

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

BELTRAMI COUNTY SHERIFF'S POLICY MANUAL INTRODUCTION

Beltrami County Sheriff's Office Mission is: "To protect the lives, rights, privileges and property of the citizens of Beltrami County."

The Beltrami County Sheriff's Office is located at 613 Minnesota Avenue NW, on the Beltrami County Campus, in Bemidji, Minnesota.

The Sheriff's Office employs Deputy Sheriffs, Corrections Officers, Court Security Bailiffs, Communications Officers and Records Staff. The Sheriff's Office is in Charge of the Beltrami County 911 Call center and is the headquarters for Emergency Management for the county.

The Sheriff's Office is a full-service law enforcement agency with the following divisions: **Patrol Investigations Task Force Operations Jail Communications Records Recreation Division including: Boat and Water Safety, ATV, OHV and snowmobile enforcement, and search and rescue SWAT Emergency Management including our volunteer organizations; Sheriff's Posse, Community Guard, First Responders, Paul Bunyan Amateur Radio, ELF (enable law enforcement- office volunteers), Civil Air Patrol and Sheriff's Citizen Advisory Group**

The duties of the sheriff are defined by state statute 387.03. Beltrami County Sheriff's Office is responsible for patrolling over 3000 square miles and protecting over 43,000 county residents. By some estimates, the summertime population of the county increases by more than double with tourists who are attracted to the area's resorts and water recreation opportunities.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

LAW ENFORCEMENT CODE OF ETHICS

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

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or abuse and never accepting gratuities.

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

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

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

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

MISSION STATEMENT

The Beltrami County Sheriff's Office is dedicated to providing professional and innovative enforcement, detention, and court security for the protection of life and property in Beltrami County, as mandated by State Statute.

Major Goals

- To keep and preserve the peace of the county.
- To provide a safe environment for inmates, staff, and the public during all phases of the judicial process.
- To provide positive activities to inmates to control their behavior while in custody.
- To apprehend and assist in the prosecution of criminals, recover property, and aggressively enforce laws.
- To service the citizens by preventing and suppressing crime and protecting lives; rights and property.
- To link citizens with the Sheriff's services through telecommunications and information technology.
- To maintain a diverse, fit work force and assure the community that the most qualified employees are recruited and developed to serve and protect their communities.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Table of Contents

BELTRAMI COUNTY SHERIFF'S POLICY MANUAL INTRODUCTION	1
Law Enforcement Code of Ethics	2
Mission Statement	3
Chapter 1 - Law Enforcement Role and Authority	9
100 - Law Enforcement Authority	10
102 - Chief Executive Officer	12
104 - Oath of Office	13
106 - Policy Manual	14
Chapter 2 - Organization and Administration	17
200 - Organizational Structure and Responsibility	18
201 - Departmental Directive and Special Orders	21
202 - Emergency Operations Plan	22
203 - Training	23
204 - Electronic Mail	26
205 - Administrative Communications	28
206 - Supervision Staffing Levels	29
207 - Liquor License Applications	30
208 - Permit to Carry a Pistol	31
209 - Retiree Concealed Firearms	35
210 - Handgun Purchase and Transfer Permit	38
Chapter 3 - General Operations	40
300 - Use of Force	41
301 - Identification of Beltrami County Sheriff's Office Members	50
302 - Control Devices	51
303 - Conducted Energy Device	57
304 - Officer-Involved Shootings and Deaths	62
305 - Field Training Program	74
306 - Firearms	77
307 - Special Weapons	87
308 - Vehicle Pursuits	89
309 - Deputy Response to Calls	102
310 - Operation of an Emergency Vehicle	106
311 - Canines	108
312 - Special Weapons and Tactics Team	118
313 - Domestic Abuse	128
314 - Harassment and Stalking	146
315 - Search and Seizure	149
316 - Temporary Custody of Juveniles	151
317 - Adult Abuse	160

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

318 - Discriminatory Harassment	165
319 - Child Abuse	170
320 - Missing Persons	178
321 - Project Lifesaver	188
322 - Public Alerts	189
323 - Victim and Witness Assistance	192
324 - Hate or Prejudice Crimes	195
325 - Response to Labor Disputes	198
326 - Information Technology Use	200
327 - Report Preparation	203
328 - Media Relations	208
329 - Court Appearance and Subpoenas	211
330 - Judicial Center Point of Entry Screening	214
331 - Part-Time Deputies	217
332 - Outside Agency Assistance	220
333 - Registered Predatory Offender	222
334 - Major Incident Notification	228
335 - Death Investigation	230
336 - Identity Theft	237
337 - Citizen's Arrests	239
338 - Sale/Providing Alcohol to Minors	241
339 - Limited English Proficiency Services	242
340 - Communications with Persons with Disabilities	251
341 - School Resource Officer (SRO)	260
342 - Pupil Arrest Reporting	261
343 - Biological Samples	262
344 - Chaplains	264
345 - Child and Dependent Adult Safety	270
346 - Service Animals	274
347 - Animal Control Procedures	277
348 - Volunteer Program	284
349 - Internship Program	291
350 - Native American Graves Protection and Repatriation	294
351 - Leech Lake Tribal Court Civil/Regulatory Violations	296
352 - Off-Duty Law Enforcement Actions	299
353 - Red Lake Reservation - Enforcement	301
354 - Boat and Water Safety Program	304
355 - All-Terrain Vehicle Safety Program	309
356 - Snowmobile Safety Education Program	311
357 - Office Use of Social Media	313
Chapter 4 - Patrol Operations	316
400 - Patrol Function	317
401 - Bias-Based Policing	319
402 - Crime and Disaster Scene Integrity	322
403 - Ride-Along Policy	324
404 - Hazardous Material Response	327

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

405 - Hostage and Barricade Incidents	329
406 - Response to Bomb Calls	334
407 - Civil Commitments	339
408 - Citation Releases	342
409 - Foreign Diplomatic and Consular Representatives	344
410 - Rapid Response and Deployment	348
411 - Immigration Violations	351
412 - Emergency Utility Service	354
413 - Patrol Rifles	355
414 - Aircraft Accidents	358
415 - Obtaining Air Support	362
416 - Contacts and Temporary Detentions	363
417 - Criminal Organizations	367
418 - Shift Sergeants	371
419 - Mobile Video Recorders	372
420 - Mobile Digital Computer Use	380
421 - Portable Audio/Video Recorders	383
422 - Foot Pursuits	390
423 - Criminal Conduct on School Buses	395
424 - Public Recording of Law Enforcement Activity	396
425 - Medical Aid and Response	399
426 - Suspicious Activity Reporting	404
427 - Crisis Intervention Incidents	406
428 - First Amendment Assemblies	411
429 - Civil Disturbance	417
430 - ORDER FOR DISPERSAL	420
431 - Mobile Field Force Extrication	422
432 - Civil Disputes	424
433 - Medical Cannabis	426
Chapter 5 - Traffic Operations: Traffic enforcement, towing, abandoned vehicles	429
500 - Traffic Function and Responsibility	430
501 - Traffic Enforcement Contacts	433
502 - Traffic Collisions	436
510 - Vehicle Towing	440
514 - Impaired Driving	445
516 - Traffic Citations	452
517 - RADAR	456
520 - Disabled Vehicles	457
524 - Abandoned Vehicle Violations	458
Chapter 6 - Investigation Operations	459
600 - Investigation and Prosecution	460
601 - Urine Drug Screening-field test	464
602 - Sexual Assault Investigations	465
603 - Property Procedures	466
604 - Asset Forfeiture	478

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

605 - Informants	485
606 - Restoration of Firearm Serial Numbers	490
607 - Eyewitness Identification	492
608 - Computers and Digital Evidence	500
609 - Brady Material Disclosure	504
610 - Scrap Metal Theft Investigation	507
611 - Warrant Service	509
612 - Operations Planning and Deconfliction	513
Chapter 7 - Equipment	519
700 - Office-Owned and Personal Property	520
701 - Sheriff's Office Badges/Identification	524
702 - Personal Communication Devices	526
703 - Body Armor	531
704 - Vehicle Use	532
705 - ARMORED VEHICLES	542
706 - Uniform	544
707 - SMALL UNMANNED AIRCRAFT SYSTEMS	555
708 - Cash Handling, Security and Management	558
709 - Personal Protective Equipment	560
Chapter 8 - Support Services: Communication, Records, Court Services	565
800 - the Communications Center	566
801 - Towing Agencies Standards	572
802 - Beltrami County IPAWS Alerting System	576
803 - CodeRED	581
804 - Records Center Procedures	584
805 - Records Maintenance and Release	585
806 - Protected Information	591
807 - Data Security Breach Policy	595
808 - Information Security Incident Response Policy	599
809 - Jeanne Clery Campus Security Act	602
810 - Court Services Metal Detection	607
811 - Court Security Inmate Movement	611
812 - Court Security Amnesty Bin/Prohibited Items	613
813 - Court Security Radio Use	614
814 - Court Security Incident Response	615
815 - Court Security Courtrooms	618
816 - Court Security Use of Restraints	621
817 - Court Security Transportation of Inmates	623
Chapter 9 - Custody	631
900 - Custodial Searches	632
901 - Transporting Prisoners	637
902 - Prison Rape Elimination	638
903 - Arrested Persons in Need of Medical Care or Treatment	648
905 - Arrests, Detention, and Bail	650

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

906 - Temporary Custody of Adults	655
Chapter 10 - Personnel	665
1000 - Recruitment and Selection	666
1001 - Evaluation of Employees	671
1002 - Special Assignments and Promotions	675
1003 - Grievance Procedure	679
1004 - Anti-Retaliation	681
1005 - Reporting of Employee Convictions and Court Orders	684
1006 - Drug- and Alcohol-Free Workplace	686
1007 - Sick Leave	690
1008 - Vacation and Compensatory time off policy	692
1009 - Communicable Diseases	694
1010 - Smoking and Tobacco Use	699
1011 - Personnel Complaints	700
1012 - Seat Belts	703
1013 - Personnel Records	705
1014 - Coaching Plans	710
1015 - Conduct	711
1016 - Commendations and Awards	724
1017 - Fitness for Duty	729
1018 - Meal Periods and Breaks	732
1019 - Lactation Break Policy	733
1020 - Payroll Records	735
1021 - Purchasing and Credit Card	736
1022 - Overtime Payment Requests	738
1023 - Off Duty and Contract Employment	740
1024 - Reporting Law Enforcement Activity Outside of Jurisdiction	743
1025 - Occupational Disease, Personal Injury and Death Reporting	744
1026 - Personal Appearance Standards	747
1027 - Temporary Modified-Duty Assignments	750
1028 - Peer Support Team	754
1029 - Performance History Audits	757
1030 - Employee Speech, Expression and Social Networking	758
1031 - POST Licensing	762
1032 - Political Activity, Gratuities and Donations	763
1033 - Employee Driver's License Validation	764
1034 - Workplace Accident and Injury Reduction	765
1035 - Line-of-Duty Deaths	771
Attachments	782
Model Sexual Assault Investigation Policy 03-03-21.pdf	783
MN POST Professional Conduct of Peace Officers Model Policy.pdf	784
Confidential Informants Model Policy .pdf	785
Model Sexual Assault Investigation Policy 02.16.21.pdf	786
Eyewitness Identification Procedures Model Policy.pdf	787
Model Sexual Assault Investigation Policy.pdf	788

Chapter 1 - Law Enforcement Role and Authority

Law Enforcement Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the Beltrami County Sheriff's Office to perform their functions based on established legal authority.

100.2 PEACE OFFICER POWERS

Licensed deputies of this office are peace officers pursuant to Minn. Stat. § 626.84 Subd. 1.

100.2.1 ARREST AUTHORITY WITHIN THE JURISDICTION OF THE BELTRAMI COUNTY SHERIFF'S OFFICE

Arrest authority of a full-time deputy or part-time deputy extends to any place within the jurisdiction of the officewhen (Minn. Stat. § 629.34, Subd. 1 and Minn. Stat. § 629.40):

- (a) Made pursuant to a warrant.
- (b) The person is being arrested for a felony.
- (c) The person is being arrested for a non-felony crime that was attempted or committed in the deputy's presence.
- (d) The person is being arrested for a non-felony crime that was not attempted or committed in the deputy's presence but an arrest is permitted by statute (e.g., domestic abuse, restraining order, and no contact order violations).
- (e) The person is a juvenile committed to the custody of the commissioner of corrections and committed a felony after he/she escaped from custody (Minn. Stat. § 609.485).
- (f) There is reasonable cause to believe that the person to be arrested has committed or attempted to commit theft from a merchant (Minn. Stat. § 629.366).

The arrest authority of a part-time peace officer is applicable only while on-duty (Minn. Stat. § 629.34, Subd. 1(b)).

100.2.2 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE BELTRAMI COUNTY SHERIFF'S OFFICE

Full- and part-time, on-duty deputies may make an arrest outside the jurisdiction of the Beltrami County Sheriff's Office (Minn. Stat. § 629.40):

- (a) Anytime the deputy may by law make an arrest for a criminal offense committed within the jurisdiction of the Beltrami County Sheriff's Office, and the person to be arrested escapes from custody or flees out of the deputy's jurisdiction.
- (b) Whenever the deputy is authorized by a court order.
- (c) Under the same conditions as if the deputy was in the jurisdiction of the office, whenever the deputy is acting in the course and scope of employment.

A full-time deputy's warrantless arrest authority when off-duty and outside the jurisdiction of the office is limited to circumstances that would permit the deputy to use deadly force under Minn. Stat. § 609.066 (see the Use of Force Policy) (Minn. Stat. § 629.40, Subd. 4). Under any other

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Law Enforcement Authority

circumstances, the full-time off-duty deputy is limited to the same power as are members of the general public.

A deputy making an arrest should, as soon as practicable after making the arrest, notify the agency having jurisdiction where the arrest was made.

100.2.3 GRANTING AUTHORITY TO OTHERS

A deputy may summon the aid of private persons when making an arrest pursuant to a warrant (Minn. Stat. § 629.30).

100.3 INTERSTATE PEACE OFFICER POWERS

Peace officer powers may be extended within other states:

- (a) As applicable under interstate compacts and memorandums of understanding in compliance with the laws of each state.
- (b) When a deputy enters Iowa or Wisconsin in fresh pursuit of a felony subject (Iowa Code § 806.1; Wis. Stat. § 976.04).
- (c) When a deputy enters North Dakota or South Dakota in pursuit of a subject who committed any offense (N.D.C.C. § 29-06-05; SDCL 23A-3-9; SDCL 23A-3-10).

Whenever a deputy makes an arrest in another state, the deputy shall take the offender to a magistrate or judge in the county where the arrest occurred as soon as practicable (Iowa Code § 806.2; N.D.C.C. § 29-06-06; SDCL 23A-3-12; Wis. Stat. § 976.04).

100.4 POLICY

It is the policy of the Beltrami County Sheriff's Office to limit its members to only exercise the authority granted to them by law.

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

100.5 CONSTITUTIONAL REQUIREMENTS

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

Chief Executive Officer

102.1 PURPOSE AND SCOPE

The Minnesota Legislature acting through the Minnesota Board of Peace Officer Standards and Training (POST Board) has mandated that all peace officers employed within the State of Minnesota shall hold a POST Board license (Minn. Stat. § 626.846).

102.1.1 CHIEF LAW ENFORCEMENT OFFICER REQUIREMENTS

Any chief law enforcement officer of this office, as defined in Minn. R. 6700.0100, shall as a condition of employment hold a license as a peace officer with the POST Board (Minn. R. 6700.0800; Minn. R. 6700.0501). The peace officer license shall be renewed every three years as required by Minn. R. 6700.1000.

102.1.2 SHERIFF REQUIREMENTS

Any person who files as a candidate for sheriff must be licensed as a peace officer in this state. Any person who is appointed to the office of sheriff must be licensed as a peace officer in this state before entering upon the duties of the office (Minn. Stat. § 387.01).

Prior to performing duties, a sheriff shall give bond to the state as prescribed by Minnesota law.

Oath of Office

104.1 POLICY

It is the policy of the Beltrami County Sheriff's Office that, when appropriate, office members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Office and the dedication of its members to their duties (Minn. Stat. § 358.05).

104.1.1 OATH OF OFFICE

Upon employment, all employees shall be required to affirm, sign and date the oath of office expressing commitment and intent to respect constitutional rights in discharging the duties of the position, regardless of whether law mandates such an oath. The oath shall be as follows:

I _____ do solemnly swear: To support and uphold the constitution of the United States, the constitution and laws of the State of Minnesota; To serve the citizens of Beltrami County, the State of Minnesota and the United States of America honestly and faithfully; To be loyal to my supervisors and fellow deputies and obey and enforce the law without fear, favor or discrimination to class, color, race or creed and have the courage to hold myself and others accountable for our actions; To conduct myself at all times in accordance with the highest moral standards and never commit any act that will reflect discredit on the Beltrami County Sheriff's Office or any member thereof, and To help those in danger or distress and, if necessity arise, lay down my life rather than swerve from the path of duty; And, at all times fulfill my oath as Beltrami County Deputy Sheriff. All this I solemnly swear to the best of my knowledge and ability, so help me, God. _____ Deputy Sheriff's Signature

104.1.2 MAINTENANCE OF RECORDS

Oaths mandated by law shall be filed as required by law (Minn. Stat. § 358.11, Minn. Stat. § 387.01 and Minn. Stat. § 387.14). Other oaths shall be maintained consistent with other personnel employment records.

104.2 MAINTENANCE OF RECORDS

Oaths mandated by law shall be filed as required by law (Minn. Stat. § 387.01; Minn. Stat. § 387.14). Other oaths shall be maintained consistent with other personnel employment records.

Policy Manual

106.1 PURPOSE AND SCOPE

The manual of the Beltrami County Sheriff's Office is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this office. All members are to conform to the provisions of this manual.

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

106.2 POLICY

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

106.2.1 DISCLAIMER

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

106.3 AUTHORITY

The Sheriff shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Sheriff or the authorized designee is authorized to issue Departmental Directives, which shall modify those provisions of the manual to which they pertain. Departmental Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

106.4 DEFINITIONS

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

Adult - Any person 18 years of age or older.

CFR- Code of Federal Regulations.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Policy Manual

Child- Any person under the age of 18 years.

County - The County of Beltrami.

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

Office/BCSO - The Beltrami County Sheriff's Office.

DPS- The Minnesota Department of Public Safety.

DVS- The Minnesota Department of Driver and Vehicle Services.

Employee/personnel - Any person employed by the Office.

Manual - The Beltrami County Sheriff's Office Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the Beltrami County Sheriff's Office including:

- Full- and part-time employees
- Licensed peace officers
- Reserve, auxiliary deputies
- Non-licensed employees
- Volunteers.

Deputy - Those employees, regardless of rank, who are licensed peace officer employees of the Beltrami County Sheriff's Office.

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

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

Peace officer- An employee of the Office who is required to be certified by POST pursuant to Minn. Stat. § 626.84, Subd. 1 or otherwise holds a peace officer license. The term includes licensed full-time and part-time officers who perform the duties of a peace officer.

POST- The Minnesota Board of Peace Officer Standards and Training.

Rank - The title of the classification held by a deputy.

Shall or will - Indicates a mandatory action.

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

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

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Policy Manual

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

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

USC- United States Code.

106.5 ISSUING THE POLICY MANUAL

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

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

106.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Sheriff will ensure that the Policy Manual is periodically reviewed and updated as necessary.

106.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

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

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

Chapter 2 - Organization and Administration

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

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

200.2 DIVISIONS

The Sheriff is responsible for administering and managing the Beltrami County Sheriff's Office. There are six divisions in the Sheriff's Office as follows:

- Administration Division
- Field Operations Division
- Investigation Division

200.2.1 ADMINISTRATION DIVISION

The Administration Division is commanded by a Chief Deputy, whose primary responsibility is to provide general management, direction and control for the Administration Division, including management of the office budget. The Administration Division consists of Technical Services and Administrative Services.

Annually, the Administration Division Chief Deputy shall develop and submit to the Sheriff a budget and an inventory of capital property, equipment and assets. Property, equipment and assets with a beginning value of more than \$5,000 and other items specifically identified for inclusion regardless of value, are capital property, equipment and assets.

200.2.2 FIELD OPERATIONS DIVISION

The Field Operations Division is commanded by the Chief Deputy and Captain whose primary responsibility is to provide general management, direction and control for the Field Operations Division. The Field Operations Division consists of Uniformed Patrol and Special Operations, including but not limited to traffic enforcement, boat and water operations, ATV/snowmobile operations, parks and recreation.

200.2.3 INVESTIGATION DIVISION

The Investigation Division is commanded by a Chief Deputy whose primary responsibility is to provide general management, direction and control for the Investigation Division. The Investigation Division consists of the Investigation Division, Crime Analysis Unit, Property Bureau and Forensic Services.

200.2.4 COMMUNICATIONS DIVISION

The communications division is commanded by the Chief Deputy whose primary responsibility is to provide general management, direction and control for communications division.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Organizational Structure and Responsibility

200.2.5 CORRECTIONS DIVISION

The corrections division is commanded by the Chief Deputy whose primary responsibility is to provide general management, direction and control of the corrections division.

200.2.6 COURT SECURITY DIVISION

The court security division is commanded by the Chief Deputy whose primary responsibility is to provide general management, direction and control of the court security division.

200.3 COMMAND POLICY

Members of the Sheriff's Office are required to follow all lawful directives of a supervisor. The directive can be an order, assignment, or verbal direction. The supervisor may or may not be the member's immediate supervisor; however, if the supervisor is of a higher rank than the employee, the directive must be followed. Supervisors should refrain from issuing directives to members outside of their chain of command except in cases of incident command, project/program management, or exigent circumstances.

The chain of command is not intended to prevent access by any member to the Sheriff. However, following the chain of command is required if the topic is related to sheriff's office policies, rules in dispute, contract disputes, or disciplinary action. If the members has a personal problem at home or otherwise that the employee wishes to discuss with the Sheriff or a particular supervisor, the chain of command will not apply. This exception to the chain of command is at the discretion of the individual officer.

200.3.1 SUCCESSION OF COMMAND

The Sheriff exercises command over all personnel in the Office. During planned absences the Chief Deputy shall act with the authority of the Sheriff.

