - 1. Investigators or officers who are conducting official criminal or administrative investigations on behalf of the department and the recording is made for the purpose of furthering the investigation;
 - 2. Authorized department training exercises;
 - 3. Official department hearings, adjudicatory proceedings, or efficiency team meetings; or
 - 4. Authorized department mobile audio or video recordings created during the scope of official department business.



Indianapolis Metropolitan Police Department

GENERAL ORDER

9.19

PERSONAL USE OF SOCIAL MEDIA

POLICY

The personal use of social media may affect department members in their official capacity. This policy provides information of a precautionary nature, as well as prohibitions on the use of social media by department members. It is not the intent of the Indianapolis Metropolitan Police Department (IMPD) to address one particular form of social media, but rather social media in general, as advances in technology will continue to occur and new tools emerge.

The department understands and fully supports the protections provided to its members under the First Amendment to the United States Constitution. Therefore, IMPD has the implicit responsibility to guarantee those protections and not infringe upon any member's speech established and privileged by law, except as provided by court rulings and established exceptions that provide an allowance for government agencies to regulate their members' speech.

DEFINITIONS

Members – For the purpose of this general order, a person having an official and recognized capacity with the department (e.g., sworn police officers, reserve police officers, and civilians).

Social Media – A category of internet-based resources that integrates user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace), microblogging sites (Twitter, Nixle), photo-sharing and video-sharing sites (Flickr, YouTube, Instagram), professional networking sites (LinkedIn), wiki or web page(s) that can be edited collaboratively (Wikipedia), blog(s) or self published diary or commentary on a particular topic that may allow visitors to post responses, reactions or comments, and news sites (Digg, Reddit, IndyStar).

Social Networks – Online platforms where users can create profiles, share information, and socialize with others using a range of technologies, including personal webpages or websites.

Speech – Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

PROCEDURE

I. Applicability

- A. Members are free to express themselves on social media sites to the degree that their speech does not impair working relationships of this department for which loyalty and confidentiality are important, impede the performance of duties, impede or impair the efficient operations of the department, or negatively affect the public perception of the department.
- B. As public employees, members are cautioned that speech on-duty or off-duty may form the basis for discipline if deemed detrimental to the department. Members should assume their speech and related activity on social media sites will reflect upon the department.

II. Prohibited Conduct

- A. Unless authorized in writing by the Chief of Police or designee, members shall not post, transmit, or otherwise disseminate any information which is sensitive or confidential in nature to which they have access as a result of their employment.



- B. When using social media, members should be mindful their speech becomes part of the worldwide electronic domain. Therefore, adherence to the department's Rules and Regulations and general orders is required by members during personal use of social media. In particular, members are prohibited from the following:
1. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, religion, or protected class of individuals; and/or
 2. Speech involving themselves or other members reflecting behavior that would reasonably be considered reckless or irresponsible.
- C. Members may not represent IMPD, make any statements, speeches, appearances, endorsements, or publish materials that could reasonably be considered to represent the views or positions of the department without express authorization from the Chief of Police or designee when:
1. Endorsing or opposing any political campaign, political initiative, social issue, religion, product, service, or other commercial entity; and/or
 2. Appearing in any commercial, motion picture, film, video, public broadcast, publication, or on any website.
- D. Members may not use their position with the department to influence, interfere with, or affect the result of an election or a nomination for any office.
- E. Members are prohibited from directly or indirectly using their official authority to coerce, command, or advise another member to pay, lend, or contribute anything of value to a political party, committee, organization, agency, or person for political purposes.
- F. Members are prohibited from speech of any form that could reasonably be foreseen as creating a public safety issue for members on the department.
- G. Engaging in prohibited speech noted herein may provide grounds for undermining or impeaching a member's testimony in criminal proceedings.

III. Precautionary Considerations

- A. Members should be aware they may be subject to civil litigation for:
1. Publishing or posting false information that harms the reputation of another person, group, or organization (defamation);
 2. Publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
 3. Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or
 4. Publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.
- B. Members are cautioned that content of social network sites are subject to subpoena and can be used in criminal and/or civil courts for the purpose of impeachment.



C. For safety and security reasons, members should use caution when disclosing their employment with IMPD, or posting department-related information or information pertaining to any other members of the department. This caution is intended as guidance to protect officers and their families, prevent department rule violations, and prevent the potential negative consequences of an officer exposing their position. As such, members should use caution when:

1. Displaying department logos, uniforms, or similar identifying items on personal social media sites.
2. Posting personal photographs or providing similar means of personal recognition that may cause the person to be identified as a member of IMPD.