Except when designated as above, the order of command authority in the absence or unavailability of the Sheriff is as follows:

- (a) Chief Deputy
- (b) Captain or Division Supervisor
- (c) Shift Sergeant

200.3.2 UNITY OF COMMAND

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

200.3.3 ORDERS

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

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Organizational Structure and Responsibility

200.3.4 UNLAWFUL AND CONFLICTING ORDERS

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

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

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason therefore.

200.4 RULE ON DEVIATION FROM POLICY/ORDERS/DIRECTIVES

No policy manual or rule could anticipate all of the infinite fact situations an employee could face in the course of organizational and human affairs. Therefore if an employee honestly and reasonably believes that to follow a policy or rule in this manual would cause illegal grossly unjust or seriously inappropriate outcome. The employee may be excused from the adherence to the policy or rule in question.

In the event an employee perceive such a situation exists, and consequently chooses to deviate from policy or rule, the employee shall immediately report the deviation up his/her chain of command and the burden will be on the employee to prove the circumstances he/she faced made it unreasonable to follow the policy or rule in question. If the employee can establish that such was the case, the employee's deviation from polisher or rule will be excused; if they cannot be established. The employee will be held accountable to the policy or rule as written.

Departmental Directive and Special Orders

201.1 PURPOSE AND SCOPE

Departmental Directives and Special Orders establish an interdepartmental communication that may be used by the Sheriff to make immediate changes to policy and procedure consistent with the current Memorandum of Understanding or other collective bargaining agreement. Departmental Directives will immediately modify or change and supersede sections of this manual to which they pertain.

201.1.1 DEPARTMENTAL DIRECTIVES

Departmental Directives will be incorporated into the manual as required upon approval of staff. Departmental Directives will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

All existing Departmental Directives have now been incorporated in the updated Policy Manual as of the below revision date.

Any Departmental Directives issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year, followed by the number "01." For example, 10-01 signifies the first Departmental Directive for the year 2010.

201.1.2 SPECIAL ORDERS

Special Orders establish a temporary policy or procedure on a given subject for a specific length of time. Special Orders are issued to the organization as a whole, to a division, to a unit or to an individual thereof and are temporary in nature. Special Orders become inoperative with the passing of the incident or situation that caused the order's issuance.

201.2 ACCEPTANCE OF DEPARTMENTAL DIRECTIVES AND SPECIAL ORDERS

All employees are required to read and obtain any necessary clarification of all Departmental Directives or special orders. All employees are required to acknowledge in writing the receipt and review of any new Departmental Directive or special order.

Signed acknowledgement forms and/or e-mail receipts showing an employee's acknowledgement will be maintained by the Training Officer.

Emergency Operations Plan

202.1 PURPOSE AND SCOPE

The County has prepared, in compliance with the Minnesota Emergency Management Act of 1996 (Minn. Stat. § 12.09), an Emergency Operations Plan Manual. This manual is for the guidance and use by all employees in the event of a major disaster, civil disturbance, mass arrest or other emergency event. The manual provides for a strategic response by all employees and assigns specific responsibilities in the event the plan is activated.

202.2 ACTIVATING THE EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan can be activated in a number of ways. For the Sheriff's Office, the Sheriff, the highest ranking official on-duty or an on-scene responder may activate the Emergency Operations Plan in response to a major emergency.

202.2.1 RECALL OF PERSONNEL

In the event that the Emergency Operations Plan is activated, all employees of the Beltrami County Sheriff's Office are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Sheriff or the authorized designee.

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

202.3 LOCATION OF MANUALS

The manual for employees is available in Administration, the Shift Sergeant's office and in the Communications Center.

202.4 PLAN REVIEW

The Administration Chief Deputy shall annually review the Emergency Operation Plan and recommend updates when applicable. The annual review, update, and approval of the plan and supporting documents must be in accord with the guidance provided by the Department of Public Safety, Division of Emergency Management and should incorporate a full or partial exercise, tabletop or command staff discussion (Minn. Stat. § 299J.10).

202.5 PLAN TRAINING

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

Training

203.1 PURPOSE AND SCOPE

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

203.2 PHILOSOPHY

The Office seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels and legal mandates. Whenever reasonably possible, the Office will use courses certified by the Minnesota Board of Peace Officer Standards and Training (POST) or other regulatory or nationally recognized entities. Examples of these entities may be, but are not limited to, the American Correctional Association and the American Jail Association.

203.3 OBJECTIVES

The objectives of the Training Program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of Office personnel.
- (c) Provide for continued professional development of Office personnel.
- (d) Assist in compliance with POST rules and regulations concerning law enforcement training.

203.4 TRAINING PLAN

It is the responsibility of the Chief Deputy or their designee(s) to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and Office-required training is completed by all employees. The plan shall include a systematic and detailed method for recording and logging of all training for all personnel. While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Chief Deputy shall review the entire training plan on an annual basis. The plan will include information on curriculum, training material, training facilities, course and student scheduling. The plan will address State required minimum mandated training for licensing of peace officers or hiring of non-licensed employees. The plan will also include training for volunteers that is determined to be relevant and helpful to their actions as volunteers for the Office.

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

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Training

203.4.1 STATE MANDATED TRAINING

State training requirements include, but are not limited to, 48 hours of POST-approved law enforcement related courses every three years.

203.4.2 TRAINING PROCEDURES

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:
 - 1. Court appearances
 - 2. First choice vacation
 - 3. Sick leave
 - 4. Physical limitations preventing the employee's participation.
 - 5. Emergency situations
- (b) When an employee is unable to attend mandatory training, that employee shall:
 - 1. Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training.
 - 2. Document his/her absence in a memorandum to his/her supervisor.
 - 3. Make arrangements through his/her supervisor and the Training Officer to attend the required training on an alternate date.

203.5 TRAINING NEEDS ASSESSMENT

The Sergeants or Division Supervisors will conduct an annual training-needs assessment and complete a report of the training-needs assessment, including recommendations. Upon review and approval by the Sheriff, the needs assessment will form the basis for the training plan for the ensuing fiscal year.

203.6 TRAINING RECORDS

The Sheriff's Administrative Assistant is responsible for the creation, filing and storage of all training records in compliance with POST standards. Training records shall be retained as long as the employee's personnel file is retained.

203.7 REPORTING TRAINING TO POST

The POST Board distributes license renewals directly to licensed peace officers and requires the licensee to report completed continuing education courses from the previous license period. Deputies are responsible for responding to these requests in a timely manner and otherwise maintaining their licensed status.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Training

203.8 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Beltrami County Sheriff's Office policy manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by The Chief Deputy or Patrol Sergeants.

Personnel assigned to participate in DTBs shall only use login credentials assigned to them by the Sheriff's Administrative Assistant. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should logoff the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Office.

Employees who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift, or as otherwise directed by their supervisor. Employees should not allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet active computer, employees shall only take DTBs as part of their on-duty assignment unless directed otherwise by a supervisor.

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

203.9 CLASSROOM DISCRIMINATION

The Training Officer shall ensure that procedures for the investigation and resolution of allegations of classroom discrimination are developed and implemented, and include the required elements (Minn. R. 6700.0900; Minn. R. 6700.0902).

Electronic Mail

204.1 PURPOSE AND SCOPE

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

204.1.1 MAILBOX AND E-MAIL AS OFFICIAL DEPARTMENT NOTIFICATION

Every department employee will be assigned a physical mailbox and an email address that will serve as the department's official location for all notices to an employee. Any official department notice or correspondence placed in the employee's mailbox or sent via email will be deemed to be received by the employee as though it were personally handed to them. Failure by an employee to respond to official department notices or correspondence placed in their mailbox or sent via email will be considered insubordination and will result in disciplinary action being taken against the employee.

Any employee found to be removing any official department notice or correspondence from another employee's mailbox will be subject to disciplinary action, including possible termination

204.2 EMAIL RIGHT OF PRIVACY

All email messages, including attachments, transmitted over the Office computer network or accessed through a web browser accessing the Office system are considered Office records and, therefore, are the property of the Office. The Office has the right to access, audit and disclose for whatever reason, all messages, including attachments, transmitted or received through its email system or placed into its storage.

Unless it is encrypted, the email system is not a confidential system since all communications transmitted on, to or from the system are the property of the Office. Therefore, the email system is not appropriate for confidential or personal communication. If a communication must be private, an alternative method to communicate the message should be used instead of email. Employees using the Office email system shall have no expectation of privacy concerning communications utilizing the system.

204.3 PROHIBITED USE OF EMAIL

The Office email system shall not be used for personal purposes unless that use is authorized in writing by the Sheriff.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Electronic Mail

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive and harassing or any other inappropriate messages on the email system is prohibited, will constitute just cause for discipline, and will result in discipline, up to and including termination of employment

Email messages addressed to the entire office are only to be used for official business-related items that are of particular interest to all users and must be approved by the Sheriff or a Chief Deputy. Personal advertisements or announcements are not permitted.

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

204.4 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the Minnesota Data Practices Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.

Administrative Communications

205.1 PURPOSE AND SCOPE

Administrative communications of this office are governed by the following policies.

205.2 DEPARTMENT E-MAILS

Department E-mails may be issued periodically by the Sheriff or designee, to announce and document all promotions, transfers, hiring of new personnel, separations, individual and group awards and commendations or other changes in status. Such orders are personnel data under Minn. Stat. § 13.43 and shall be treated accordingly.

205.3 CORRESPONDENCE

In order to ensure that the letterhead and name of the Office are not misused, all official external correspondence shall be on Office letterhead. All Office letterhead shall bear the signature element of the Sheriff. Official correspondence and use of letterhead requires approval of a supervisor. Office letterhead may not be used for personal use or purposes.

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

205.4 SURVEYS

All surveys made in the name of the Office shall be authorized by the Sheriff, his/her designee or a Chief Deputy.

205.5 OTHER COMMUNICATIONS

Departmental Directives and other communications necessary to ensure the effective operation of the Office shall be promulgated by the Sheriff, his/her designee or Chief Deputy.

Supervision Staffing Levels

206.1 PURPOSE AND SCOPE

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

206.2 MINIMUM STAFFING LEVELS

Minimum staffing levels should result in the scheduling of at least two regular Deputies on-duty during a day shift whenever possible and at least two regular Deputies on an afternoon shift whenever possible and two regular Deputies on an over-night shift whenever possible. A shift Sergeant is not precluded when addressing minimum staffing levels.

206.2.1 SUPERVISION DEPLOYMENTS

In order to accommodate training and other unforeseen circumstances, a deputy may be used as a field supervisor in place of a field sergeant.

With prior authorization from the Chief Deputy, a deputy may act as the Shift Sergeant **for a limited period of time, consistent with the terms of applicable collective bargaining agreements. This designated deputy will be selected by the Sheriff or Chief Deputy.**

Liquor License Applications

207.1 PURPOSE AND SCOPE

It is the policy of the Beltrami County Sheriff's Office to investigate the backgrounds of all new liquor license applicants for Beltrami County and for the incorporated cities with-in the County who do not have a Police Department. The purpose of this policy is to establish guidelines and protocols for office personnel in these investigations.

207.2 PROCEDURES

- (a) Responsibility of Records Personnel:
 - 1. Provide background application paperwork to new licensee applicant.
 - 2. Obtain completed Background Packet and collect appropriate fee from applicant.
 - 3. Conduct internal background checks including Criminal and in-house backgrounds.
 - 4. Transmit background packet and other pertinent data to Chief Deputy for assignment to Investigator.
- (b) Responsibilities of Investigator
 - 1. Review background application for completeness and accuracy.
 - 2. Interview applicant regarding their background and sources of funding or financial backing for the liquor venture. (Applicant must provide financial information to the satisfaction of the investigator.)
 - 3. Forward completed investigation with recommendations regarding applicant's suitability for licensure to Sheriff in timely fashion.
- (c) Responsibility of Sheriff:
 - 1. Review investigation and make determination or recommendations for licensing authority.
 - 2. Transmit final recommendations and investigation results to Licensing Authority.

Permit to Carry a Pistol

208.1 PURPOSE AND SCOPE

The Sheriff is given the statutory authority to issue a permit to carry a pistol to residents within the county and persons who do not reside in Minnesota. This policy will provide a written process for the application and issuance of such permits.

208.2 QUALIFIED APPLICANTS

To apply for a permit to carry a firearm, the applicant must meet the following requirements (Minn. Stat. § 624.714 Subd. 2):

- (a) Be a citizen or a permanent resident of the United States.
- (b) Must be a Minnesota resident of the county in which the permit is requested. Non-Minnesota residents may apply to any Minnesota county sheriff.
- (c) Be at least 21 years of age.
- (d) Submit a fully completed permit application form.
- (e) Must not be prohibited from possessing a firearm under Minn. Stat. § 518B.01 Subd. 14, Minn. Stat. § 609.224 Subd. 3, Minn. Stat. § 609.2242 Subd. 3, Minn. Stat. § 609.749 Subd. 8, Minn. Stat. § 624.713, Minn. Stat. § 624.719 Minn. Stat. § 629.715, Subd. 2; or Minn. Stat. § 629.72 Subd. 2.
- (f) Present a photocopy of a driver's license, state identification card or the photo page of a passport.
- (g) Provide a certificate of completed authorized firearms training, conducted by a certified instructor, within one year of the original or renewal application.
- (h) Be free from any federal law prohibiting the applicant from possessing or owning a firearm.
- (i) Not be listed in the criminal gang investigative data system.
- (j) Pay the required processing fee.

208.3 APPLICATION PROCESS

Application forms shall be furnished by the Office upon request or available on the Internet (Minn. Stat. § 624.714 Subd. 3). The application must be submitted in person. Upon receipt of an application for a permit and any required fee, the Office must provide a signed receipt indicating the date of submission.

An investigation of the applicant to determine if he/she is eligible shall be conducted (Minn. Stat. § 624.714 Subd. 4). The Sheriff shall notify the Chief of Police, if any, of the municipality where the applicant resides.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Permit to Carry a Pistol

The applicant will be notified within 30 days of the application whether the permit is issued or denied (Minn. Stat. § 624.714 Subd. 6). Failure to notify the applicant of a denial within the 30 days shall constitute issuance of the permit to carry.

The permit shall be issued to the applicant unless a substantial likelihood exists that he/she is a danger to themselves or the public, he/she is not qualified to possess a handgun pursuant to state or federal law or is not otherwise qualified to obtain a permit. Upon issuing a permit the Office shall provide a laminated permit card to the applicant by first class mail or personal delivery and submit the information to the Commissioner of Public Safety within five business days.

If the application is denied, the Office shall send the applicant written notification justifying the denial, which includes the source of the justification. The Office shall inform the applicant of his/her right to submit additional documentation in support of the application and the right to seek judicial review.

An applicant whose application for a permit is denied may seek judicial review by filing a petition in the district court for the county in which the application was submitted (Minn. Stat. § 624.714 Subd. 12).

208.4 EMERGENCY PERMIT

A Sheriff may issue an emergency permit valid for 30 days if a determination is made that the person is in an emergency situation that may constitute an immediate risk to the safety of the person or to someone residing in the person's household (Minn. Stat. § 624.714 Subd. 11a).

208.5 SUSPENDING APPLICATION OR PERMIT

An application or permit to carry a pistol may be suspended by a district court as a condition of release following arrest for a crime against a person, and the issuing Sheriff will be notified (Minn. Stat. § 624.714 Subd. 12a).

208.6 VOIDING OR REVOKING PERMIT

The permit to carry becomes void if the holder becomes prohibited by law from possessing a firearm. If the Sheriff has knowledge that a permit is void, the Sheriff must give notice to the permit holder in writing (Minn. Stat. § 624.714 Subd. 8). When a permit holder is convicted of an offense that prohibits the person from possession of a firearm, the court must take possession of the permit if it is available and deliver it to the Sheriff.

The Sheriff may file a petition with the district court for an order to revoke the permit on the grounds that there is a substantial likelihood that the person is a danger to him/herself or to the public if he/she is authorized to carry a pistol under permit. The court shall issue an order revoking the permit if the Sheriff proves such danger by clear and convincing evidence.

A permit holder whose permit was revoked may seek a judicial review by filing a petition in the district court for the county in which the application was submitted (Minn. Stat. § 624.714 Subd. 12).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Permit to Carry a Pistol

208.7 APPLICATION FOR RENEWAL

If a permittee wishes to renew the pistol permit, the permit may be renewed no earlier than 90 days prior to the expiration date in the same manner and under the same criteria the original permit was obtained (Minn. Stat. § 624.714 Subd. 7). The Sheriff shall issue a renewal if all statutory provisions are met.

The permittee must successfully retake an approved firearms course within one year of applying for the renewal permit (Minn. Stat. § 624.714 Subd. 2a).

208.8 CARRYING FIREARMS IN RESTRICTED AREAS

Firearm permittees, other than peace officers, are prohibited from carrying firearms within the following locations:

- (a) Secure areas of a public airport.
- (b) School property except as authorized by Minn. Stat. § 609.66, Subd. 1d.
- (c) A child care center while children are present except as authorized by Minn. Stat. § 609.66, Subd. 1d.
- (d) In a public place while under the influence of alcohol, or a controlled substance, or an intoxicating substance that the person has reason to know could cause impairment (Minn. Stat. § 624.7142, Subd. 1).
- (e) Public colleges and universities following implementation of a policy restricting the carrying or possession of firearms on their premises by employees and students while on campus. However, under Minn. Stat. § 624.714, Subd. 18 such prohibitions apply only to faculty and students. A violation of such restrictions by a person with a carry permit is not an arrestable offense and only subjects the violator to administrative sanctions.
- (f) Private establishments that have posted a sign banning firearms on their premises, provided the posting meets the requirements of Minn. Stat. § 624.714, Subd. 17.
- (g) Private establishments whose personnel inform the permit holder that firearms are prohibited and demand compliance. This provision is violated only after the permit holder refuses to depart the premises.
- (h) Places of employment, public or private, if the employer restricts the carrying or possession of firearms by employees. A violation of such restrictions by a person with a carry permit is not an arrestable offense and only subjects the violator to administrative sanctions.
- (i) State correctional facilities or state hospitals and grounds (Minn. Stat. § 243.55).
- (j) Any jail, lockup, or correctional facility (Minn. Stat. § 641.165).
- (k) Offices and courtrooms of the Minnesota Supreme Court and Court of Appeals as established by order of the court. Violation of such a ban by a permit holder may be enforced as civil or criminal contempt of court but is not a violation of the carry permit law.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Permit to Carry a Pistol

- (l) In a field while hunting big game by archery unless permitted by Department of Natural Resources regulations. (Minn. Stat. § 97B.211; Minn. Stat. § 97B.411).
- (m) In federal court facilities or other federal facilities (18 USC § 930).

Pistol permittees are required to comply with notices requiring presentation of the permit upon demand of a peace officer when carrying a firearm.

208.9 RECOGNITION OF PERMITS FROM OTHER STATES

A person who possesses a firearms permit from another state that is on the annual list of states with firearm regulations similar to Minnesota, published by the Commissioner of Public Safety, and that has reciprocity to carry a firearm in Minnesota has lawful authority to carry a pistol in Minnesota. The permit issued from another state is not valid if the holder is or becomes prohibited by law from possessing a firearm. The Sheriff may file a petition with the appropriate court to suspend or revoke a license from another state when there is a substantial likelihood that the license holder is a danger to him/herself or the public (Minn. Stat. § 624.714, Subd. 16)

Retiree Concealed Firearms

209.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Beltrami County Sheriff's Office identification cards under the Law Enforcement Officers' Safety Act (LEOSA) (18 USC § 926C).

209.2 POLICY

It is the policy of the Beltrami County Sheriff's Office to provide identification cards to qualified former or retired deputies or approved retired Law Enforcement Officers as provided in this policy.

209.3 LEOSA

The Sheriff may issue an identification card for LEOSA purposes to any former deputy of this office or approved retired Law Enforcement Officers who (18 USC § 926C(c)):

- (a) Separated from service in good standing from their office as a deputy.
- (b) Before such separation, had regular employment as a deputy for an aggregate of 10 years or more or, if employed as a deputy for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this office.
- (c) Has not been disqualified for reasons related to mental health.
- (d) Has not entered into an agreement with this office where the deputy acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.
- (e) Is not prohibited by federal law from receiving or possessing a firearm.

209.3.1 LEOSA IDENTIFICATION CARD FORMAT

The LEOSA identification card should contain a photograph of the former deputy or approved retired Law Enforcement Officers and identify him/her as having been employed as a deputy or is an approved retired Law Enforcement Officer.

If the Beltrami County Sheriff's Office qualifies the former deputy or approved retired Law Enforcement Officer, the LEOSA identification card or separate certification should indicate the date the former deputy or approved retired Law Enforcement Officer was tested or otherwise found by the Office to meet the active duty standards for qualification to carry a firearm.

209.3.2 AUTHORIZATION

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

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

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Retiree Concealed Firearms

1. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.
2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.
 - (b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.
 - (c) Not prohibited by federal law from receiving a firearm.
 - (d) Not in a location prohibited by Minnesota law or by a private person or entity on his/her property if such prohibition is permitted by Minnesota law.

209.4 FORMER DEPUTY RESPONSIBILITIES

A former deputy or approved retired Law Enforcement Officer with a card issued under this policy shall immediately notify the Shift Sergeant of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Employee Convictions and Court Orders Policy.

209.4.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card, the former deputy or approved retired Law Enforcement Officer shall:

- (a) Sign a waiver of liability of the Office for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Office.
- (b) Remain subject to all applicable office policies and federal, state and local laws.
- (c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.
- (d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

209.5 DENIAL, SUSPENSION OR REVOCATION

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Office. In the event that an identification card is denied, suspended or revoked, the former deputy or approved retired Law Enforcement Officer may request a review by the Sheriff. The decision of the Sheriff is final.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Retiree Concealed Firearms

209.6 FIREARM QUALIFICATIONS

The Rangemaster may provide former deputies from this office or approved retired Law Enforcement Officers an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Rangemaster will maintain a record of the qualifications and weapons used.

Handgun Purchase and Transfer Permit

210.1 PURPOSE AND SCOPE

The Sheriff is given the statutory authority to issue a permit to purchase or transfer a pistol to persons within the community. This policy provides a written process for the application and issuance of such permits.

210.2 APPLICATION PROCESS

To apply for a permit to purchase or transfer a pistol, the applicant must complete and submit a signed and dated Minnesota Uniform Firearm Application/Receipt to the Office (Minn. Stat. § 624.7131, Subd. 1). These forms shall be freely available to members of the community at locations determined by the Sheriff. Applications are also available on the internet (Minn. Stat. § 624.7131, Subd. 3).

Incomplete applications are not suitable for processing and may not be accepted.

The Office shall provide the applicant a dated receipt upon the presentation of the application (Minn. Stat. § 624.7131, Subd. 1).

210.3 INVESTIGATION

The Office shall conduct an investigation of the applicant to determine if he/she is eligible for a permit (Minn. Stat. § 624.7131, Subd. 2). The investigation shall include no less than:

- (a) A check of criminal histories, records, and warrants regarding the applicant through Minnesota crime information systems, the national criminal record repository, and the National Instant Criminal Background Check System.
- (b) A reasonable effort to check other available state and local record-keeping systems.
- (c) A check for any commitment history through the Minnesota Department of Human Services of the applicant.

210.4 GROUNDS FOR DISQUALIFICATION

The Sheriff shall only deny a permit to an applicant when the applicant is prohibited by Minn. Stat. § 624.713 from possessing a pistol or semiautomatic military-style assault weapon (Minn. Stat. § 624.7131, Subd. 4).

210.5 GRANTING OR DENIAL OF PERMIT

The Sheriff shall issue a transferee permit or deny the application within seven days of application for the permit. The Sheriff shall provide an applicant with written notification of a denial and the specific reason for the denial. The permits and their renewal shall be granted free of charge (Minn. Stat. § 624.7131, Subd. 5).

A permit holder whose permit was denied may seek a judicial review by filing a petition in the district court for the county in which the application was submitted (Minn. Stat. § 624.7131, Subd. 8).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Handgun Purchase and Transfer Permit

210.6 VOIDING PERMIT

The permit becomes void at the time that the holder becomes prohibited from possessing a pistol under Minn. Stat. § 624.713, in which event the holder is required to return the permit within five days to the Office (Minn. Stat. § 624.7131, Subd. 2).

Chapter 3 - General Operations

Use of Force

300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this office is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner (Minn. Stat. § 626.8452).

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

300.1.1 DEFINITIONS

Definitions related to this policy include:

Bodily harm - Physical pain or injury.

Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or great bodily harm.

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

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

Great bodily harm - Bodily injury which creates a high probability of death, or which causes serious, permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily harm.

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

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

300.2 POLICY

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

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

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Use of Force

The Beltrami County Sheriff's Office recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting deputies with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

300.2.1 DUTY TO INTERCEDE AND REPORT

Any deputy present and observing another law enforcement officer or a member using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force (Minn. Stat. § 626.8452; Minn. Stat. § 626.8475).

Any deputy who observes another law enforcement officer or a member use force that is potentially beyond that which is objectively reasonable under the circumstances shall report these observations to a supervisor as soon as feasible (Minn. Stat. § 626.8452; Minn. Stat. § 626.8475).

300.2.2 ADDITIONAL REQUIREMENTS

A deputy reporting a use of force by another law enforcement officer or member pursuant to this policy shall also make the report in writing to the Sheriff within 24 hours (Minn. Stat. § 626.8475).

300.2.3 PERSPECTIVE

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

300.3 USE OF FORCE

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

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

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

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

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Use of Force

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

300.3.1 USE OF FORCE TO EFFECT AN ARREST

A deputy may use reasonable force (Minn. Stat. § 609.06 and Minn. Stat. § 629.33):

- (a) In effecting a lawful arrest.
- (b) In the execution of a legal process.
- (c) In enforcing an order of the court.
- (d) In executing any other duty imposed by law.
- (e) In preventing the escape, or to retake following the escape, of a person lawfully held on a charge or conviction of a crime.
- (f) In restraining a person with a mental illness or a person with a developmental disability from self-injury or injury to another.
- (g) In self-defense or defense of another.

A deputy who makes or attempts to make an arrest need not retreat or desist from his/her efforts by reason of resistance or threatened resistance of the person being arrested; nor shall such deputy be deemed the aggressor or lose his/her right to self-defense by the use of reasonable force to effect the arrest or to prevent escape or to overcome resistance.

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

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

- (a) Immediacy and severity of the threat to deputies or others.
- (b) The conduct of the individual being confronted, as reasonably perceived by the deputy at the time.
- (c) Deputy/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of deputies available vs. subjects).
- (d) The effects of suspected drug or alcohol use.
- (e) The individual's mental state or capacity.
- (f) The individual's ability to understand and comply with deputy commands.
- (g) Proximity of weapons or dangerous improvised devices.
- (h) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.
- (i) The availability of other reasonable and feasible options and their possible effectiveness (Minn. Stat. § 626.8452).
- (j) Seriousness of the suspected offense or reason for contact with the individual.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Use of Force

- (k) Training and experience of the deputy.
- (l) Potential for injury to deputies, suspects, and others.
- (m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the deputy.
- (n) The risk and reasonably foreseeable consequences of escape.
- (o) The apparent need for immediate control of the individual or a prompt resolution of the situation.
- (p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the deputy or others.
- (q) Prior contacts with the individual or awareness of any propensity for violence.
- (r) Any other exigent circumstances.

300.3.3 PAIN COMPLIANCE TECHNIQUES

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

- (a) The degree to which the application of the technique may be controlled given the level of resistance.
- (b) Whether the individual can comply with the direction or orders of the deputy.
- (c) Whether the individual has been given sufficient opportunity to comply.

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

300.3.4 CAROTID CONTROL HOLD

A carotid control hold is a technique designed to control an individual by applying pressure to a person's neck on either side of the windpipe, but not to the windpipe itself, to stop the flow of blood to the brain via the carotid arteries (Minn. Stat. § 609.06, Subd. 3). The proper application of the carotid control hold may be effective in restraining a violent or combative individual. However, due to the potential for injury, the use of the carotid control hold is limited to those circumstances where deadly force is authorized and is subject to the following (Minn. Stat. § 609.06; Minn. Stat. § 609.066):

- (a) At all times during the application of the carotid control hold, the response of the individual should be monitored. The carotid control hold should be discontinued when circumstances indicate that the application no longer reasonably appears necessary.
- (b) Any individual who has had the carotid control hold applied, regardless of whether he/she was rendered unconscious, shall be promptly examined by paramedics or other qualified medical personnel and should be monitored until such examination occurs.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Use of Force

- (c) The deputy shall inform any person receiving custody, or any person placed in a position of providing care, that the individual has been subjected to the carotid control hold and whether the individual lost consciousness as a result.
- (d) Any deputy attempting or applying the carotid control hold shall promptly notify a supervisor of the use or attempted use of such hold.
- (e) The use or attempted use of the carotid control hold shall be thoroughly documented by the deputy in any related reports.

300.3.5 USE OF FORCE TO SEIZE EVIDENCE

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

300.3.6 STATE RESTRICTIONS ON THE USE OF OTHER RESTRAINTS

Deputies may not use any of the following restraints unless the use of deadly force is authorized (Minn. Stat. § 609.06; Minn. Stat. § 609.066):

- (a) A chokehold. For purposes of this policy, a chokehold only refers to the method of applying sufficient pressure to an individual to make breathing difficult or impossible, and includes but is not limited to any pressure to the neck, throat, or windpipe that may prevent or hinder breathing, or reduce intake of air.
 - 1. If applied, a chokehold is subject to the same guidelines and requirements as a carotid control hold.
- (b) Tying all of an individual's limbs together behind the person's back to render the person immobile.
- (c) Securing an individual in any way that results in transporting the person face down in a vehicle.

300.4 DEADLY FORCE APPLICATIONS

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

Use of deadly force is justified only if an objectively reasonable deputy would believe, based on the totality of the circumstances known to the deputy at the time and without the benefit of hindsight, that such force is necessary (Minn. Stat. § 609.066):

- (a) To protect the deputy or another from death or great bodily harm.
- (b) To effect the arrest or capture, or prevent the escape, of an individual whom the deputy knows or has reasonable grounds to believe has committed or attempted to commit

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Use of Force

a felony and the deputy reasonably believes that the person will cause death or great bodily harm to another person unless immediately apprehended.

In both scenarios, the use of deadly force is only authorized provided that the threat (Minn. Stat. § 609.066):

- Can be articulated with specificity.
- Is reasonably likely to occur absent action by the deputy.
- Must be addressed through the use of deadly force without unreasonable delay.

A deputy shall not use deadly force against an individual based on the danger the individual poses to self unless the use of deadly force is justified (Minn. Stat. § 609.066).

300.4.1 MOVING VEHICLES

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

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

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

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

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this office shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident. The deputy should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis and related purposes, the Office may require the completion of additional report forms, as specified in office policy, procedure or law.

300.5.1 NOTIFICATIONS TO SUPERVISORS

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

- (a) The application caused a visible injury.
- (b) The application would lead a reasonable deputy to conclude that the individual may have experienced more than momentary discomfort.
- (c) The individual subjected to the force complained of injury or continuing pain.
- (d) The individual indicates intent to pursue litigation.
- (e) Any application of the TASER (TM) device or control device.
- (f) Any application of a restraint device other than handcuffs, shackles, or belly chains.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Use of Force

- (g) The individual subjected to the force was rendered unconscious.
- (h) An individual was struck or kicked.
- (i) An individual alleges unreasonable force was used or that any of the above has occurred.

300.5.2 STATE REPORTING REQUIREMENTS

The Sheriff shall provide for the filing of a report with the Bureau of Criminal Apprehension (BCA) on a monthly basis and in the form required by BCA (Minn. Stat. § 626.5534).

There may be additional reporting requirements regarding misconduct (see the Standards of Conduct Policy) (Minn. Stat. § 626.8457).

300.6 MEDICAL CONSIDERATIONS

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

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

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

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

See the Medical Aid and Response Policy for additional guidelines.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Use of Force

300.7 SUPERVISOR RESPONSIBILITIES

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

- (a) Obtain the basic facts from the involved deputies. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
- (b) Ensure that any injured parties are examined and treated.
- (c) When possible, separately obtain a recorded interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived his/her *Miranda* rights, the following shall apply:
 1. The content of the interview should not be summarized or included in any related criminal charges.
 2. The fact that a recorded interview was conducted should be documented in a property or other report.
 3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.
- (d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.
 1. These photographs should be retained until all potential for civil litigation has expired.
- (e) Identify any witnesses not already included in related reports.
- (f) Review and approve all related reports.
- (g) Determine if there is any indication that the individual may pursue civil litigation.
 1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.
- (h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

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

300.7.1 SHIFT SERGEANT RESPONSIBILITY

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

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Use of Force

300.8 TRAINING

Deputies will receive training on this policy, including the learning objectives as provided by POST, at least annually (Minn. Stat. § 626.8452, Subd. 3).

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

- (a) Guidelines regarding vulnerable populations, including but not limited to children, elderly, pregnant persons, and individuals with physical, mental, or intellectual disabilities.
- (b) De-escalation tactics, including alternatives to force.

300.8.1 PROHIBITED TRAINING

Warrior-style training, as defined in Minn. Stat. § 626.8434, whether provided directly by the Office or through a third party, is prohibited (Minn. Stat. § 626.8434).

300.9 POLICY REVIEW

The Sheriff or the authorized designee should annually review and update this policy to reflect developing practices and procedures.

Identification of Beltrami County Sheriff's Office Members

301.1 PURPOSE AND SCOPE

The Beltrami County Sheriff's Office and the community have a legitimate concern that unidentifiable Sheriff's Office employees provide proof of identification.

301.1.1 IDENTIFICATION OF SHERIFF'S OFFICE MEMBERS

- (a) All department members will identify themselves by name and rank or title when requested to do so.
- (b) Officers on or off duty and not in full uniform will identify themselves as deputy sheriffs or police officers prior to taking any enforcement or corrective action. This also applies to gathering any information, unless the assignment by its nature precludes such identification.
- (c) Plain-clothes officers on duty will offer their credentials for examination to all persons whom they officially contact. A badge by itself is not sufficient identification without an official department identification card.
- (d) Deputies in full uniform shall present their official identification card and your assigned badge if a citizen in any way questions their identity.
- (e) Plain-clothes officers on duty involved in a police action (for example, controlling a disturbance or assisting at a major incident), when possible, shall display their badge on an outer garment of clothing and/or a sheriff's raid jacket, identifying themselves as a deputy sheriff.

Control Devices

302.1 PURPOSE AND SCOPE

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

302.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the Beltrami County Sheriff's Office authorizes deputies to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

302.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this office only if the device has been issued by the Office or approved by the Sheriff or the authorized designee.

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

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

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

302.4 RESPONSIBILITIES

302.4.1 SHIFT SERGEANT RESPONSIBILITIES

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

302.4.2 RANGEMASTER RESPONSIBILITIES

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

Every control device will be periodically inspected by the Rangemaster or the designated instructor for a particular control device. The inspection shall be documented.

302.4.3 USER RESPONSIBILITIES

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

Control Devices

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

302.4.4 POST-APPLICATION NOTICE

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

302.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys, and groin should not be intentionally targeted except when the deputy reasonably believes the use of deadly force is appropriate. See the Use of Force Policy for additional guidance.

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

302.6 TEAR GAS GUIDELINES

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

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

302.7 STORAGE OF DELIVERY SYSTEMS

Marked and designated kinetic energy projectile delivery systems not deployed will be in a secure location such as the armory or SWAT storage room. No lethal ammunition will be loaded into these delivery systems.

302.7.1 MODIFICATION OF DELIVERY SYSTEMS

No modifications or accessories to department issued kinetic energy projectile delivery systems will be made unless approved by the Sheriff or designated certified instructor. If such approval is granted the delivery system must be test fired to ensure sight "zero" and proper function after modification or addition of any accessory.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Control Devices

302.7.2 MARKING OF DELIVERY SYSTEMS

Designated kinetic energy projectile delivery systems such as the 12 gauge shotgun will be marked with an orange stock and forearm. When deployed in the field but not in use, delivery systems shall be stored in a case marked "less lethal."

302.7.3 SAFETY PROCEDURES

Shotguns specifically designated for the use with kinetic energy projectiles will be specially marked in a manner that makes them readily identifiable as such. Deputies carrying these shotguns will inspect the shotgun and projectiles at the beginning of each shift to ensure that the shotgun is in proper working order and the projectiles are of the approved type and appear to be free from defects.

When it is not deployed, the shotgun will be unloaded and properly and securely stored in the vehicle. When deploying the kinetic energy projectile shotgun, the [officer/deputy] shall visually inspect the kinetic energy projectiles to ensure that conventional ammunition is not being loaded into the shotgun.

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

302.8 OLEORESIN CAPSICUM (OC) GUIDELINES

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

302.8.1 OC SPRAY

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

302.8.2 PEPPER PROJECTILE SYSTEMS

Pepper projectiles are plastic spheres that are filled with a derivative of OC powder. Because the compressed gas launcher delivers the projectiles with enough force to burst the projectiles on impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, spine, or groin. Therefore, personnel deploying a pepper projectile system should not intentionally target those areas, except when the deputy reasonably believes the use of deadly force is appropriate. See the Use of Force Policy for additional guidance.

Deputies encountering a situation that warrants the use of a pepper projectile system shall notify a supervisor as soon as practicable. A supervisor shall respond to all pepper projectile system

Control Devices

incidents where the suspect has been hit or exposed to the chemical agent. The supervisor shall ensure that all notifications and reports are completed as required by the Use of Force Policy.

Each deployment of a pepper projectile system shall be documented. This includes situations where the launcher was directed toward the suspect, whether or not the launcher was used. Unintentional discharges shall be promptly reported to a supervisor and documented on the appropriate report form. Only non-incident use of a pepper projectile system, such as training and product demonstrations, is exempt from the reporting requirement.

302.8.3 TREATMENT FOR OC SPRAY EXPOSURE

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

302.9 POST-APPLICATION NOTICE

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

302.10 KINETIC ENERGY PROJECTILE GUIDELINES

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

302.10.1 DEPLOYMENT AND USE

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

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

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

- (a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- (b) The suspect has made credible threats to harm him/herself or others.
- (c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or deputies.

Control Devices

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

302.10.2 DEPLOYMENT CONSIDERATIONS

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

- (a) Distance and angle to target.
- (b) Type of munitions employed.
- (c) Type and thickness of subject's clothing.
- (d) The subject's proximity to others.
- (e) The location of the subject.
- (f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

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

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

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the deputy reasonably believes the use of deadly force is appropriate. See the Use of Force Policy for additional guidance.

302.10.3 SAFETY PROCEDURES

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

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

When it is not deployed, the shotgun will be unloaded and properly and securely stored in the vehicle. When deploying the kinetic energy projectile shotgun, the deputy shall visually inspect the kinetic energy projectiles to ensure that conventional ammunition is not being loaded into the shotgun.

Absent compelling circumstances, deputies who must transition from conventional ammunition to kinetic energy projectiles will employ the two-person rule for loading. The two-person rule is a

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Control Devices

safety measure in which a second deputy watches the unloading and loading process to ensure that the weapon is completely emptied of conventional ammunition.

302.11 TRAINING FOR CONTROL DEVICES

The Training Officer shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary. Deputies will receive training on the use of issued control devices and this policy, including the learning objectives as provided by POST, at least annually (Minn. Stat. § 626.8452, Subd. 3).

- (a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.
- (b) All training and proficiency for control devices will be documented in the deputy's training file.
- (c) Deputies who fail to demonstrate proficiency with the control device or knowledge of this agency's Use of Force Policy will be provided remedial training. If a deputy cannot demonstrate proficiency with a control device or knowledge of this agency's Use of Force Policy after remedial training, the deputy will be restricted from carrying the control device and may be subject to discipline.

302.12 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

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

Conducted Energy Device

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of the TASER (TM) device.

303.1.1 ASPECTS OF EMDT

The human nervous system communicates by means of simple electrical impulses. The taser CEWT device sends out short duration, high voltage, low amperage electrical waves that overpower the normal electrical signals within the nerve fibers (Electro-Muscular Disruption).

CEWT (Conducted Electrical Weapon Technology) devices override the central nervous system and take direct control of the skeletal muscles. The taser is an CEWT device that affects the sensory and motor nervous system. The CEWT floods the nervous system with signals. However, these devices go one step further by directly causing the muscles to contract. Hence, even someone whose sensory nervous system is impaired by drugs will have involuntary muscle contractions.

303.2 POLICY

The TASER device is intended to control a violent or potentially violent individual, while minimizing the risk of serious injury. The appropriate use of such a device should result in fewer serious injuries to deputies and suspects.

303.3 ISSUANCE AND CARRYING TASER DEVICES

Only members who have successfully completed office-approved training may be issued and carry the TASER device.

TASER devices are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the office's inventory.

Deputies shall only use the TASER device and cartridges that have been issued by the Office. Uniformed deputies who have been issued the TASER device shall wear the device in an approved holster on their person. Non-uniformed deputies may secure the TASER device in the driver's compartment of their vehicle.

Members carrying the TASER device should perform a spark test on the unit prior to every shift.

When carried while in uniform, deputies shall carry the TASER device in a weak-side holster on the side opposite the duty weapon.

- (a) All TASER devices shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.
- (b) Whenever practicable, deputies should carry two or more cartridges on their person when carrying the TASER device.
- (c) Deputies shall be responsible for ensuring that their issued TASER device is properly maintained and in good working order.

Conducted Energy Device

- (d) Deputies should not hold both a firearm and the TASER device at the same time.

303.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the TASER device should precede its application, unless it would otherwise endanger the safety of deputies or when it is not practicable due to the circumstances. The purpose of the warning is to:

- (a) Provide the individual with a reasonable opportunity to voluntarily comply.
- (b) Provide other deputies and individuals with a warning that the TASER device may be deployed.

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

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the deputy deploying the TASER device in the related report.

303.5 DOCUMENTATION

Deputies shall document all TASER device discharges in the related arrest/crime report and the TASER device report form. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person, laser activation and arcing the device will also be documented on the report form.

303.5.1 TASER DEVICE FORM

Items that shall be included in the TASER device report form are:

- (a) The type and brand of TASER device and cartridge and cartridge serial number.
- (b) Date, time and location of the incident.
- (c) Whether any display, laser or arc deterred a subject and gained compliance.
- (d) The number of TASER device activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the subject received applications.
- (e) The range at which the TASER device was used.
- (f) The type of mode used (probe or drive-stun).
- (g) Location of any probe impact.
- (h) Location of contact in drive-stun mode.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Conducted Energy Device

- (i) Description of where missed probes went.
- (j) Whether medical care was provided to the subject.
- (k) Whether the subject sustained any injuries.
- (l) Whether any deputies sustained any injuries.

The Training Officer should periodically analyze the report forms to identify trends, including deterrence and effectiveness. The Training Officer should also conduct audits of data downloads and reconcile TASER device report forms with recorded activations. TASER device information and statistics, with identifying information removed, should periodically be made available to the public.

303.5.2 REPORTS

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

- (a) Identification of all personnel firing TASER devices
- (b) Identification of all witnesses
- (c) Medical care provided to the subject
- (d) Observations of the subject's physical and physiological actions
- (e) Any known or suspected drug use, intoxication or other medical problems

303.6 MEDICAL TREATMENT

MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, appropriate medical personnel or a trained Deputy or Corrections Officer should remove TASER device probes from a person's body. Used TASER device probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken. All persons who have been struck by TASER device probes or who have been subjected to the electric discharge of the device shall be assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

- (a) The person may be pregnant.
- (b) The person reasonably appears to be in need of medical attention.
- (c) The TASER device probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).
- (d) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications (i.e., more than 15 seconds) shall be transported to a medical facility for examination or medically

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Conducted Energy Device

evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another deputy and/or medical personnel and shall be fully documented in related reports. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible. The transporting deputy shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the TASER device.

303.7 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the TASER device may be used. A supervisor should respond to all incidents where the TASER device was activated.

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

303.8 TRAINING

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

Deputies who have been issued the TASER device will receive training on this policy, including the learning objectives as provided by POST, at least annually (Minn. Stat. § 626.8452, Subd. 3).

A reassessment of a deputy's knowledge and/or practical skill may be required at any time if deemed appropriate by the Training Officer. All training and proficiency for TASER devices will be documented in the deputy's training file.