IV. Reporting Violations

- A. Members becoming aware of or having knowledge of a posting, website, or web page in violation of the provisions of this policy should notify their supervisor immediately for follow-up action.
- B. Members shall take reasonable and prompt action to remove any content that is in violation of this policy when posted by others from any social network site, web page, or website maintained by the members.

V. Privacy Expectations

- A. Members should be aware the privacy settings on social media sites are constantly in flux and should never assume personal information posted on such sites is protected.
- B. Members should expect any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.



Indianapolis Metropolitan Police Department

GENERAL ORDER

9.20

DEPARTMENT USE OF SOCIAL MEDIA

POLICY

Social media provides a valuable means of assisting the Indianapolis Metropolitan Police Department (IMPD) in meeting community outreach, problem-solving, investigative, crime prevention, and related objectives. This policy provides appropriate procedures and guidelines for official department use. It is not meant to address one particular form of social media; rather social media in general.

The department endorses the secure use of social media to: enhance communication, collaboration, and information exchange; streamline processes; and foster productivity. The procedures and guidelines addressed herein establish IMPD's position on the use and management of social media and provide guidance for its management, administration, and oversight.

DEFINITION

Member – A person having an official and recognized capacity IMPD

Page – The specific portion of a social media website where content is displayed and managed by an individual or individuals with administrator rights.

Social Media – A category of internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace, LinkedIn, etc.), microblogging sites (Twitter, Nixle, etc.), photo and video sharing sites (Flickr, YouTube, Instagram, etc.), wiki or web page(s) that can be edited collaboratively (Wikipedia), blog(s) or self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions or comments, and news sites (Digg, Reddit, IndyStar, etc.).

PROCEDURE

I. Content

- A. All department-sanctioned social media sites or pages shall:
 1. Include an introductory statement that clearly specifies the purpose and scope of the department's presence on the website;
 2. Provide a link to the department's official website; and
 3. Be designed for the target audience(s), such as youth or potential new employees.
- B. Social media content shall adhere to applicable federal and state laws, city/county ordinances, IMPD regulations, and general orders (including all IMPD information technology and records management policies).
- C. Content regarding programs, services, events, or initiatives should point users to the respective IMPD website for expanded content.
- D. Content is subject to public records laws. Relevant records retention schedules apply to social media content.



- E. Content must be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies.
- F. Social media pages should state the opinions expressed by visitors to the page(s) do not reflect the opinions of IMPD.
 - 1. Pages shall clearly indicate posted comments will be monitored and IMPD reserves the right to remove obscenities, off topic comments, and/or personal attacks.
 - 2. Pages shall clearly indicate any content posted or submitted for posting is subject to public disclosure.
- G. Social media pages shall clearly indicate they are maintained by the department and shall have department contact information prominently displayed.

NOTE

All information of an emergency nature shall be approved by a supervisor and the public information officer notified before it may be disseminated on an official social media site.

II. Department-Sanctioned Use

- A. All department social media sites or pages shall be approved by the Chief of Police or designee and shall only be administered by authorized department members.
- B. Members representing the department via social media outlets shall:
 - 1. Conduct themselves at all times as representatives of the department and, accordingly, shall adhere to all department directives and maintain proper decorum;
 - 2. Identify themselves as a member of the department;
 - 3. Not make statements about the guilt or innocence of any suspect or arrestee, comments concerning pending prosecutions, or otherwise disseminate personal or confidential information, including but not limited to, photographs or videos related to department training, activities, or work-related assignments without permission from the Chief of Police or designee;
 - 4. Not conduct political activities or private business;
 - 5. Monitor public comments and respond to those comments that may cause misinformation; and
 - 6. Provide current and up-to-date information.
- C. Members shall observe and abide by all copyright and trademark restrictions in posting materials to electronic media in accordance with General Order 9.5 – *Trademark Policy*.
- D. Members are prohibited from using any department computer or device to access social media sites for personal reasons, unless authorized by the Chief of Police or designee.
- E. Use of personally-owned devices to manage the department's social media activities or in the course of official duties is prohibited without permission from the Chief of Police or designee.

NOTE

This does not preclude a member from using a personal device to perform other department tasks (e.g., CAD paging, InterAct reporting, etc.).