Command staff, supervisors and investigators should receive TASER device training as appropriate for the investigations they conduct and review.

Deputies who do not carry TASER devices should receive training that is sufficient to familiarize them with the device and with working with deputies who use the device.

The Training Officer is responsible for ensuring that all members who carry TASER devices have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of TASER devices during training could result in injury to personnel and should not be mandatory for certification.

The Training Officer should ensure that all training includes:

- (a) A review of this policy.
- (b) A review of the Use of Force Policy.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Conducted Energy Device

- (c) Performing weak-hand draws or cross-draws to reduce the possibility of unintentionally drawing and firing a firearm.
- (d) Target area considerations, to include techniques or options to reduce the unintentional application of probes near the head, neck, chest and groin.
- (e) Handcuffing a subject during the application of the TASER device and transitioning to other force options.
- (f) De-escalation techniques.
- (g) Restraint techniques that do not impair respiration following the application of the TASER device.

Officer-Involved Shootings and Deaths

304.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured or dies as the result of an officer-involved shooting or dies as a result of other action of a deputy.

In other incidents not covered by this policy, the Sheriff may decide that the investigation will follow the process provided in this policy.

304.1.1 OFFICER INVOLVED

Whenever a deputy while in the course of official duties, discharges a firearm other than for training purposes, either accidentally or intentionally; the deputy shall notify his/her supervisor of the incident as soon as it is safe and practical, regardless of resulting property damage or injury to others.

In the event that the use of deadly force results in injury to a deputy or other person, or death to another, the deputy shall:

If appropriate, render first aid to any injured person and request necessary emergency medical aid.

Promptly notify his/her supervisor of the incident. Remain at the scene, unless injured, until cleared to leave by the supervisor and/or investigator, unless circumstances are such that the continued presence of the deputy is unsafe or may cause a more hazardous situation to develop.

Protect the firearm or other weapon used and submit it to the investigator.

Do not discuss the incident with anyone except the appropriate supervisors, or other law enforcement personnel assigned to the investigation, the assigned prosecuting attorney, the deputy's private attorney, a psychologist, psychiatrist or other mental health counselor, the deputy's chosen clergy, the deputy's immediate family and others authorized by the Sheriff.

Be available at all times for administrative interviews and statements regarding the incident.

304.2 POLICY

The policy of the Beltrami County Sheriff's Office is to ensure that officer-involved shootings and deaths are investigated in a thorough, fair and impartial manner.

304.3 TYPES OF INVESTIGATIONS

Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

- A criminal investigation of the suspect's actions.
- A criminal investigation of the involved officer's actions.
- An administrative investigation as to policy compliance by involved deputies.
- A civil investigation to determine potential liability.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Officer-Involved Shootings and Deaths

304.4 CONTROL OF INVESTIGATIONS

Investigators from surrounding agencies may be assigned to work on the criminal investigation of officer-involved shootings and deaths. This may include at least one investigator from the agency that employs the involved officer.

Jurisdiction is determined by the location of the shooting or death and the agency employing the involved officer. The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings and deaths.

304.4.1 BELTRAMI COUNTY SHERIFF OFFICE DEPUTY WITHIN THIS JURISDICTION

The Beltrami County Sheriff's Office is responsible for the criminal investigation of the suspect's actions, the civil investigation and the administrative investigation. The criminal investigation of the officer-involved shooting will be conducted by the MN BCA.

304.4.2 OUTSIDE AGENCY'S PEACE OFFICER WITHIN THIS JURISDICTION

The Beltrami County Sheriff's Office is responsible for the criminal investigation of the suspect's actions. The criminal investigation of the officer-involved shooting will be conducted by this office or an uninvolved outside agency such as the MN BCA. The officer's employing agency will be responsible for any civil and/or administrative investigation(s).

304.4.3 ADMINISTRATIVE AND CIVIL INVESTIGATION

Regardless of where the incident occurs, the administrative and civil investigation of each involved officer is controlled by the respective employing agency.

304.4.4 POST ADMINISTRATIVE INVESTIGATIONS

The Minnesota POST Board may require an administrative investigation based on a complaint alleging a violation of a statute or rule that the board is empowered to enforce. An officer-involved shooting may result in such an allegation. Any such complaint assigned to this office shall be completed and a written summary submitted to the POST executive director within 30 days of the order for inquiry (Minn. Stat. § 214.10, Subd. 10).

304.5 INVESTIGATION PROCESS

The following procedures are guidelines used in the investigation of an officer-involved shooting or death:

304.5.1 UNINVOLVED DEPUTY RESPONSIBILITIES

Upon arrival at the scene of an officer-involved shooting or death, the first uninvolved BCSO deputy will be the deputy-in-charge and will assume the responsibilities of a supervisor until properly relieved. This deputy should, as appropriate:

- (a) Secure the scene and identify and eliminate hazards for all those involved.
- (b) Take reasonable steps to obtain emergency medical attention for injured individuals.
- (c) Request additional resources from the Office or other agencies.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Officer-Involved Shootings and Deaths

- (d) Coordinate a perimeter or pursuit of suspects.
- (e) Check for injured persons and evacuate as needed.
- (f) Brief the supervisor upon arrival.

304.5.2 SUPERVISOR RESPONSIBILITIES

Upon arrival at the scene, the first uninvolved BCSO supervisor should ensure completion of the duties as outlined above, plus:

- (a) Attempt to obtain a brief overview of the situation from any uninvolved officers.
 - 1. In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.
- (b) If necessary, the supervisor may administratively order any BCSO deputy to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects.
 - 1. Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses and any other pertinent information.
 - 2. The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.
- (c) Provide all available information to the Shift Sergeant and the Communications Center. If feasible, sensitive information should be communicated over secure networks.
- (d) Take command of and secure the incident scene with additional BCSO members until properly relieved by another supervisor or other assigned personnel or investigator.
- (e) As soon as practicable, ensure that involved officers are transported (separately, if feasible) to a suitable location for further direction.
 - 1. Each involved BCSO deputy should be given an administrative order not to discuss the incident with other involved officers or BCSO members pending further direction from a supervisor.
 - 2. When an involved officer's weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that he/she is provided with a comparable replacement weapon or transported by other deputies.

304.5.3 SHIFT SERGEANT DUTIES

Upon learning of an officer-involved shooting, the Shift Sergeant shall respond to the scene and be responsible for coordinating all aspects of the incident until relieved by the Sheriff or designee as well as act as a liaison to the MN BCA investigative team.

304.5.4 NOTIFICATIONS

The following person(s) shall be notified as soon as practicable:

- Sheriff

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Officer-Involved Shootings and Deaths

- Chief Deputy
- Outside agency investigators (if appropriate)
- Civil Liability Response Team
- Psychological/peer support personnel
- Coroner (if necessary)
- Deputy representative (if requested)

All outside inquiries about the incident shall be directed to the Sheriff or Chief Deputy.

304.5.5 INVOLVED OFFICERS

The following shall be considered for the involved officer:

- (a) Any request for legal or union representation will be accommodated.
 1. Involved BCSO deputies shall not be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.
 2. Requests from involved non-BCSO officers should be referred to their employing agency.
- (b) Discussions with licensed attorneys will be considered privileged as attorney-client communications.
- (c) Discussions with agency representatives/employee groups will be privileged only as to the discussion of non-criminal information.
- (d) A licensed psychotherapist shall be provided by the Office to each involved BCSO deputy. A licensed psychotherapist may also be provided to any other affected BCSO members, upon request.
 - (a) Interviews with a licensed psychotherapist will be considered privileged.
 - (b) An interview or session with a licensed psychotherapist may take place prior to the member providing a formal interview or report. However, involved members shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.
 - (c) A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).
- (e) Communications with peer counselors are confidential and shall not be disclosed except as provided in Minn. Stat. § 181.9731, Subd. 4 (Minn. Stat. § 181.9731).

Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Officer-Involved Shootings and Deaths

Each involved BCSO deputy shall be given reasonable paid administrative leave following an officer-involved shooting or death. It shall be the responsibility of the Shift Sergeant to make schedule adjustments to accommodate such leave.

304.5.6 ADMINISTRATIVE LEAVE

Any deputy directly involved in a deadly force incident shall be placed on administrative leave with pay as ordered by the Sheriff, Chief Deputy or designee, pending the results of the investigation or until the Sheriff reinstates the deputy to active duty. The assignment to administrative leave shall not be interpreted to imply or indicate that the deputy has acted improperly.

While on administrative leave, the deputy shall remain available at all times for official Sheriff's Office interviews and statements and shall be subject to recall to duty at any time.

304.5.7 CRITICAL INCIDENT STRESS DEBRIEFING

A critical incident stress debriefing (CISD) will be required of the deputy as soon as is practical. The CISD may also be attended by other personnel from within the department and outside agencies who were involved and may be affected by the incident. Debriefing with a psychologist or other qualified mental health professional allows the deputy to discuss his/her thoughts, feelings and reactions, and provides appropriate feedback to help the deputy deal with the psychological after-effects of the incident. The debriefing shall not be used in any Sheriff's Office investigation and shall be kept confidential. Additional counseling services will be available to the deputy, if desired.

Before returning to duty, the deputy will be required to consult with a Sheriff's Office-assigned psychologist and be cleared to return to duty. Upon returning to duty, the deputy may be assigned to non-law enforcement duty for a period of time as deemed appropriate by the Sheriff after consultation with the deputy and the Sheriff's Office-assigned psychologist.

If appropriate, the family of a deputy involved in a deadly force incident will also be offered confidential counseling with an experienced psychologist or mental health professional to aid them in dealing with the potential after-effects of the incident. The services shall not be related to any Sheriff's Office investigation of the incident and will be kept confidential. The consultation sessions will remain protected by the privileged psychologist/client relationship. See Employee Assistance Program for details concerning psychological, social and technical support.

304.6 CRIMINAL INVESTIGATION

Use of deadly force by a Sheriff's office employee will be criminally investigated by an outside agency such as the MN BCA.

If available, investigative personnel from this office may be assigned to partner with investigators from outside agencies or the County Attorney's Office to avoid duplicating efforts in related criminal investigations.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Officer-Involved Shootings and Deaths

Once public safety issues have been addressed, criminal investigators should be given the opportunity to obtain a voluntary statement from involved officers and to complete their interviews. The following shall be considered for the involved officer:

- (a) BCSO supervisors and Internal Affairs Unit personnel should not participate directly in any voluntary interview of BCSO deputies. This will not prohibit such personnel from monitoring interviews or providing the criminal investigators with topics for inquiry.
- (b) 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 criminal investigators. However, in order to maintain the integrity of each involved officer's statement, involved deputies shall not consult or meet with a representative or an attorney collectively or in groups prior to being interviewed.
- (c) If any involved officer is physically, emotionally or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the officer to schedule an alternate time for the interview.
- (d) Any voluntary statement provided by an involved officer will be made available for inclusion in any related investigation, including administrative investigations. However, no administratively coerced statement will be provided to any criminal investigators unless the officer consents.

304.6.1 INVESTIGATIVE PERSONNEL

Once notified of a deputy-involved shooting, it shall be the responsibility of the Investigation Division supervisor to assign appropriate personnel to handle the investigation of related crimes. Investigators will be assigned to work with those from an outside agency should this investigation be assumed by another agency, and may be assigned to separately handle the investigation of any related crimes that are not being investigated by the outside agency.

All related reports, except reports deemed confidential and/or administrative, will be forwarded to the designated supervisor for approval. Confidential reports shall be maintained exclusively by personnel authorized such access. Administrative reports will be forwarded to the appropriate Chief Deputy.

304.6.2 CRIMINAL INVESTIGATION

This office may utilize an outside agency to conduct an independent criminal investigation into the circumstances of any deputy-involved shooting involving injury or death.

If available, investigations personnel from this office may be assigned to partner with investigators from the outside agency to avoid duplicate efforts in related criminal investigations.

Once public safety issues have been addressed, criminal investigators will be given the next opportunity to interview involved deputies in order to provide them with an opportunity to give a voluntary statement. The following shall be considered for the involved deputy:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Officer-Involved Shootings and Deaths

- (a) Supervisors and Internal Affairs Unit personnel should not participate directly in any voluntary interview of deputies. This will not prohibit such personnel from monitoring interviews or indirectly providing areas for inquiry.
- (b) If requested, any involved deputy will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney prior to speaking with criminal investigators. However, in order to maintain the integrity of each individual deputy's statement, involved deputies shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
- (c) Any voluntary statement provided by the deputy(s) will be made available for inclusion in the administrative or other related investigations.
- (d) No administratively coerced statement(s) will be provided to any criminal investigators.

304.6.3 REPORTS BY INVOLVED DEPUTIES

In the event that suspects remain outstanding or subject to prosecution for related offenses, this office shall retain the authority to require involved deputies to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

While the involved deputy may write the report, it is generally recommended that such reports be completed by assigned investigators who should interview involved deputies as victims/witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved deputies should focus on evidence to establish the elements of criminal activities by involved suspects. Care should be taken not to duplicate information provided by involved deputies in other reports.

Nothing in this section shall be construed to deprive an involved deputy of the right to consult with legal counsel prior to completing any such criminal report.

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.

304.7 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or death, this office will conduct an internal administrative investigation of involved BCSO deputies to determine conformance with office policy. This investigation will be conducted under the supervision of the Internal Affairs Unit and will be considered a confidential deputy personnel file.

Interviews of members shall be subject to office policies and applicable laws (Personnel Complaints Policy; Minn. Stat. § 626.89).

- (a) Any deputy involved in a shooting or death may be requested or administratively compelled to provide a blood sample for alcohol/drug screening in accordance with the drug and alcohol testing guidelines in the Drug- and Alcohol-Free Workplace Policy adopted under the authority of Minn. Stat. § 181.950 to Minn. Stat. § 181.957. Absent

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Officer-Involved Shootings and Deaths

consent from the deputy, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.

- (b) If any deputy has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved deputy.
 - 1. If a further interview of the deputy is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement. The involved deputy shall be provided with a copy of his/her prior statement before proceeding with any subsequent interviews.
- (c) In the event that an involved deputy has elected not to provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information (Minn. Stat. § 626.89).
 - 1. Although this interview should not be unreasonably delayed, care should be taken to ensure that the deputy's physical and psychological needs have been addressed before commencing the interview.
 - 2. The interview must be taken at the BCSO or at a place agreed to by the interviewer and the involved deputy.
 - 3. The interview must be of reasonable duration and provide the involved deputy reasonable periods for rest and personal necessities. When practicable, the interview must be held during the involved deputy's regularly scheduled work shift. If not, the involved deputy must be compensated at his/her current pay rate.
 - 4. If requested, the deputy shall have the opportunity to select an uninvolved representative or an attorney, or both, to be present during the interview. However, in order to maintain the integrity of each individual deputy's statement, involved deputies shall not consult or meet with a representative collectively or in groups prior to being interviewed.
 - 5. Administrative interviews shall be recorded electronically or otherwise by the investigator. The deputy may also record the interview. A complete copy or transcript of the interview must be provided to the involved deputy upon written request without charge or undue delay.
 - 6. The deputy shall be informed of the nature of the investigation. If a deputy refuses to answer questions, he/she should be given his/her *Garrity* rights and ordered to provide full and truthful answers to all questions. The deputy shall be informed in writing or on the record that the interview will be for administrative purposes only and that the statement cannot be used criminally.
 - 7. The Internal Affairs Unit shall compile all relevant information and reports necessary for the Office to determine compliance with applicable policies.
 - 8. Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings as to whether there was compliance with the Use of Force Policy.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Officer-Involved Shootings and Deaths

9. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

304.8 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with a deputy-involved shooting, this office will conduct an internal administrative investigation, pursuant to the Personnel Complaint and Administrative Investigation Procedure Policy, to determine conformance with Office policy. This investigation will be conducted under the supervision of the Internal Affairs Unit and will be considered a confidential investigative file.

- (a) Any deputy involved in a shooting may be administratively compelled to provide a blood sample for alcohol/drug screening in accordance with the drug and alcohol testing guidelines the Alcohol and Drug Use Policy adopted under the authority of Minn. Stat. § 181.950 to Minn. Stat. § 181.957. Absent consent from the deputy, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.
- (b) If any deputy has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved deputy.
 1. If a further interview of the deputy is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement. The involved deputy shall be provided with a copy of his/her prior statement before proceeding with any subsequent interview(s).
- (c) In the event that an involved deputy has elected not to provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.
 1. Although this interview should not be unreasonably delayed, care should be taken to ensure that the deputy's physical and psychological needs have been addressed before commencing the interview.
 2. If requested, the deputy shall have the opportunity to select two uninvolved representatives, which may include legal representation, to be present during the interview. However, in order to maintain the integrity of each individual deputy's statement, involved deputies shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
 3. Administrative interview(s) should be recorded by the investigator. The deputy may also record the interview.
 4. The deputy shall be provided 48 hours notice and informed of the nature of the investigation, their *Garrity* and Peace Officer Bill of Rights, and assuming there

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Officer-Involved Shootings and Deaths

is no voluntary waiver, will then be given an administrative order to provide full and truthful answers to all questions.

5. The administrative interview shall be considered part of the deputy's administrative investigation file.
6. The Internal Affairs Unit shall compile all relevant information and reports necessary for the Office to determine compliance with applicable policies.
7. The completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings as to whether there was compliance with the Use of Force Policy.
8. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

304.9 CIVIL LIABILITY RESPONSE

A member of this office may be assigned to work exclusively under the direction of the legal counsel for the Office to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.

All materials generated in this capacity shall be considered attorney work-product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation but shall be given reasonable access to all other investigations.

304.10 AUDIO AND VIDEO RECORDINGS

Any deputy involved in an incident may be permitted to review available Mobile Audio Video (MAV) or other video or audio recordings prior to providing a recorded statement or completing reports.

Upon request, non-law enforcement witnesses who are able to verify their presence and their ability to contemporaneously perceive events at the scene of an incident may also be permitted to review available MAV or other video or audio recordings with approval of assigned investigators or a supervisor.

Any MAV and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the County Attorney or County Attorney's Office as appropriate.

304.10.1 CRITICAL INCIDENT/STRESS DEBRIEFING

A critical incident/stress debriefing should occur as soon as practicable. The Administration Chief Deputy is responsible for organizing the debriefing. Notes and recorded statements should not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a traumatic event (Minn. Stat. § 181.9732).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Officer-Involved Shootings and Deaths

The debriefing is not part of any investigative process. Communications with critical incident stress management team members, as defined in Minn. Stat. § 181.9732, are confidential and shall not be disclosed except as provided in Minn. Stat. § 181.9732, Subd. 4 (Minn. Stat. § 181.9732).

Members who witness a critical incident are prohibited from providing critical incident stress management services at a debriefing about the incident that they witnessed (Minn. Stat. § 181.9732).

Attendance at the debriefing shall only include those members of the Office directly involved in the incident, which can include support personnel (e.g., dispatchers, other non-sworn personnel). Family or other support personnel may attend with the concurrence of those involved in the incident. The debriefing shall be closed to the public and should be closed to all other members of the Office, including supervisory and Internal Affairs Unit personnel.

304.10.2 TACTICAL DEBRIEFING

A tactical debriefing should take place to identify any training or areas of policy that need improvement. The Sheriff should identify the appropriate participants. This debriefing should not be conducted until all involved members have provided recorded or formal statements to criminal and/or administrative investigators.

304.11 FEDERAL GOVERNMENT RESPONSE

The Sheriff's Office will respect the rights of the federal government to conduct an independent investigation to identify any civil rights violations which may have occurred. The Sheriff's Office will not order or request any of its members who may be suspects to confer with federal investigators without the advice of counsel.

304.12 OTHER CRITICAL INCIDENTS

Other Critical Incidents- often employees are involved in other critical incidents that do not involve the use of deadly force by law enforcement. These incidents can involve exposure to an event involving a sudden accidental death or traumatic event which involves near death for the employee or another. Often accidental deaths or homicides of youthful victims can be traumatic cases for first responders. In any event as mentioned above, the Sheriff, Chief Deputy or designee will speak with those involved and determine if there is a need for a Critical Incident Stress Debriefing. If so, arrangements will be made to conduct a debriefing as soon as possible. The sheriff's office will provide Employee Assistance Program information to those affected employees.

On a case by case basis, the Sheriff may require an employee who has been directly involved in a traumatic critical incident be placed on administrative leave with pay pending the results of the investigation or until the Sheriff reinstates the employee to active duty. The assignment to administrative leave shall not be interpreted to imply or indicate that the employee has acted improperly.

Before returning to duty, the employee will be required to consult with a Sheriff's Office-assigned psychologist and be cleared to return to duty. Upon returning to duty, the employee may be

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Officer-Involved Shootings and Deaths

assigned to non-law enforcement duty for a period of time as deemed appropriate by the Sheriff after consultation with the employee and the Sheriff's Office-assigned psychologist.

304.13 MEDIA RELATIONS

Any media release shall be prepared with input and concurrence from the supervisor and office representative responsible for each phase of the investigation. Releases will be available to the Shift Sergeant, Investigation Chief Deputy and Public Information Officer in the event of inquiries from the media.

No involved BCSO deputy shall make any comment to the media unless he/she is authorized by the Sheriff or a Chief Deputy.

Office members receiving inquiries regarding officer-involved shootings or deaths occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

304.14 REPORTING

If a deputy discharges a firearm in the course of duty, the Sheriff shall notify the Commissioner of Public Safety within 30 days of the reason for and the circumstances surrounding the discharge of the firearm (Minn. Stat. § 626.553).

Field Training Program

305.1 PURPOSE AND SCOPE

The Field Training Officer Program is intended to provide a standardized program to facilitate the deputy's transition from the academic setting to the actual performance of general law enforcement duties of the Beltrami County Deputy.

It is the policy of this office to assign all new sheriff's deputies to a structured Field Training Officer Program that is designed to prepare the new deputy to perform in a patrol assignment and to acquire all of the skills needed to operate in a safe, productive and professional manner.

305.1.1 FIELD TRAINING OFFICER

The Field Training Officer (FTO) is an experienced deputy trained in the art of supervising, training and evaluating entry level and lateral sheriff's deputies in the application of their previously acquired knowledge and skills.

305.1.2 SELECTION PROCESS

FTOs will be selected based on the following requirements:

- Desire to be an FTO.
- Minimum of four years of patrol experience, two of which shall be with this office.
- Demonstrated ability as a positive role model.
- Participate and pass an internal oral interview selection process.
- Evaluation by supervisors and current FTOs.
- Possess an FTO certificate of completion from a Minnesota POST Board-approved course.

305.1.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The Field Training Officer Program Supervisor will be selected by the Field Operations Chief Deputy or designee. The responsibilities of the FTO Program Supervisor include the following:

- Assignment of trainees to FTOs.
- Conduct FTO meetings.
- Maintain and ensure FTO/trainee performance evaluations are completed.
- Maintain, update and issue the Field Training Manual to each trainee.
- Monitor individual FTO performance.
- Monitor overall FTO Program.
- Maintain liaison with FTO coordinators of other agencies.
- Develop ongoing training for FTOs.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Field Training Program

The FTO Program supervisor will be required to obtain a Field Training Officer Supervisory certificate from a Minnesota POST Board-approved course within one year of appointment to this position.

305.1.4 TRAINEE DEFINED

Trainee - Any entry level or lateral sheriff's deputy newly appointed to the Beltrami County Sheriff's Office who possesses a Minnesota POST license or is eligible to be licensed.

305.1.5 REQUIRED TRAINING

Entry level deputies shall be required to successfully complete the Field Training Program.

The training period for lateral deputies may be modified depending on the trainee's demonstrated performance and level of experience, but shall consist of a minimum of eight weeks.

The required training will take place on at least two different shifts and with at least two different FTOs if reasonably possible.

305.1.6 FIELD TRAINING MANUAL

Each new deputy will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and skills necessary to properly function as a Deputy Sheriff with the Beltrami County Sheriff's Office. The Deputy shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules and regulations enacted by the Beltrami County Sheriff.

305.1.7 EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

305.1.8 FIELD TRAINING OFFICER

FTOs shall complete and submit a written evaluation on the performance of their assigned trainee to their immediate supervisor on a daily basis.

FTOs shall review the Daily Trainee Performance Evaluations with the trainee each day.

A detailed end-of-phase performance evaluation on the assigned trainee shall be completed by the FTO at the end of each phase of training.

FTOs shall be responsible for signing off all completed topics contained in the Field Training Manual, noting the method(s) of learning and evaluating the performance of the assigned trainee.

305.1.9 FIELD TRAINING OFFICER PAY

FTO Pay – as described in the contract- is paid with the approval of the division head when the Field Training Deputy, Corrections Officer or Communications Officer is actually engaged in the training or supervision of the new employee assigned to them.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Field Training Program

305.1.10 IMMEDIATE SUPERVISOR

The immediate supervisor shall review and approve the Daily Trainee Performance Evaluations and forward them to the Field Training Administrator.

305.1.11 FIELD TRAINING ADMINISTRATOR

The Field Training Administrator will review and approve the Daily Trainee Performance Evaluations submitted by the FTO through his/her immediate supervisor.

The Field Training Administrator will hold periodic meetings with all FTOs to ensure understanding and compliance with the requirements of the Field Training Program. At least annually, the Field Training Administrator will hold a process review meeting with all FTOs to discuss changes needed in the FTO Program. A summary of this meeting, with any recommendations or changes made, will be documented and forward to the Sheriff for review and approval.

305.1.12 TRAINEE

At the completion of the Field Training Program, the trainee shall submit a performance evaluation of each of his/her FTOs and of the Field Training Program.

305.1.13 DOCUMENTATION

All documentation of the Field Training Program will be retained in the deputy's training files and will consist of the following:

- Daily Trainee Performance Evaluations.
- End of phase evaluations.
- A Certificate of Completion, certifying that the trainee has successfully completed the required field training.

Firearms

306.1 PURPOSE AND SCOPE

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

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

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

306.1.1 AUTHORIZATION TO CARRY FIREARMS

All licensed personnel shall successfully complete office training regarding the use of force, deadly force and the use of firearms before being issued a firearm or being authorized to carry a firearm in the course of their duties (Minn. Stat. § 626.8452, Subd. 3; Minn. Stat. § 626.8463).

306.1.2 ON DUTY CARRY REQUIRED

Firearms are considered necessary equipment for Law Enforcement Officers. Therefore, authorized firearms shall be carried at all times while on duty; unless otherwise authorized by the Sheriff or designee. It is at the discretion of each qualified member whether they carry a firearm while attending or traveling to training sessions where a firearm is not required.

306.2 POLICY

The Beltrami County Sheriff's Office will equip its members with firearms to address the risks posed to the public and office members by violent and sometimes well-armed persons. The Office will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

306.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

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

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

306.3.1 DUTY FIREARMS

The authorized office-issued handgun is on file with the Beltrami County Sheriff.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Firearms

306.3.2 SHOTGUNS

The authorized office-issued shotgun is on file with the Beltrami County Sheriff.

When not deployed, the shotgun shall be properly secured consistent with office training in a locking weapons rack in the patrol vehicle.

306.3.3 PATROL RIFLES

The authorized office-issued patrol rifle is on file with the Beltrami County Sheriff.

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

- (a) Situations where the member reasonably anticipates an armed encounter.
- (b) When a member is faced with a situation that may require accurate and effective fire at long range.
- (c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
- (d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
- (e) When a member reasonably believes that a suspect may be wearing body armor.
- (f) When authorized or requested by a supervisor.
- (g) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured consistent with office training in a locking weapons rack in the patrol vehicle.

306.3.4 PERSONALLY OWNED DUTY FIREARMS

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

- (a) The firearm shall be in good working order and on the office list of approved firearms.
- (b) The firearm shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the office qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.
- (d) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Firearms

306.3.5 AUTHORIZED SECONDARY HANDGUN

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

- (a) The handgun shall be in good working order and on the office list of approved firearms.
- (b) Only one secondary handgun may be carried at a time.
- (c) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Office.
- (d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
- (e) The handgun shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (f) Ammunition shall be the same as office issue. If the caliber of the handgun is other than office issue, the Sheriff or the authorized designee shall approve the ammunition.
- (g) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the office qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.
- (h) Members shall provide written notice of the make, model, color, serial number and caliber of a secondary handgun to the Rangemaster, who will maintain a list of the information.

306.3.6 AUTHORIZED OFF-DUTY FIREARMS

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

- (a) A personally owned firearm shall be used, carried and inspected in accordance with the Personally Owned Firearms requirements in this policy.
 - 1. The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.
- (b) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
- (c) It will be the responsibility of the member to submit the firearm to the Rangemaster for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Rangemaster.
- (d) Prior to carrying any off-duty firearm, the member shall demonstrate to the Rangemaster that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.
- (e) The member will successfully qualify with the firearm prior to it being carried.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Firearms

- (f) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information.
- (g) If a member desires to use more than one firearm while off-duty, he/she may do so, as long as all requirements set forth in this policy for each firearm are met.
- (h) Members shall only carry office-authorized ammunition
- (i) When armed, deputies shall carry their badges and Beltrami County Sheriff's Office identification cards under circumstances requiring possession of such identification.

306.3.7 AMMUNITION

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

Members carrying personally owned authorized firearms of a caliber differing from office-issued firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above, at their own expense. Replacements for unserviceable or depleted ammunition issued by the Office shall be dispensed by the Rangemaster when needed, in accordance with established policy.

306.4 EQUIPMENT

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

306.4.1 REPAIRS OR MODIFICATIONS

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

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

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

306.4.2 HOLSTERS

Only office-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

306.4.3 TACTICAL LIGHTS

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

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Firearms

306.4.4 OPTICS OR LASER SIGHTS

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

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

306.5 SAFE HANDLING, INSPECTION AND STORAGE

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

- (a) Members shall not unnecessarily display or handle any firearm.
- (b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Rangemaster. Members shall not dry fire or practice quick draws except as instructed by the Rangemaster or other firearms training staff.
- (c) Members shall not clean, repair, load or unload a firearm anywhere in the Office, except where clearing barrels are present.
- (d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle, using clearing barrels.
- (e) Members shall not place or store any firearm or other weapon on office premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.
- (f) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.
- (g) Any firearm authorized by the Office to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Office or a Rangemaster approved by the Office for inspection and repair. Any firearm deemed in need of repair or service by the Rangemaster will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

306.5.1 INSPECTION AND STORAGE

Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Firearms

loaded with approved ammunition. Inspection of the shotgun and rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

Personally owned firearms may be safely stored in lockers at the end of the shift. Office-owned firearms shall be stored in the appropriate equipment storage room. Handguns may remain loaded if they are secured in an appropriate holster. Shotguns and rifles shall be unloaded in a safe manner outside the building and then stored in the appropriate equipment storage room.

306.5.2 STORAGE AT HOME

Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit office-issued firearms to be handled by anyone not authorized by the Office to do so. Members should be aware that negligent storage of a firearm could result in civil and criminal liability (Minn. Stat. § 609.666; Minn. Stat. § 609.378).

306.5.3 ALCOHOL AND DRUGS

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

306.6 FIREARMS TRAINING AND QUALIFICATIONS

All members who carry a firearm while on-duty are required to successfully qualify annually with their duty firearms (Minn. Stat. § 626.8452). Deputies will also receive training on this policy, including the learning objectives as provided by POST, at least annually (Minn. Stat. § 626.8452, Subd. 3).

Members will qualify with off-duty and secondary firearms at least annually.

Training and qualifications must be on an approved range course.

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

306.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

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

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

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

Firearms

- (b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.
- (c) No range credit will be given for the following:
 - 1. Unauthorized range make-up
 - 2. Failure to meet minimum standards or qualify after remedial training

Members who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to disciplinary action.

306.7 FIREARM DISCHARGE

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

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

- (a) If on-duty at the time of the incident, the member shall file a written report with his/her Chief Deputy or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.
- (b) If off-duty at the time of the incident, a written report shall be submitted or recorded statement provided no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

306.7.1 DESTRUCTION OF ANIMALS

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

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, office members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, TASER (TM) device, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

306.7.2 INJURED ANIMALS

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

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Firearms

306.7.3 WARNING AND OTHER SHOTS

Generally, warning shots or shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the member reasonably believes that they appear necessary, effective and reasonably safe.

306.7.4 REPORTING FIREARMS DISCHARGE

The Sheriff shall notify the Commissioner of Public Safety within 30 days of an on-duty firearm discharge, except when the discharge is in the course of training or destruction of animals (described in this policy). The notification shall contain information concerning the reason for and circumstances surrounding the discharge (Minn. Stat. § 626.553).

306.8 RANGEMASTER DUTIES

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

The range shall remain operational and accessible to office members during hours established by the Office.

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

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

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

306.9 FLYING WHILE ARMED

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

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Firearms

- (a) Deputies wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure and must have a need to have the firearm accessible, as determined by the Office based on the law and published TSA rules.
- (b) Deputies must carry their Beltrami County Sheriff's Office identification card, bearing the deputy's name, a full-face photograph, identification number, the deputy's signature and the signature of the Sheriff or the official seal of the Office and must present this identification to airline officials when requested. The deputy should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver's license, passport).
- (c) The Beltrami County Sheriff's Office must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the deputy's travel. If approved, TSA will send the Beltrami County Sheriff's Office an NLETS message containing a unique alphanumeric identifier. The deputy must present the message on the day of travel to airport personnel as authorization to travel while armed.
- (d) An official letter signed by the Sheriff authorizing armed travel may also accompany the deputy. The letter should outline the deputy's need to fly armed, detail his/her itinerary and include that the deputy has completed the mandatory TSA training for a law enforcement officer flying while armed.
- (e) Deputies must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the office-appointed instructor.
- (f) It is the deputy's responsibility to notify the air carrier in advance of the intended armed travel. This notification can be accomplished by early check-in at the carrier's check-in counter.
- (g) Any deputy flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.
- (h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The deputy must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.
- (i) Deputies should resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.
- (j) Deputies shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

306.10 CARRYING FIREARMS OUT OF STATE

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

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Firearms

- (a) The deputy shall carry his/her Beltrami County Sheriff's Office identification card whenever carrying such weapon.
- (b) The deputy is not the subject of any current disciplinary action.
- (c) The deputy may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.
- (d) The deputy will remain subject to this and all other office policies (including qualifying and training).

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

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

Special Weapons

307.1 PURPOSE AND SCOPE

The Beltrami County Sheriff's Office recognizes that effective law enforcement calls for the use of special weapons. The selective use of such weapons will result in increased safety for Deputies and others during the apprehension of violent criminals, the execution of high risk search warrants and in other high risk situations.

307.1.1 POLICY

Only designated Deputies who receive periodic, specialized training concerning special weapons are authorized to use such weapons. Special weapons shall be maintained, stored and used in accordance with the procedures set forth below.

307.1.2 DEFINITIONS

Special Weapons - Weapons to be selectively used in tactical situations by Special Weapons Deputies. Special weapons shall include machine guns and long-range sniper rifles. The Special Weapons designation does not include department issued assault rifles. Additional, limited-use weapons may be acquired by the Sheriff's Office and designated by the Sheriff as special weapons. Personally owned or issued handguns and shotguns are not special weapons.

Special Weapons Deputy (SWD) - A deputy who regularly participates in periodic, specialized training sessions concerning the maintenance and use of special weapons.

307.1.3 PROCEDURES

- (a) Special weapons shall be issued to individual SWDs or stored in a locked facility. A key for the headquarters facility shall be maintained in the Communications Center. Access to special weapons is limited to Deputies; consequently, the Communications Center staff shall not provide the key to any person other than a Deputy.
- (b) A log shall be maintained in the special weapons storage facility. An entry shall be made on this log whenever a weapon is checked out and returned, identifying the weapon, Deputy and the date.
- (c) The Deputy who signed out the special weapon on the log shall be responsible for the prompt return of the special weapon in a condition suitable for immediate future use.
- (d) No special weapons shall be loaned to another law enforcement agency without prior approval from the Sheriff.
- (e) All special weapons shall be inspected and cleaned at least yearly by the Sheriff's Office Firearms Instructors/ Armorers.
- (f) Any Deputy may use a special weapon for training purposes provided that a SWD is present.
- (g) Only SWDs shall use special weapons in tactical situations.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Special Weapons

- (h) SWDs must attend basic sniper training to deploy with long range sniper rifles. Designated snipers shall fire their rifles at intervals recommended by the SWAT team and are required to maintain accurate logs.
- (i) The Sheriff's Office Firearms Instructors shall provide specialized instruction at set intervals, no less frequently than once a year, concerning the maintenance and/or use of special weapons. Only Deputies who regularly participate in these training sessions shall be SWDs. The Sheriff/ Chief Deputy shall determine the Deputies who are satisfactorily trained in the use of special weapons and a current list of SWDs shall be maintained by the Chief Deputy.

Vehicle Pursuits

308.1 PURPOSE AND SCOPE

Vehicle pursuits expose innocent citizens, law enforcement officers and fleeing violators to the risk of serious injury or death. The primary purpose of this policy is to provide deputies with guidance in balancing the safety of the public and themselves against law enforcement's duty to apprehend violators of the law. Another purpose of this policy is to minimize the potential for pursuit-related collisions. Vehicular pursuits require deputies to exhibit a high degree of common sense and sound judgment. Deputies must not forget that the immediate apprehension of a suspect is generally not more important than the safety of the public and pursuing deputies (Minn. Stat. § 626.8458 Subd. 1).

308.1.1 PHILOSOPHY

Deciding whether to pursue a motor vehicle is a critical decision that must be made quickly and under difficult and unpredictable circumstances. In recognizing the risk to public safety created by vehicle pursuits, no deputy or supervisor shall be criticized or disciplined for deciding not to engage in a vehicle pursuit due to the risk involved. This includes circumstances where Office policy would permit the initiation or continuation of the pursuit. It is recognized that vehicle pursuits are not always predictable and decisions made pursuant to this policy will be evaluated according to the totality of the circumstances reasonably available at the time of the pursuit (Minn. Stat. § 626.8458 Subd. 1).

Deputies must remember that the most important factors to the successful conclusion of a pursuit are proper self-discipline and sound professional judgment. Deputies conduct during the course of a pursuit must be objectively reasonable; that is, what a reasonable deputy would do under the circumstances. An individual's unreasonable desire to apprehend a fleeing suspect at all costs has no place in professional law enforcement pursuit (Minn. Stat. § 626.8458 Subd. 2 (2)).

308.2 DEFINITIONS

Definitions related to this policy include:

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

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

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

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

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Vehicle Pursuits

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

Spikes or tack strips - A device that extends across the roadway and is designed to puncture the tires of the pursued vehicle.

Vehicle pursuit - An event in which a peace officer initiates a vehicular stop and a driver resists the signal or order to stop by increasing speed, taking evasive action or otherwise refusing to stop the vehicle.

308.3 DEPUTY RESPONSIBILITIES

It is the policy of this office that a vehicle pursuit shall be conducted with at least one flashing red warning lamp visible from the front and a siren that is sounded when necessary to warn pedestrians or other drivers (Minn. Stat. § 169.17 and Minn. Stat. § 169.68).

Operating an emergency vehicle in a pursuit with emergency lights and siren does not relieve the operator of an authorized emergency vehicle of the duty to drive with due regard for the safety of all persons, and does not protect the driver from the consequences of a reckless disregard for the safety of others.

308.3.1 WHEN TO INITIATE A PURSUIT

Deputies are authorized to initiate a pursuit when it is reasonable to believe that a suspect is attempting to evade arrest or detention by fleeing in a vehicle that has been given a signal to stop by a peace officer.

The following factors individually and collectively shall be considered in deciding whether to initiate or continue a pursuit (Minn. Stat. § 626.8458 Subd. 2(2); Minn. R. § 6700.2701):

- (a) Seriousness of the known or reasonably suspected crime and its relationship to community safety.
- (b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to deputies, innocent motorists and others.
- (c) Apparent nature of the fleeing suspect (e.g., whether the suspect represents a serious threat to public safety).
- (d) The identity of the suspect has been verified and there is comparatively minimal risk in allowing the suspect to be apprehended at a later time.
- (e) Safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic (e.g., school zones) and the speed of the pursuit relative to these factors.
- (f) Pursuing deputy's familiarity with the area of the pursuit, the quality of radio communications between the pursuing units and the dispatcher/supervisor, and the driving capabilities of the pursuing deputies under the conditions of the pursuit.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Vehicle Pursuits

- (g) Weather, traffic and road conditions that unreasonably increase the danger of the pursuit when weighed against the risks resulting from the suspect's escape.
- (h) Performance capabilities of the vehicles used in the pursuit in relation to the speeds and other conditions of the pursuit.
- (i) Vehicle speeds.
- (j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).
- (k) Age of the suspect and occupants.
- (l) Availability of other resources, such as aircraft assistance.
- (m) The sheriff's unit is carrying passengers other than on-duty sheriff's deputies. Pursuits should not be undertaken with a prisoner in the pursuit vehicle unless exigent circumstances exist, and then only after the need to apprehend the suspect is weighed against the safety of the prisoner in transport. A unit containing more than a single prisoner should not participate in a pursuit.

308.3.2 WHEN TO TERMINATE A PURSUIT

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

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

In addition to the factors listed above, the following factors should be considered when deciding whether to terminate a pursuit (Minn. Stat. § 626.8458 Subd. 2 (2); Minn. R. § 6700.2701):

- (a) Distance between the pursuing deputies and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time or distance.
- (b) Pursued vehicle's location is no longer definitely known.
- (c) Deputy's pursuit vehicle sustains damage or a mechanical failure that renders it unsafe to drive.
- (d) Pursuit vehicle suffers an emergency equipment failure that causes the vehicle to no longer qualify for emergency operation use.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Vehicle Pursuits

- (e) Extended pursuits of violators for misdemeanors not involving abuse or risk of serious harm (independent of the pursuit) are discouraged.
- (f) Hazards to uninvolved bystanders or motorists.
- (g) If the identity of the offender is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit, deputies should strongly consider discontinuing the pursuit and apprehending the offender at a later time.
- (h) When directed to terminate the pursuit by a supervisor.
- (i) When radio communications are broken or inadequate.
- (j) When the danger that the continued pursuit poses to the public, the deputies or the suspect is too great, balanced against the risk of allowing the suspect to remain at large.

308.3.3 SPEED LIMITS

The speed of a pursuit is a factor that should be evaluated on a continuing basis by the deputy and supervisor. Evaluation of vehicle speeds shall take into consideration public safety, officer safety and the safety of the occupants of the fleeing vehicle.

Should high vehicle speeds be reached during a pursuit, deputies and supervisors shall also consider these factors when determining the reasonableness of the speed of the pursuit:

- (a) Pursuit speeds have become unreasonably unsafe for the surrounding conditions.
- (b) Pursuit speeds have exceeded the driving ability of the deputy.
- (c) Pursuit speeds are beyond the capabilities of the pursuit vehicle thus making its operation unsafe.

308.4 PURSUIT UNITS

Pursuit units should be limited to three vehicles (two units and a supervisor). However, the number of units involved will vary with the circumstances (Minn. R. § 6700.2701 (B)).

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

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

308.4.1 VEHICLES WITHOUT EMERGENCY EQUIPMENT

Vehicles not equipped with red light and siren are prohibited from initiating or joining in any pursuit. Deputy(s) in such vehicles may provide support to pursuing units as long as their vehicle is operated in compliance with all traffic laws.

Vehicle Pursuits

308.4.2 PRIMARY UNIT RESPONSIBILITIES

The initial pursuing deputy will be designated as the primary pursuit unit and will be responsible for the conduct of the pursuit unless it is unable to remain reasonably close enough to the violator's vehicle. The primary responsibility of the deputy initiating the pursuit is the apprehension of the suspect(s) without unreasonable danger to him/herself or other persons (Minn. Stat. § 626.8458 Subd. 2 (4)).

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

- (a) Reason for the pursuit.
- (b) Location and direction of travel.
- (c) Speed of the fleeing vehicle.
- (d) Description of the fleeing vehicle and license number, if known.
- (e) Number of occupants.
- (f) The identity or description of the known occupants.
- (g) Weather, road and traffic conditions.
- (h) Identity of other agencies involved in the pursuit.
- (i) Information concerning the use of firearms, threat of force, injuries, hostages or other unusual hazards.
- (j) Request for medical assistance for any person injured in the course of the pursuit (Minn. Stat. § 626.8458 Subd. 2 (6); Minn. R. § 6700.2701).

Unless relieved by a supervisor or secondary unit, the deputy in the primary unit shall be responsible for broadcasting the progress of the pursuit. Unless circumstances reasonably indicate otherwise, the primary unit should relinquish the responsibility of broadcasting the progress of the pursuit to a secondary unit or aircraft joining the pursuit to minimize distractions and allow the primary unit to concentrate foremost on safe pursuit tactics (Minn. R. § 6700.2701).

308.4.3 SECONDARY UNITS RESPONSIBILITIES

The second deputy in the pursuit is responsible for the following (Minn. R. § 6700.2701):

- (a) Immediately notifying the dispatcher of entry into the pursuit.
- (b) Remaining at a safe distance behind the primary unit unless directed to assume the role of primary deputy, or if the primary unit is unable to continue the pursuit.
- (c) Broadcasting the progress of the pursuit unless the situation indicates otherwise.
- (d) Serve as backup to the primary unit once the subject has been stopped.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Vehicle Pursuits

308.4.4 PURSUIT DRIVING TACTICS

The decision to use or not use specific driving tactics requires the same assessment of considerations outlined in the factors to be considered concerning pursuit initiation and termination. The following are tactics for units involved in the pursuit (Minn. Stat. § 626.8458 Subd. 2 (3)):

- (a) Deputies, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to maneuvers by the fleeing vehicle.
- (b) Deputies may proceed past a red, or stop signal, or stop sign but only after slowing down and utilizing a flashing red lamp or siren as may be necessary for safe operation (Minn. Stat. § 169.03, Subd. 2).
- (c) As a general rule, deputies should not pursue a vehicle driving the wrong way on a roadway, highway, or freeway (Minn. Stat. § 169.03). In the event the pursued vehicle does so, the following tactics should be considered:
 1. Request assistance from an available air unit.
 2. Maintain visual contact with the pursued vehicle by paralleling on the correct side of the roadway.
 3. Request other units to observe exits available to the suspects.
- (d) Notify the Minnesota State Patrol or other law enforcement agency if it appears the pursuit may enter their jurisdiction.
- (e) Deputies involved in a pursuit should not attempt to pass other units unless the situation indicates otherwise or they are requested to do so by the primary unit, and a clear understanding of the maneuver process exists between the involved deputies.

308.4.5 TACTICS/PROCEDURES FOR UNITS NOT INVOLVED IN THE PURSUIT

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

Non-pursuing personnel needed at the termination of the pursuit should respond in a non-emergency manner, observing the rules of the road.

The primary unit, secondary unit and supervisor should be the only units operating under emergency conditions (emergency lights and siren) unless other units are assigned to the pursuit.

308.4.6 PURSUIT TRAILING

In the event the initiating unit from this agency relinquishes control of the pursuit to another unit or jurisdiction, that initiating unit may, with permission of a supervisor, trail the pursuit to the termination point in order to provide necessary information and assistance for the arrest of the suspect(s).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Vehicle Pursuits

The term "trail" means to follow the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing unit will maintain sufficient distance from the pursuit units so as to clearly indicate an absence of participation in the pursuit.

308.4.7 AIRCRAFT ASSISTANCE

When available, aircraft assistance should be requested. Once the air unit has established visual contact with the pursued vehicle, it should assume control over the pursuit. The primary and secondary ground units should consider whether the participation of an aircraft warrants their continued involvement in the pursuit (Minn. Stat. § 626.8458 Subd. 2 (4)).

The air unit should coordinate the activities of resources on the ground, report progress of the pursuit and provide deputies and supervisors with details of upcoming traffic congestion, road hazards or other pertinent information to evaluate whether to continue the pursuit. If ground units are not within visual contact and the air unit determines that it is unsafe to continue the pursuit, the air unit should recommend terminating the pursuit.

308.5 SUPERVISORY CONTROL AND RESPONSIBILITIES

It is the policy of this office that available supervisory and management control will be exercised over all vehicle pursuits involving deputies from this office (Minn. Stat. § 626.8458 Subd. 2 (4); Minn. R. § 6700.2701).

The field supervisor of the deputy initiating the pursuit, or if unavailable, the nearest field supervisor will be responsible for the following:

- (a) Upon becoming aware of a pursuit, immediately notify involved deputies and the Communications Center of supervisory presence and ascertaining all reasonably available information to continuously assess the situation and risk factors associated with the pursuit in order to ensure that the pursuit is conducted within established Office guidelines.
- (b) Engage in the pursuit, when appropriate, to provide on-scene supervision.
- (c) Exercise management and control of the pursuit even if not engaged in it.
- (d) Ensure that no more than the number of required law enforcement units needed are involved in the pursuit under the guidelines set forth in this policy.
- (e) Direct that the pursuit be terminated if, in his/her judgment, it is not justified to continue the pursuit under the guidelines of this policy.
- (f) Ensure that aircraft assistance is requested if available.
- (g) Ensure that the proper radio channel is being used.
- (h) Ensure the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this agency.
- (i) Control and manage BCSO units when a pursuit enters another jurisdiction.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Vehicle Pursuits

- (j) Prepare a post-pursuit critique and analysis of the pursuit for training purposes.

308.5.1 SHIFT SERGEANT RESPONSIBILITIES

Upon becoming aware that a pursuit has been initiated, the Shift Sergeant should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The Shift Sergeant has the final responsibility for the coordination, control and termination of a vehicle pursuit and shall be in overall command (Minn. Stat. § 626.8458 Subd. 2 (4); Minn. R. § 6700.2701).

The Shift Sergeant shall review all pertinent reports for content and forward them to the Chief Deputy.

308.6 COMMUNICATIONS

If the pursuit is confined within the County limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or communications dispatcher. If the pursuit leaves the jurisdiction of this office or such is imminent, involved units should, whenever available, switch radio communications to an emergency channel most accessible by participating agencies and units (Minn. R. § 6700.2701).

308.6.1 THE COMMUNICATIONS CENTER RESPONSIBILITIES

Upon notification that a pursuit has been initiated, the Communications Center will be responsible for the following (Minn. Stat. § 626.8458 Subd. 2 (4)):

- (a) Coordinate pursuit communications of the involved units and personnel.
- (b) Notify and coordinate with other involved or affected agencies as practicable.
- (c) Ensure that a field supervisor is notified of the pursuit.
- (d) Assign an incident number and log all pursuit activities.
- (e) Broadcast pursuit updates as well as other pertinent information as necessary.
- (f) Notify the Shift Sergeant as soon as practicable.

308.6.2 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the primary unit should broadcast pertinent information to assist other units in locating the vehicle. The primary unit will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

308.7 INTER-JURISDICTIONAL CONSIDERATIONS

When a pursuit enters another agency's jurisdiction, the primary deputy or supervisor, taking into consideration distance traveled, unfamiliarity with the area and other pertinent facts, should determine whether to request the other agency to assume the pursuit. Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary deputy or supervisor ensure that notification is provided to the dispatcher and to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether such jurisdiction is expected to assist (Minn. Stat. § 626.8458 Subd. 2 (5); Minn. R. § 6700.2701).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Vehicle Pursuits

If a pursuit from another agency enters the Office's jurisdiction, the Communications Center should update the on-duty supervisor.

308.7.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

Beltrami County Sheriff's Office deputies will discontinue the pursuit when another agency has assumed the pursuit unless continued assistance of the Beltrami County Sheriff's Office is requested by the agency assuming the pursuit. Upon discontinuing the pursuit, the primary unit may proceed upon request, with or at the direction of a supervisor, to the termination point to assist in the investigation.

The role and responsibilities of deputies at the termination of a pursuit initiated by this office shall be coordinated with appropriate consideration of the units from the agency assuming the pursuit.

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific. Because of communication limitations between local agencies, a request for another agency's assistance will mean that its personnel will assume responsibilities for the pursuit. For the same reasons, when a pursuit leaves another jurisdiction and a request for assistance is made to this office, the other agency should relinquish control.

308.7.2 PURSUITS EXTENDING INTO THIS JURISDICTION

The agency that initiates a pursuit shall be responsible for conducting the pursuit. Units from this office should not join a pursuit unless specifically requested to do so by the agency whose peace officers are in pursuit. The exception to this is when a single unit from the initiating agency is in pursuit. Under this circumstance, a unit from this office may join the pursuit until sufficient units from the initiating agency join the pursuit.

When a request is made for this office to assist or take over a pursuit from another agency that has entered this jurisdiction, the supervisor should consider these additional following factors:

- (a) Ability to maintain the pursuit.
- (b) Circumstances serious enough to continue the pursuit.
- (c) Adequate staffing to continue the pursuit.
- (d) The public's safety within this jurisdiction.
- (e) Safety of the pursuing deputies.

As soon as practicable, a supervisor or the Shift Sergeant should review a request for assistance from another agency. The Shift Sergeant or supervisor, after consideration of the above factors, may decline to assist in or assume the other agency's pursuit.

Assistance to a pursuing outside agency by deputies of this office will terminate at the County limits provided that the pursuing peace officers have sufficient assistance from other sources. Ongoing participation from this office may continue only until sufficient assistance is present.

Vehicle Pursuits

In the event that a pursuit from another agency terminates within this jurisdiction, deputies shall provide appropriate assistance to peace officers from the outside agency including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.

308.8 PURSUIT INTERVENTION

Pursuit intervention is an attempt to terminate the ability of a suspect to continue to flee in a motor vehicle through tactical application of technology, road spikes, blocking, boxing, PIT (Pursuit Intervention Technique), ramming or roadblock procedures.

308.8.1 WHEN USE AUTHORIZED

Use of pursuit intervention tactics should be employed only after approval of a supervisor. In deciding whether to use intervention tactics, deputies/supervisors should balance the risks of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the deputies and persons in or on the pursued vehicle. With these risks in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances apparent to the deputy at the time of the decision (Minn. Stat. § 626.8458 Subd. 2; Minn. R. § 6700.2701).

It is imperative that deputies act within legal bounds using good judgment and accepted practices.

308.8.2 USE OF FIREARMS

The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Deputies should not utilize firearms during an ongoing pursuit unless the conditions and circumstances meet the requirements authorizing the use of deadly force. Nothing in this section shall be construed to prohibit any deputy from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

308.8.3 INTERVENTION STANDARDS

Any pursuit intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the deputies, the public or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of force, including deadly force, and are subject to Office policies guiding such use. Deputies who have not received Office-approved training in the application and use of any intervention tactic or equipment shall consider these facts and requirements prior to deciding how, when, where and if an intervention tactic should be employed.

- (a) Blocking or vehicle intercept should only be considered in cases involving felony suspects or impaired drivers who pose a threat to public safety when deputies reasonably believe that attempting a conventional enforcement stop will likely result in the driver attempting to flee in the vehicle. Because of the potential risks involved, this technique should only be employed by deputies who have received training in such tactics and after giving consideration to the following:
 1. The need to immediately stop the suspect vehicle or prevent it from leaving substantially outweighs the risks of injury or death to occupants of the suspect vehicle, deputies or other members of the public.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Vehicle Pursuits

2. All other reasonable intervention techniques have failed or reasonably appear ineffective.
 3. Employing the blocking maneuver does not unreasonably increase the risk to officer safety.
 4. The target vehicle is stopped or traveling at a low speed.
 5. At no time should civilian vehicles be used to deploy this technique.
- (b) Only those deputies trained in the use of the PIT will be authorized to use this procedure and only then with approval of a supervisor upon consideration of the circumstances and conditions presented at the time, including the potential for risk of injury to deputies, the public and occupants of the pursued vehicle.
- (c) Ramming a fleeing vehicle should be done only after other reasonable tactical means at the deputy's disposal have been exhausted. This tactic should be reserved for situations where there does not appear to be another reasonable alternative method. This policy is an administrative guide to direct deputies in their decision-making process before ramming another vehicle. When ramming is used as a means to stop a fleeing vehicle, the following factors should be present:
1. The suspect is an actual or suspected felon, who reasonably appears to represent a serious threat to the public if not apprehended.
 2. The suspect is driving with willful or wanton disregard for the safety of other persons or is driving in a reckless and life-endangering manner.
 3. If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, the use of ramming is not authorized.
- (d) As with all intervention techniques, pursuing deputies should obtain supervisor approval before attempting to box a suspect vehicle during a pursuit. The use of such a technique must be carefully coordinated with all involved units, taking into consideration the circumstances and conditions apparent at the time, as well as the potential risk of injury to deputies, the public and occupants of the pursued vehicle.
- (e) Spike strips should be deployed only when it is reasonably apparent that only the pursued vehicle will be affected by their use. Prior to the deployment of spike strips, the deputy shall notify pursuing units and the supervisor of the intent and location. Deputies should carefully consider the limitations of such devices as well as the potential risks to deputies, the public and occupants of the pursued vehicle. If the pursued vehicle is a motorcycle, a vehicle transporting hazardous materials or a school bus transporting children deputies and supervisors should weigh the potential consequences against the need to immediately stop the vehicle.
- (f) Because roadblocks involve a potential for serious injury or death to occupants of the pursued vehicle if the suspect does not stop, the intentional placement of roadblocks in the direct path of a pursued vehicle is generally discouraged and should not be deployed without prior approval of a supervisor, and only then under extraordinary conditions when all other reasonable intervention techniques have failed or reasonably appear ineffective and the need to immediately stop the pursued vehicle substantially

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Vehicle Pursuits

outweighs the risks of injury or death to occupants of the pursued vehicle, deputies or other members of the public.

308.8.4 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Deputies shall use only that amount of force that reasonably appears necessary under the circumstances to properly perform their lawful duties.

Unless relieved by a supervisor, the primary deputy should coordinate efforts to apprehend the suspect(s) following the pursuit. Deputies should consider safety of the public and the involved deputies when formulating plans to contain and capture the suspect.

308.9 REPORTING AND REVIEW REQUIREMENTS

All appropriate reports shall be completed to comply with appropriate local and state regulations. The Records Supervisor shall ensure the appropriate forms are filed with the Department of Public Safety within 30 days (Minn. Stat. § 626.5532):

- (a) The primary deputy shall complete appropriate crime/arrest reports.
- (b) The primary deputy or supervisor shall complete the appropriate pursuit report.
- (c) After first obtaining available information, the on-duty field supervisor shall promptly complete a Supervisor's Log or interoffice memorandum, briefly summarizing the pursuit to the Sheriff or designee. This memo should minimally contain the following information (Minn. Stat. § 626.5532):
 - 1. Date and time of pursuit.
 - 2. Length of pursuit in distance and time.
 - 3. Involved units and deputies.
 - 4. Initial reason and circumstances surrounding the pursuit.
 - 5. Starting and termination points.
 - 6. Alleged offense, charges filed or disposition: arrest, citation or other release.
 - 7. Arrestee information should be provided if applicable.
 - 8. Injuries and/or property damage.
 - 9. Medical treatment.
 - 10. The outcome of the pursuit.
 - 11. Name of supervisor handling or at the scene.
 - 12. A preliminary determination that the pursuit appears to be in compliance with this policy or additional review and/or follow-up is warranted.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Vehicle Pursuits

- (d) After receiving copies of reports, logs and other pertinent information, the Sheriff or designee shall conduct or assign the completion of a post-pursuit review as appropriate to the circumstances.
- (e) Annually, the Sheriff should direct a documented review and analysis of Office vehicle pursuits to minimally include policy suitability, policy compliance and training needs.

308.9.1 REGULAR AND PERIODIC PURSUIT TRAINING

In addition to initial and supplementary training on pursuits, all licensed non-exempt employees will participate, no less than annually, in regular and periodic training on this policy and the importance of vehicle safety and protecting the public at all times. Training will include a recognition of the need to balance the known offense and the need for immediate capture against the risks to deputies and others.

The Training Officer shall ensure the frequency and content of emergency vehicle operations and vehicle pursuit training meets or exceeds that required by law (Minn. Stat. § 626.8458 Subd. 5; Minn. R. § 6700.2702).

308.9.2 POLICY REVIEW

Each licensed member of this office shall certify in writing that they have received, read and understand this policy initially and upon any amendments.

308.9.3 YEARLY CERTIFICATION

This policy shall be reviewed and certified to the state annually that it complies with requirements of any new or revised model policy adopted by the state (Minn. Stat. § 626.8458 Subd. 3).

308.9.4 PUBLIC DISCLOSURE

Copies of the current pursuit policy shall be made available to the public on request.

Deputy Response to Calls

309.1 PURPOSE AND SCOPE

The State of Minnesota finds that emergency vehicle operations are an integral part of law enforcement's commitment to public safety. This policy provides for the safe and appropriate response to all emergency and non-emergency situations (Minn. Stat. § 626.8458, Subd. 1).

309.2 RESPONSE TO CALLS

309.2.1 RESPONSE TO EMERGENCY CALLS

Deputies responding to an emergency call shall proceed immediately as appropriate. Deputies responding to an emergency call shall sound the siren or display at least one lighted red light to the front of the vehicle. Whenever practicable, during an emergency call response the deputy should continuously operate emergency lighting equipment and sound the siren (Minn. Stat. § 169.03 et seq.; Minn. Stat. § 169.17).

Responding with a red light, emergency lighting and/or siren does not relieve the operator of an authorized emergency vehicle or a law enforcement vehicle of the duty to drive with due regard for the safety of all persons and does not protect the driver from the consequences of his/her reckless disregard for the safety of others. The use of any other warning equipment without emergency lights and siren does not provide an exemption under Minnesota law (Minn. Stat. § 169.17).

Deputies should only respond with a red light, emergency lights and/or siren when so dispatched or when circumstances reasonably indicate an emergency response is appropriate. Deputies not responding with a red light, emergency lights and/or siren shall observe all traffic laws.

309.2.2 LIGHTING EXEMPTION OF LAW ENFORCEMENT VEHICLES

A deputy may operate a vehicle without lights as otherwise required while performing law enforcement duties when the deputy reasonably believes that operating the vehicle without lights is necessary to investigate a criminal violation or suspected criminal violation of state laws, rules or orders, or local laws, ordinances or regulations. The operation of a vehicle without lights must be consistent with the standards adopted by Minnesota Peace officer Standards and Training Board (POST) (Minn. Stat. § 169.541).

309.3 REQUESTING EMERGENCY ASSISTANCE

Requests for emergency assistance should be limited to those situations where the involved personnel reasonably believe that there is an imminent threat to the safety of deputies, or assistance is needed to prevent imminent serious harm to a citizen. Where a situation has stabilized and emergency response is not required, the requesting deputy shall promptly notify the Communications Center.

If circumstances permit, the requesting deputy should give the following information:

- Badge number

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Deputy Response to Calls

- Location
- The reason for the request and type of emergency
- The number of additional units required

309.3.1 NUMBER OF UNITS PARTICIPATING

Normally, only those units reasonably necessary should respond to an emergency as an emergency call response. The Shift Sergeant or the field supervisor should monitor all emergency responses and reduce or enhance the response as warranted.

309.4 INITIATING EMERGENCY CALL RESPONSE

If a deputy believes an emergency call response to any call is appropriate, the deputy shall immediately notify the Communications Center. Emergency responses of more than one unit should include, if circumstances reasonably permit, coordination of the response of the second responding unit by the Communications Center to avoid unanticipated intersecting of response routes.

An emergency call response of more than one unit should initiate notification by the Communications Center to the Shift Sergeant or field supervisor of the response. The Shift Sergeant or field supervisor will make a determination regarding the appropriateness of the response and reduce or enhance the response as warranted.

309.5 RESPONSIBILITIES OF RESPONDING DEPUTIES

Deputies shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. During a response to an emergency call deputies may (Minn. Stat. § 169.03; Minn. Stat. § 169.17):

- (a) Proceed cautiously past a red or stop signal or stop sign but only after slowing down and utilizing a red light or siren as may be necessary for safe operation.
- (b) Exceed any speed limits, provided this does not endanger life or property.
- (c) Disregard regulations governing direction of movement or turning in specified directions as authorized by law.
- (d) Disregard regulations governing parking or standing when using a warning lamp.

The decision to continue an emergency call response is at the discretion of the deputy. If, in the deputy's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the deputy may elect to respond to the call without the use of red lights and siren at the legal speed limit. In such an event, the deputy should immediately notify the Communications Center. A deputy shall also discontinue an emergency call response when directed by a supervisor or as otherwise appropriate.

Upon determining that an emergency call response is appropriate, a deputy shall immediately give the location from which he/she is responding.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Deputy Response to Calls

When emergency vehicles are on the scene of an emergency and pose any hazard, or when the vehicle operators seek exemption to park, stop or stand contrary to any law or ordinance pursuant to Minn. Stat. § 169.541, adequate warning lights shall be operated whenever practicable.

309.6 COMMUNICATIONS RESPONSIBILITIES

A dispatcher shall ensure acknowledgment and response of assisting units when a deputy requests emergency assistance or when the available information reasonably indicates that the public is threatened with serious injury or death and an immediate law enforcement response is needed. In all other circumstances, the dispatcher shall obtain authorization from the Shift Sergeant or a field supervisor prior to assigning an emergency response. The dispatcher shall:

- (a) Attempt to assign the closest available unit to the location requiring assistance.
- (b) Immediately notify the Shift Sergeant.
- (c) Confirm the location from which the unit is responding.
- (d) Notify and coordinate outside emergency services (e.g., fire and ambulance).
- (e) Continue to obtain and broadcast information as necessary concerning the response, and monitor the situation until it is stabilized or terminated.
- (f) Control all radio communications during the emergency and coordinate assistance under the direction of the Shift Sergeant or field supervisor.

309.7 SUPERVISORY RESPONSIBILITIES

Upon being notified that an emergency response has been initiated, the Shift Sergeant or the field supervisor shall verify the following:

- (a) The proper response has been initiated.
- (b) No more than those units reasonably necessary under the circumstances are involved in the response.
- (c) Affected outside jurisdictions are being notified as practicable.

The field supervisor shall, whenever practicable, monitor the response until it has been stabilized or terminated and assert control by directing units into or out of the response if necessary. If, in the supervisor's judgment, the circumstances require additional units to be assigned an emergency response, the supervisor may do so.

It is the supervisor's responsibility to terminate an emergency response that, in his/her judgment, is inappropriate due to the circumstances.

When making the decision to authorize an emergency call response, the Shift Sergeant or the field supervisor should consider the following:

- The type of call or crime involved.
- The necessity of a timely response.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Deputy Response to Calls

- Traffic and roadway conditions.
- The location of the responding units.

309.8 FAILURE OF EMERGENCY EQUIPMENT

If the emergency equipment on the vehicle should fail to operate, the deputy must terminate the emergency call response and respond accordingly. The deputy shall notify the Shift Sergeant, field supervisor or the Communications Center of the equipment failure so that another unit may be assigned to the emergency response.

309.9 TRAINING

The Training Officer shall ensure the frequency and content of emergency vehicle operations training meets or exceeds that required by law (Minn. Stat. § 626.8458).

309.10 POLICY

It is the policy of this office to appropriately respond to emergency and nonemergency calls for service or requests for assistance, whether these are dispatched or self-initiated.

Operation of an Emergency Vehicle

310.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the safe and proper operation of a police vehicle in emergency driving situations. The intent of this policy is to provide members of the Beltrami County Sheriff's Office with a clear definition of their responsibilities and restrictions regarding emergency vehicle operation of their Sheriff's Office vehicle. The safety of all persons involved or affected by emergency operation is of primary importance.

310.2 POLICY

Emergency vehicle operation or pursuit will not begin or continue if a substantial risk exists to the public and the officer or the public safety outweighs the needs of public safety for the emergency vehicle operation or pursuit. Officers shall continuously weigh the present danger to themselves and the general public by considering factors such as weather conditions, likelihood of damage to police vehicles or other property, mechanical condition of the police vehicle, seriousness of the crime, and traffic and pedestrian congestion.

310.3 DEFINITIONS

310.3.1 EMERGENCY VEHICLE OPERATIONS

Emergency Vehicle Operation occurs when a police vehicle is being driven with red lights and siren activated simultaneously or a red light is activated to the front of the car or a siren is activated.

310.4 PROCEDURE FOR EMERGENCY VEHICLE OPERATION

Operation of an emergency vehicle in the emergency mode will only be permitted when red lights and siren are activated simultaneously or the situation dictates emergency vehicle operation with only emergency lights or siren as allowed by statute and policy.

310.4.1 RED, STOP SIGNAL, STOP SIGNS

The driver of any authorized emergency vehicle, when responding to an emergency call, upon approaching a red or stop signal or any stop sign shall slow down as necessary for safety, but may proceed cautiously past such red or stop sign or signal after sounding siren and displaying red lights, except that a law enforcement vehicle responding to an emergency call shall sound its siren or display at least one lighted red light to the front. §169.03.2

310.4.2 ENTERING AGAINST TRAFFIC

The driver of any authorized emergency vehicle, when responding to any emergency call, may enter against the run of traffic on any one-way street, or highway where there is authorized division of traffic, to facilitate traveling to the area in which an emergency has been reported; and the provisions of this section shall not affect any cause of action arising prior to its passage. §169.03.3

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Operation of an Emergency Vehicle

310.4.3 RESPONSIBILITY

No driver of any authorized emergency vehicle shall assume any special privilege under this chapter, except when such vehicle is operated in response to any emergency call or in the immediate pursuit of an actual or suspected violator of the law. §169.03.5

310.4.4 SPEED

The speed limitations set forth in Sections 169.14 to 169.17 do not apply to an authorized emergency vehicle responding to an emergency call. Drivers of all emergency vehicles shall sound an audible signal by siren and display of at least one lighted red light to the front, except that law enforcement vehicles shall sound an audible signal by siren or display at least one lighted red light to the front. This provision does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of persons using the street, nor does it protect the driver of an authorized emergency vehicle from the consequence of a reckless disregard of the safety of others. §169.17

310.4.5 RED LIGHTS ONLY

In certain situations, it may be advantageous for an officer to operate the police vehicle with red lights only. The officer must take this into consideration in operating the police vehicle in a safe manner.

310.4.6 DECISION TO OPERATE AS AN EMERGENCY VEHICLE

The decision as to when a vehicle is to be operated as an "emergency vehicle" lies with the officer operating the vehicle and responding to the emergency. The officer shall take into consideration the factors listed below when determining whether or not to operate their vehicle in an emergency fashion, remembering that we should operate a vehicle as an "emergency vehicle" only when absolutely necessary. This list is not intended to be all-inclusive, but the officer should, at a minimum, take into consideration these factors: 1. Nature of the emergency being responded to. 2. The assistance to be provided by the officers once they arrive on the scene. 3. Whether or not other public safety/medical personnel are closer and will be able to handle the incident should the secondary units respond at routine (normal) speed.

310.4.7 PARKING/STOPPING EMERGENCY VEHICLES

When using emergency equipment (red lights and/ or siren) to execute a vehicle stop or any time an emergency vehicle is stopped or parked in violation of parking regulations and subject to other vehicle traffic, the emergency lights should remain in operation. Whenever the emergency vehicle is not lawfully parked, either on a traffic stop or a call for service, where it is at risk of being hit by another vehicle, or any time when safety dictates, the emergency lights shall be left in operation. If a squad is stopped and, according to this policy, the main emergency lights can be turned off, then at a minimum the rear flashing lights will remain activated.

Canines

311.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of canines to augment law enforcement services in the community including, but not limited to locating individuals and contraband and apprehending criminal offenders.

311.2 POLICY

It is the policy of the Beltrami County Sheriff's Office that teams of handlers and canines meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

311.3 ASSIGNMENT

Canine teams should be assigned to assist and supplement the Field Operations Division to function primarily in assist or cover assignments. However, they may be assigned by the Shift Sergeant to other functions, such as routine calls for service, based on the current operational needs.

Canine teams should generally not be assigned to handle routine matters that will take them out of service for extended periods of time. If such assignment is necessary, it should only be made with the approval of the Shift Sergeant.

311.4 CANINE COORDINATOR

The canine coordinator shall be appointed by and directly responsible to the Field Operations Chief Deputy or the authorized designee.

The responsibilities of the coordinator include but are not limited to:

- (a) Reviewing all canine use reports to ensure compliance with policy and to identify training issues and other needs of the program.
- (b) Maintaining a liaison with the vendor kennel.
- (c) Maintaining a liaison with command staff and functional supervisors.
- (d) Maintaining a liaison with other agency canine coordinators.
- (e) Maintaining accurate records to document canine activities.
- (f) Recommending and overseeing the procurement of equipment and services for the teams of handlers and canines.
- (g) Scheduling all canine-related activities.
- (h) Ensuring the canine teams are scheduled for regular training to maximize their capabilities.

Canines

311.5 REQUESTS FOR CANINE TEAMS

Field Operations Division members are encouraged to request the use of a canine. Requests for a canine team from office units outside of the Field Operations Division shall be reviewed by the Shift Sergeant.

311.5.1 OUTSIDE AGENCY REQUEST

All requests for canine assistance from outside agencies must be approved by the Shift Sergeant and are subject to the following:

- (a) Canine teams shall not be used for any assignment that is not consistent with this policy.
- (b) The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.
- (c) Calling out off-duty canine teams is discouraged.
- (d) It shall be the responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.
- (e) It shall be the responsibility of the canine handler to complete all necessary reports or as directed.

311.5.2 PUBLIC DEMONSTRATIONS

All public requests for a canine team shall be reviewed and, if appropriate, approved by the canine coordinator prior to making any resource commitment. The canine coordinator is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety protocols. Canine handlers shall not demonstrate any apprehension work unless authorized to do so by the canine coordinator.

311.6 APPREHENSION GUIDELINES

A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has committed, is committing, or is threatening to commit any serious offense and if any of the following conditions exist:

- (a) There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any deputy, or the handler.
- (b) The suspect is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.
- (c) The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of deputies or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Canines

Absent a reasonable belief that a suspect has committed, is committing, or is threatening to commit a serious offense, mere flight from a pursuing deputy without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.

Use of a canine to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the Shift Sergeant. Absent a change in circumstances that presents an imminent threat to deputies, the canine, or the public, such canine use should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.

If the canine has apprehended the suspect with a secure bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly command the canine to release the suspect.

311.6.1 PREPARATION FOR DEPLOYMENT

Prior to the use of a canine to search for or apprehend any suspect, the canine handler and/or the supervisor on-scene should carefully consider all pertinent information reasonably available at the time. The information should include but is not limited to:

- (a) The nature and seriousness of the suspected offense.
- (b) Whether violence or weapons were used or are anticipated.
- (c) The degree of resistance or threatened resistance, if any, the suspect has shown.
- (d) The suspect's known or perceived age.
- (e) The potential for injury to deputies or the public caused by the suspect if the canine is not utilized.
- (f) Any potential danger to the public and/or other deputies at the scene if the canine is released.
- (g) The potential for the suspect to escape or flee if the canine is not utilized.

As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.

It is the canine handler's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable.

A supervisor who is sufficiently apprised of the situation may prohibit deploying the canine.

Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Canines

311.6.2 WARNINGS AND ANNOUNCEMENTS

Unless it would increase the risk of injury or escape, a clearly audible warning announcing that a canine will be used if the suspect does not surrender should be made prior to releasing a canine. The handler should allow a reasonable time for a suspect to surrender and should quiet the canine momentarily to listen for any verbal response to the warning. If reasonably feasible, other members should be in a location opposite the warning to verify that the announcement could be heard. If available, warnings given in other languages should be used as necessary.

If a warning is not to be given, the canine handler, when reasonably practicable, should first advise the supervisor of his/her decision before releasing the canine. In the event of an apprehension, the handler shall document in any related report how the warning was given and, if none was given, the reasons why.

311.6.3 REPORTING DEPLOYMENTS, BITES, AND INJURIES

Handlers should document canine deployments in a canine use report. Whenever a canine deployment results in a bite or causes injury to an intended suspect, a supervisor should be promptly notified and the injuries documented in the canine use report. The injured person shall be promptly treated by Emergency Medical Services personnel and, if appropriate, transported to an appropriate medical facility for further treatment. The deployment and injuries should also be included in any related incident or arrest report.

Any unintended bite or injury caused by a canine, whether on- or off-duty, shall be promptly reported to the canine coordinator. Unintended bites or injuries caused by a canine should be documented in an administrative report, not in a canine use report.

If an individual alleges an injury, either visible or not visible, a supervisor shall be notified and both the individual's injured and uninjured areas shall be photographed as soon as reasonably practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current office evidence procedures. The photographs shall be retained until the criminal proceeding is completed and the time for any related civil proceeding has expired.

Canines used by law enforcement agencies are generally exempt from dangerous dog registration, impoundment, and reporting requirements (Minn. Stat. § 347.51, Subd. 4).

311.7 NON-APPREHENSION GUIDELINES

Properly trained canines may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The canine handler is responsible for determining the canine's suitability for such assignments based on the conditions and the particular abilities of the canine. When the canine is deployed in a search or other non-apprehension operation the following guidelines apply.

- (a) Absent a change in circumstances that present an imminent threat to deputies, the canine or the public, such applications should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Canines

- (b) Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.
- (c) Throughout the deployment, the handler should periodically give verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make him/herself known.
- (d) Once the individual has been located, the handler should place the canine in a down-stay or otherwise secure it as soon as reasonably practicable.

311.7.1 ARTICLE DETECTION

A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

311.7.2 NARCOTICS DETECTION

A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

- (a) The search of vehicles, buildings, bags, and other articles.
- (b) Assisting in the search for narcotics during a search warrant service.
- (c) Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.

A narcotics-detection trained canine will not be used to search a person for narcotics unless the canine is trained to passively indicate the presence of narcotics.

311.7.3 BOMB/EXPLOSIVE DETECTION

Because of the high risk of danger to the public and deputies when a bomb or other explosive device is suspected, the use of a canine team trained in explosive detection may be considered. When available, an explosive-detection canine team may be used in accordance with current law and under certain circumstances, including:

- (a) Assisting in the search of a building, structure, area, vehicle, or article where an actual or suspected explosive device has been reported or located.
- (b) Assisting with searches at transportation facilities and vehicles (e.g., buses, airplanes, trains).
- (c) Preventive searches at special events, VIP visits, official buildings, and other restricted areas. Searches of individuals should remain minimally intrusive and shall be strictly limited to the purpose of detecting explosives.
- (d) Assisting in the search of scenes where an explosion has occurred and an explosive device or secondary explosive device is suspected.

At no time will an explosive-detection trained canine be used to render a suspected device safe or clear.

Canines

311.8 HANDLER SELECTION

The minimum qualifications for the assignment of canine handler include:

- (a) A deputy who is currently off probation.
- (b) Residing in an adequately fenced single-family residence (minimum 5-foot-high fence with locking gates).
- (c) A garage that can be secured and can accommodate a canine vehicle.
- (d) Living within 30 minutes travel time from the Beltrami County limits.
- (e) Agreeing to be assigned to the position for a minimum of three years.

311.9 HANDLER RESPONSIBILITIES

The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection, and living conditions.

The canine handler will be responsible for the following:

- (a) Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.
- (b) The handler shall maintain all office equipment under his/her control in a clean and serviceable condition.
- (c) When not in service, the handler shall maintain the canine vehicle in a locked garage, away from public view.
- (d) When a handler is off-duty for an extended number of days, the assigned canine vehicle should be stored at the Beltrami County Sheriff's Office facility.
- (e) Handlers shall permit the canine coordinator to conduct spontaneous on-site inspections of affected areas of their homes as well as their canine vehicles to verify that conditions and equipment conform to this policy.
- (f) Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the canine coordinator as soon as possible.
- (g) When off-duty, the canine shall be in a kennel provided by the County at the home of the handler. When a canine is kenneled at the handler's home, the gate shall be secured with a lock. When off-duty, the canine may be let out of the kennel while under the direct control of the handler.
- (h) The canine should be permitted to socialize in the home with the handler's family for short periods of time and under the direct supervision of the handler.
- (i) Under no circumstances will the canine be lodged at another location unless approved by the canine coordinator or Shift Sergeant.
- (j) When off-duty, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved in advance by the canine coordinator or Shift Sergeant.

Canines

- (k) Whenever a canine handler is off-duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations the handler shall give reasonable notice to the canine coordinator so that appropriate arrangements can be made.

311.9.1 CANINE IN PUBLIC AREAS

The canine should be kept on a leash when in areas that allow access to the public. Exceptions to this rule would include specific law enforcement operations for which the canine is trained.

- (a) A canine shall not be left unattended in any area to which the public may have access.
- (b) When the canine vehicle is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the canine. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.

311.10 HANDLER COMPENSATION

The canine handler shall be available for call-out under conditions specified by the canine coordinator.

The canine handler shall be compensated for time spent in the care, feeding, grooming, and other needs of the canine in accordance with the Fair Labor Standards Act (FLSA), and according to the terms of the memorandum of understanding (29 USC § 207).

311.11 CANINE INJURY AND MEDICAL CARE

In the event that a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to the canine coordinator or Shift Sergeant as soon as practicable and appropriately documented.

All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in the handler's personnel file.

311.12 TRAINING

Before assignment in the field each canine team shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards. Cross-trained canine teams or those canine teams trained exclusively for the detection of narcotics and/or explosives also shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards established for their particular skills.

The canine coordinator shall be responsible for scheduling periodic training for all office members in order to familiarize them with how to conduct themselves in the presence of office canines. Because canines may be exposed to dangerous substances such as opioids, as resources are available, the canine coordinator should also schedule periodic training for the canine handlers about the risks of exposure and treatment for it.

All canine training shall be conducted while on-duty unless otherwise approved by the canine coordinator or Shift Sergeant.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Canines

311.12.1 CONTINUED TRAINING

Each canine team shall thereafter be recertified to a current nationally recognized standard or other recognized and approved certification standards on an annual basis. Additional training considerations are as follows:

- (a) Canine teams should receive training as defined in the current contract with the Beltrami County Sheriff's Office canine training provider.
- (b) Canine handlers are encouraged to engage in additional training with approval of the canine coordinator.
- (c) To ensure that all training is consistent, no handler, trainer, or outside vendor is authorized to train to a standard that is not reviewed and approved by the Office.

311.12.2 FAILURE TO SUCCESSFULLY COMPLETE TRAINING

Any canine team failing to graduate or obtain certification shall not be deployed in the field for tasks the team is not certified to perform until graduation or certification is achieved. When reasonably practicable, pending successful certification, the canine handler shall be temporarily reassigned to regular patrol duties.

311.12.3 TRAINING RECORDS

All canine training records shall be maintained in the canine handler's and the canine's training file.

311.12.4 TRAINING AIDS

Training aids are required to effectively train and maintain the skills of canines. Deputies possessing, using or transporting controlled substances or explosives for canine training purposes must comply with federal and state requirements. Alternatively, the Beltrami County Sheriff's Office may work with outside trainers with the applicable licenses or permits.

311.12.5 CONTROLLED SUBSTANCE TRAINING AIDS

Deputies acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with federal laws and if they comply with applicable state requirements (21 USC § 823(f)).

The Sheriff or the authorized designee may authorize a member to seek a court order to allow controlled substances seized by the Beltrami County Sheriff's Office to be possessed by the member or a narcotics-detection canine trainer who is working under the direction of this office for training purposes, provided the controlled substances are no longer needed as criminal evidence.

As an alternative, the Sheriff or the authorized designee may request narcotics training aids from the Drug Enforcement Administration (DEA).

These procedures are not required if the canine handler uses commercially available synthetic substances that are not controlled narcotics.

Canines

311.12.6 CONTROLLED SUBSTANCE PROCEDURES

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of the canine's accidental ingestion of these controlled substances, the following procedures shall be strictly followed:

- (a) All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler or trainer.
- (b) The weight and test results shall be recorded and maintained by this office.
- (c) Any person possessing controlled substance training samples pursuant to court order or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.
- (d) All controlled substance training samples will be inspected, weighed, and tested quarterly. The results of the quarterly testing shall be recorded and maintained by the canine coordinator with a copy forwarded to the dispensing agency.
- (e) All controlled substance training samples will be stored in locked, airtight, and watertight cases at all times, except during training. The locked cases shall be secured in the trunk of the canine handler's assigned patrol vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.
- (f) The canine coordinator shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.
- (g) Any unusable controlled substance training samples shall be returned to the Property and Evidence Section or to the dispensing agency.
- (h) All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency.

311.12.7 EXPLOSIVE TRAINING AIDS

Deputies may own, possess, or use explosives or destructive devices in compliance with state and federal laws (Minn. Stat. § 609.668, Subd. 3(a)(1); Minn. Stat. § 609.668 Subd. 4; 18 USC § 842; 27 CFR 555.41).

Explosive training aids designed specifically for canine teams should be used whenever reasonably feasible. Due to the safety concerns in the handling and transportation of explosives, inert or non-hazardous training aids should be employed whenever feasible. The use of explosives or destructive devices for training aids by canine teams is subject to the following:

- (a) All explosive training aids, when not in use, shall be properly stored in a secure facility appropriate for the type of materials.
- (b) An inventory ledger shall be maintained to document the type and quantity of explosive training aids that are stored.
- (c) The canine coordinator shall be responsible for verifying the explosive training aids on hand against the inventory ledger once each quarter.
- (d) Only members of the canine team shall have access to the explosive training aids storage facility.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Canines

- (e) A primary and secondary custodian will be designated to minimize the possibility of loss of explosive training aids during and after the training. Generally, the handler will be designated as the primary custodian while the trainer or authorized second person on-scene will be designated as the secondary custodian.
- (f) Any lost or damaged explosive training aids shall be promptly reported to the canine coordinator who will determine if any further action will be necessary. Any loss of explosives will be reported to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).

Special Weapons and Tactics Team

312.1 PURPOSE AND SCOPE

The Special Weapons and Tactics Team (SWAT) is comprised of two specialized teams: the Crisis Negotiation Team (CNT) and the Special Weapons and Tactics team (SWAT). The unit has been established to provide specialized support in handling critical field operations where intense negotiations and/or special tactical deployment methods beyond the capacity of field officers appear to be necessary.

312.1.1 OPERATIONAL AND ADMINISTRATIVE POLICY

The Policy Manual sections pertaining to the Special Weapons and Tactics Team are divided into Administrative and Operational Policy and Procedures. Since situations that necessitate the need for such a law enforcement response vary greatly from incident to incident and such events often demand on-the-scene evaluation, the Operational Policy outlined in this manual section serves as a guideline to office personnel, allowing for appropriate on-scene decision-making as required. The Administrative Procedures, however, are more restrictive and few exceptions should be taken.

312.1.2 SWAT TEAM DEFINED

SWAT team - A designated unit of law enforcement officers, including a multi-jurisdictional team, that is specifically trained and equipped to work as a coordinated team to resolve critical incidents that are so hazardous, complex or unusual that they may exceed the capabilities of first responders or investigative units. This includes, but is not limited to, hostage taking, barricaded suspects, snipers, terrorist acts and other high-risk incidents. As a matter of office policy, such a unit may also be used to serve high-risk warrants, both search and arrest, where public and officer safety issues warrant the use of such a unit.

312.1.3 LEVELS OF CAPABILITY/TRAINING LEVEL I

Level I SWAT team - Is a basic team capable of providing containment and intervention with critical incidents that exceed the training and resources available to line-level deputies. This does not include ad hoc teams of deputies that are formed around a specific mission, detail or incident (e.g. active shooter response). Generally 5 percent of the basic team's on-duty time should be devoted to training.

312.1.4 LEVELS OF CAPABILITY/TRAINING LEVEL 2

Level II SWAT team - Is an intermediate level team capable of providing containment and intervention. These teams possess tactical capabilities above the Level I teams. These teams may or may not work together on a daily basis, but are intended to respond to incidents as a team. At least 5 percent of their on-duty time should be devoted to training, with supplemental training for tactical capabilities above the Level I team.

312.1.5 LEVELS OF CAPABILITY/TRAINING LEVEL 3

Level III SWAT team - Is an advanced level team whose personnel function as a full-time unit. Generally 25 percent of their on-duty time is devoted to training. Level III teams operate in

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Special Weapons and Tactics Team

accordance with contemporary best practices. Such units possess both skills and equipment to utilize tactics beyond the capabilities of Level I and Level II teams.

312.1.6 POLICY

It is the policy of this office to maintain a SWAT team and to provide the equipment, manpower and training necessary to maintain a SWAT team. The SWAT team should develop sufficient resources to perform three basic operational functions:

- Command and control
- Containment
- Entry/apprehension/rescue

It is understood it is difficult to categorize specific capabilities for critical incidents. Training needs may vary based on the experience level of the team personnel, team administrators and potential incident commanders. Nothing in this policy shall prohibit individual teams from responding to a situation that exceeds their training levels due to the exigency of the circumstances. The preservation of innocent human life is paramount.

312.1.7 POLICY CONSIDERATIONS

A needs assessment should be conducted to determine the type and extent of SWAT missions and operations appropriate to this office. The assessment should consider the team's capabilities and limitations and should be reviewed annually by the SWAT commander or designee.

312.1.8 ORGANIZATIONAL PROCEDURES

This office shall develop a separate written set of organizational procedures that should address, at minimum, the following:

- Locally identified specific missions the team is capable of performing.
- Team organization and function.
- Personnel selection and retention criteria.
- Training and required competencies.
- Procedures for activation and deployment.
- Command and control issues, including a clearly defined command structure.
- Multi-agency response.
- Out-of-jurisdiction response.
- Specialized functions and supporting resources.

312.1.9 OPERATIONAL PROCEDURES

This office shall develop a separate written set of operational procedures, in accordance with its level of capability, using sound risk reduction practices. The operational procedures should be patterned after the National Tactical Officers Association Suggested SWAT Best Practices.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Special Weapons and Tactics Team

Because such procedures are specific to SWAT members and will outline tactical and officer safety issues, they are classified as confidential security data and are not included within this policy. The operational procedures should include, at minimum, the following:

- Designated personnel responsible for developing an operational or tactical plan prior to, and/or during SWAT operations (time permitting).
- All SWAT team members should have an understanding of operational planning.
- SWAT team training should consider planning for both spontaneous and planned events.
- SWAT teams should incorporate medical emergency contingency planning as part of the SWAT operational plan.
- Plans for mission briefings should be conducted prior to an operation, unless circumstances require immediate deployment.
- When reasonably possible, briefings should include the specialized units and supporting resources.
- Protocols for a sustained operation should be developed. These may include relief, rotation of personnel and augmentation of resources.
- A generic checklist to be worked through prior to initiating a tactical action, as a means of conducting a threat assessment to determine the appropriate response and resources necessary, including the use of SWAT.
- The appropriate role for a trained negotiator.
- A standard method of determining whether a warrant should be regarded as high risk.
- A method for deciding how best to serve a high-risk warrant with all reasonably foreseeable alternatives being reviewed in accordance with risk/benefit criteria prior to selecting the method of response.

Post-incident scene management including:

- Documentation of the incident.
- Transition to investigations and/or other units.
- Debriefing after every deployment of the SWAT team.
- After-action team debriefing provides evaluation and analysis of critical incidents and affords the opportunity for individual and team assessments, helps to identify training needs and reinforces sound risk management practices.

Such debriefing should not be conducted until involved deputies have had the opportunity to individually complete necessary reports or provide formal statements. To maintain candor and a meaningful exchange, debriefing will generally not be recorded. When appropriate, debriefing

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Special Weapons and Tactics Team

should include specialized units and resources. Sound risk management analysis. Standardization of equipment.

312.1.10 TRAINING NEEDS ASSESSMENT

The SWAT commander shall conduct an annual SWAT training needs assessment to ensure that training is conducted within team capabilities and office policy.

312.1.11 INITIAL TRAINING

SWAT team operators and SWAT supervisors/team leaders should not be deployed until successful completion of an approved Basic SWAT Course or its equivalent.

To avoid unnecessary or redundant training, previous training completed by members may be considered equivalent when the hours and content or topics meet or exceed requirements determined by the Office.

312.1.12 UPDATED TRAINING

Appropriate team training for the specialized SWAT functions and other supporting resources should be completed prior to full deployment of the team.

SWAT team operators and SWAT supervisors/team leaders should complete update or refresher training every 24 months.

312.1.13 SUPERVISION AND MANAGEMENT TRAINING

Command and executive personnel are encouraged to attend training for managing the SWAT function at the organizational level. This is to ensure personnel who provide active oversight at the scene of SWAT operations understand the purpose and capabilities of the teams.

Command personnel who may assume incident command responsibilities should attend a SWAT or Critical Incident Commander course or its equivalent. SWAT command personnel should attend an office-approved SWAT commander or tactical commander course or its equivalent.

312.1.14 SWAT ONGOING TRAINING

Training shall be coordinated by the SWAT commander. The SWAT commander may conduct monthly training exercises that include a review and critique of personnel and their performance in the exercise in addition to specialized training. Training shall consist of the following:

Each SWAT member shall perform a physical fitness test twice each year. A minimum qualifying score must be attained by each team member.

Any SWAT team member failing to attain the minimum physical fitness qualification score will be notified of the requirement to retest. Within 30 days of the previous physical fitness test date, the member required to qualify shall report to a team supervisor and complete the entire physical fitness test. Failure to qualify after a second attempt may result in dismissal from the team.

Those members who are on vacation, ill or are on limited duty status with a medical provider's note of approval on the test date shall be responsible for reporting to a team supervisor and taking the test within 30 days of their return to regular duty. Any member who fails to arrange for and

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Special Weapons and Tactics Team

perform the physical fitness test within the 30-day period, shall be considered as having failed to attain a qualifying score for that test period.

Quarterly each SWAT team member shall perform the mandatory SWAT handgun qualification course. The qualification course shall consist of the SWAT Basic Drill for the handgun. Failure to qualify will require the deputy to seek remedial training from a Rangemaster approved by the SWAT commander. Team members who fail to qualify will not be used in SWAT operations until qualified. Team members who fail to qualify must retest within 30 days. Failure to qualify within 30 days with or without remedial training may result in dismissal from the team.

Quarterly each SWAT team member shall perform a mandatory SWAT qualification course for any specialty weapon issued to or used by the deputy during SWAT operations. Failure to qualify will require the deputy to seek remedial training from a Rangemaster approved by the SWAT commander. Team members who fail to qualify on their specialty weapon may not utilize the specialty weapon on SWAT operations until qualified. Team members who fail to qualify must retest within 30 days. Failure to qualify with specialty weapons within 30 days may result in the team member being removed from the team or permanently disqualified from use of that particular specialty weapon.

312.1.15 TRAINING SAFETY

Use of a designated safety officer should be considered for all tactical training.

312.1.16 SCENARIO-BASED TRAINING

SWAT teams should participate in scenario-based training that simulates the tactical operational environment. Such training is an established method of improving performance during an actual deployment.

312.1.17 TRAINING DOCUMENTATION

Individual and team training shall be documented and records maintained by the Training Unit. Such documentation shall be maintained in each member's individual training file. A separate agency SWAT training file shall be maintained with documentation and records of all team training.

312.1.18 UNIFORMS

SWAT teams from this office should wear uniforms that clearly identify team members as law enforcement officers. It is recognized that certain tactical conditions may require covert movement. Attire may be selected appropriate to the specific mission.

312.1.19 EQUIPMENT

SWAT teams from this office should be adequately equipped to meet the specific mission(s) identified by the Office.

312.1.20 WEAPONS

Weapons and equipment used by SWAT, the specialized units and the supporting resources should be Office-issued or approved, including any modifications, additions or attachments.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Special Weapons and Tactics Team

312.1.21 OPERATIONAL READINESS INSPECTION

The commander of the SWAT team shall appoint a SWAT Supervisor to perform an operational readiness inspection of all unit equipment at least quarterly. The results of the inspection will be forwarded to the SWAT commander. The inspections will include personal equipment issued to members of the unit as well as special use equipment maintained for periodic or occasional use in the SWAT vehicle.

312.1.22 MANAGEMENT/SUPERVISION OF SPECIAL WEAPONS AND TACTICS TEAM

The commander of the SWAT shall be selected by the Sheriff upon recommendation of Staff.

312.1.23 PRIMARY UNIT MANAGER

Under the direction of the Sheriff, through the Field Operations Chief Deputy, the Special Weapons and Tactics Team shall be managed by a Sergeant.

312.1.24 TEAM SUPERVISORS

The Crisis Negotiation Team and each SWAT team will be supervised by a Sergeant or designated operator with SWAT experience.

The team supervisors shall be selected by the Sheriff upon specific recommendation by Staff and the SWAT Commander.

The following represent the supervisor responsibilities for the Special Weapons and Tactics Team.

The Crisis Negotiation Team supervisor's primary responsibility is to supervise the operations of the team, to include deployment, training, first-line participation and other duties as directed by the SWAT Commander.

The SWAT team supervisor's primary responsibility is to supervise the operations of the team, which will include deployment, training, first-line participation and other duties as directed by the SWAT Commander.

312.1.25 CRISIS NEGOTIATION TEAM ADMINISTRATIVE PROCEDURES

The Crisis Negotiation Team has been established to provide skilled verbal communicators who may be utilized to attempt to de-escalate and effect surrender in critical situations where suspects have taken hostages, barricaded themselves or have suicidal tendencies.

The following procedures serve as directives for the administrative operation of the Crisis Negotiation Team.

312.1.26 SELECTION OF PERSONNEL

Interested licensed personnel, who are off probation, shall submit a request to the Chief Deputy. A copy will be forwarded to the SWAT Commander and the Crisis Negotiation Team supervisor. Qualified applicants will then be invited to an oral interview. The oral board will consist of the SWAT Commander, the Crisis Negotiation Team supervisor and a third person to be selected by the two. Interested personnel shall be evaluated by the following criteria:

- Recognized competence and ability as evidenced by performance.

Special Weapons and Tactics Team

- Demonstrated good judgment and understanding of critical role of negotiator and negotiation process.
- Effective communication skills to ensure success as a negotiator.
- Special skills, training or appropriate education as it pertains to the assignment.
- Commitment to the unit, realizing that the assignment may necessitate unusual working hours, conditions and training obligations.
- The oral board shall submit a list of successful applicants to staff for final selection.

312.1.27 TRAINING OF NEGOTIATORS

Those deputies selected as members of the Crisis Negotiation Team should attend a office-approved Basic Negotiators Course prior to deployment in an actual crisis situation. Untrained deputies may be used in a support or training capacity. Additional training will be coordinated by the team supervisor.

A minimum of one training day per quarter will be required to provide the opportunity for role playing and situational training that is necessary to maintain proper skills. This will be coordinated by the team supervisor.

Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the unit shall be conducted by the team supervisor. Performance and efficiency levels established by the team supervisor will be met and maintained by all team members. Any member of the Crisis Negotiation Team who performs or functions at a level less than satisfactory shall be subject to dismissal from the unit.

312.1.28 SWAT TEAM ADMINISTRATIVE PROCEDURES

The SWAT team was established to provide a skilled and trained team that may be deployed during events requiring specialized tactics, in situations where suspects have taken hostages and/or barricaded themselves, as well as prolonged or predictable situations in which persons who are armed or suspected of being armed pose a danger to themselves or others.

The following procedures serve as directives for the administrative operation of the SWAT team.

312.1.29 SELECTION OF PERSONNEL

Interested licensed personnel who are off probation shall submit a request to the Chief Deputy, a copy of which will be forwarded to the SWAT Commander and other SWAT supervisors. Those qualifying applicants will then be invited to participate in the testing process. The order of the tests will be given at the discretion of the SWAT Commander. The testing process will consist of an oral board, physical agility test, and a SWAT basic handgun and team evaluation. Oral board: The oral board will consist of personnel selected by the SWAT Commander. Applicants will be evaluated by the following criteria:

- Recognized competence and ability as evidenced by performance.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Special Weapons and Tactics Team

- Demonstrated good judgment and understanding of the critical role of a SWAT member.
- Special skills, training or appropriate education as it pertains to this assignment.
- Commitment to the unit, realizing that the additional assignment may necessitate unusual working hours, conditions and training obligations.
- Physical agility: The physical agility test is designed to determine the physical capabilities of the applicant as it relates to performance of SWAT-related duties. The test and scoring procedure will be established by the SWAT Commander. A minimum qualifying score shall be attained by the applicant to be considered for the position.
- SWAT basic handgun: Candidates will be invited to shoot the SWAT Basic Drill for the handgun. A minimum qualifying score of 400 out of a possible score of 500 must be attained to qualify.
- Team evaluation: Current team members will evaluate each candidate on field tactical skills, teamwork, ability to work under stress, communication skills, judgment and any special skills that could benefit the team.
- A list of successful applicants shall be submitted to staff by the SWAT Commander for final selection.

312.1.30 TEAM EVALUATION

Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the unit shall be conducted by the SWAT Commander. The performance and efficiency level, as established by the team supervisor, will be met and maintained by all SWAT team members. Any member of the SWAT team who performs or functions at a level less than satisfactory shall be subject to dismissal from the team.

312.1.31 OPERATIONAL GUIDELINES FOR SPECIAL WEAPONS AND TACTICS TEAM

The following procedures serve as guidelines for the operational deployment of the Special Weapons and Tactics Team. Generally, the SWAT team and the Crisis Negotiation Team will be activated together. It is recognized, however, that a tactical team may be used in a situation not requiring the physical presence of the Crisis Negotiation Team, such as warrant service operations. This shall be at the discretion of the SWAT Commander.

312.1.32 ON-SCENE DETERMINATION

The supervisor in charge at the scene of a particular event will assess whether the Special Weapons and Tactics Team should respond. Upon final determination by the Shift Sergeant, he/she will notify the SWAT Commander.

312.1.33 408.9.2 APPROPRIATE SITUATIONS FOR USE OF SPECIAL WEAPONS AND TACTICS TEAM

The following are examples of incidents that may result in the activation of the Special Weapons and Tactics Team:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Special Weapons and Tactics Team

- Barricaded suspects who refuse an order to surrender.
- Incidents where hostages have been taken.
- Cases of suicide threats.
- Arrests of dangerous persons.

Any situation where a SWAT response could enhance the ability to preserve life, maintain social order and ensure the protection of property.

312.1.34 OUTSIDE AGENCY REQUESTS

Requests by field personnel for assistance from outside agency crisis units must be approved by the Shift Sergeant. Deployment of the Beltrami Special Weapons and Tactics Team in response to requests by other agencies must be authorized by the Chief Deputy or Sheriff.

312.1.35 MULTI-JURISDICTIONAL SWAT OPERATIONS

The SWAT team, including relevant specialized units and supporting resources, should develop protocols, agreements, memorandums of understanding, collective bargaining agreements or working relationships to support multi-jurisdictional or regional responses.

If it is anticipated that multi-jurisdictional SWAT operations will regularly be conducted, SWAT multi-agency and multidisciplinary joint training exercises are encouraged.

Members of the Beltrami County Sheriff SWAT team shall operate under the policies, procedures and command of the Beltrami County Sheriff's Office when working in a multi-agency situation.

312.1.36 MOBILIZATION OF SPECIAL WEAPONS AND TACTICS TEAM

The on-scene supervisor shall make a request to the Shift Sergeant for the Special Weapons and Tactics Team to respond. The Shift Sergeant shall then notify the SWAT Commander. If unavailable, a team supervisor shall be notified. A current mobilization list shall be maintained in the Communications office by the SWAT Commander. The Shift Sergeant will then notify the Chief Deputy and Sheriff as soon as practicable. The Shift Sergeant should advise the SWAT Commander with as much of the following information as is available at the time:

- The number of suspects, known weapons and resources.
- If the suspect is in control of hostages.
- If the suspect is barricaded.
- The type of crime involved.
- If the suspect has threatened or attempted suicide.
- The location and safe approach to the command post.
- The extent of any perimeter and the number of deputies involved.
- Any other important facts critical to the immediate situation, and whether the suspect has refused an order to surrender.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Special Weapons and Tactics Team

- The SWAT Commander or supervisor shall then call out selected deputies to respond.

312.1.37 FIELD UNIT RESPONSIBILITIES

While waiting for the Special Weapons and Tactics Team, field personnel should, if safe, practicable and if sufficient resources exist:

- Establish an inner and outer perimeter.
- Establish a command post outside of the inner perimeter.
- Evacuate any injured persons or citizens in the zone of danger.
- Attempt to establish preliminary communication with the suspect. Once the SWAT has arrived, all negotiations should generally be halted to allow the negotiators and SWAT time to set up.
- Be prepared to brief the SWAT Commander on the situation.
- Plan for and stage anticipated resources.

312.1.38 ON-SCENE COMMAND RESPONSIBILITIES

Upon arrival of the Special Weapons and Tactics Team, the Incident Commander shall brief the SWAT Commander and team supervisors. Upon review, it will be the Incident Commander's decision, with input from the SWAT Commander, whether to deploy the Special Weapons and Tactics Team. Once the Incident Commander authorizes deployment, the SWAT Commander will be responsible for the tactical portion of the operation. The Incident Commander shall continue supervision of the command post operation, outer perimeter security and support for the Special Weapons and Tactics Team. The Incident Commander and the SWAT Commander or designee shall maintain communications at all times.

312.1.39 COMMUNICATION WITH SPECIAL WEAPONS AND TACTICS TEAM PERSONNEL

All of those persons who are non-Special Weapons and Tactics Team personnel should refrain from any non-emergency contact or from interference with any member of the unit during active negotiations. Operations require the utmost in concentration by involved personnel. No one should interrupt or communicate with SWAT personnel directly. All non-emergency communications shall be channeled through the Crisis Negotiation Team leader or designee.

Domestic Abuse

313.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent, and reduce domestic abuse through vigorous enforcement and to address domestic abuse as a serious crime against society. The policy specifically addresses the commitment of this office to take enforcement action when appropriate, to provide assistance to victims and to guide deputies in the investigation of domestic abuse.

313.1.1 DEFINITIONS

Definitions related to this policy include:

Court order - All forms of orders related to domestic abuse, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

Domestic abuse - Commission of any of the following if committed against a family or household member by another family or household member (Minn. Stat. § 518B.01, Subd. 2):

- (a) Actual or fear of imminent physical harm, bodily injury, or assault
- (b) Threats of violence with intent to terrorize as specified by Minn. Stat. § 609.713, Subd.1.
- (c) Criminal sexual conduct (Minn. Stat. § 609.342 to Minn. Stat. § 609.3451)
- (d) Interference with an emergency call as specified by Minn. Stat. § 609.78, Subd.2.

313.2 POLICY

The Beltrami County Sheriff's Office's response to incidents of domestic abuse and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic abuse is criminal behavior. It is also the policy of this office to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

313.3 OFFICER SAFETY

The investigation of domestic abuse cases often places deputies in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all deputies to exercise due caution and reasonable care in providing for the safety of any deputies and parties involved.

313.4 INVESTIGATIONS

The following guidelines should be followed by deputies when investigating domestic abuse cases:

- (a) Calls of reported, threatened, imminent, or ongoing domestic abuse and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Domestic Abuse

- (b) When practicable, deputies should obtain and document statements from the victim, the suspect, and any witnesses, including children, in or around the household or location of occurrence.
- (c) Deputies should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.
- (d) When practicable and legally permitted, video or audio record all significant statements and observations.
- (e) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Investigation Division in the event that the injuries later become visible.
- (f) Deputies should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.
- (g) If the suspect is no longer at the scene, deputies should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement and make an arrest or seek an arrest warrant if appropriate.
- (h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence.
- (i) When completing an incident or arrest report for violation of a court order, deputies should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting deputy should attach a copy of the order to the incident or arrest report.
- (j) Deputies should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:
 - 1. Whether the suspect lives on the premises with the victim.
 - 2. Claims by the suspect that the victim provoked or perpetuated the violence.
 - 3. The potential financial or child custody consequences of arrest.
 - 4. The physical or emotional state of either party.
 - 5. Use of drugs or alcohol by either party.
 - 6. Denial that the abuse occurred where evidence indicates otherwise.
 - 7. A request by the victim not to arrest the suspect.
 - 8. Location of the incident (public/private).
 - 9. Speculation that the complainant may not follow through with the prosecution.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Domestic Abuse

10. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or marital status of the victim or suspect.
11. The social status, community status, or professional position of the victim or suspect.

313.4.1 IF A SUSPECT IS ARRESTED

If a suspect is arrested, deputies should:

- (a) Advise the victim that there is no guarantee the suspect will remain in custody.
- (b) Provide the victim's contact information to the jail staff to enable notification of the victim upon the suspect's release from jail (Minn. Stat. § 629.72 Subd. 6).
- (c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.

313.4.2 IF NO ARREST IS MADE

If no arrest is made, the deputy should:

- (a) Advise the parties of any options, including but not limited to:
 1. Voluntary separation of the parties.
 2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness unit).
- (b) Document the resolution in a report.

313.5 VICTIM ASSISTANCE

Because victims may be traumatized or confused, deputies should be aware that a victim's behavior and actions may be affected.

- (a) Victims should be provided with the office's domestic abuse information handout, even if the incident may not rise to the level of a crime.
- (b) Victims should be alerted to any available victim advocates, shelters, and community resources.
- (c) When an involved person requests law enforcement assistance while removing essential items of personal property, deputies should stand by for a reasonable amount of time.
- (d) If the victim has sustained injury or complains of pain, deputies should seek medical assistance as soon as practicable.
- (e) Deputies should ask the victim whether he/she has a safe place to stay and assist in arranging transportation to an alternate shelter if the victim expresses a concern for his/her safety or if the deputy determines that a need exists.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Domestic Abuse

- (f) Deputies should make reasonable efforts to ensure that any children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
- (g) If appropriate, deputies should seek or assist the victim in obtaining an emergency order.

313.6 DISPATCH ASSISTANCE

All calls of domestic abuse, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Deputies should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

313.7 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic abuse cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by deputies as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

313.7.1 CANADIAN ORDERS FOR PROTECTION

An order for protection issued by Canada or a Canadian province shall be enforced as if it were the order of a court in this state and afforded the same consideration as foreign court orders with respect to proper issuance and registration (Minn. Stat. § 518F.03).

313.8 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, deputies should carefully review the actual order when available, and, where appropriate and practicable:

- (a) Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.
- (b) Check available records or databases that may show the status or conditions of the order.
- (c) Contact the issuing court to verify the validity of the order.
- (d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Domestic Abuse

Deputies should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Deputies should contact a supervisor for clarification when needed.

313.9 LEGAL MANDATES AND RELEVANT LAWS

Minnesota law provides for the following:

313.9.1 STANDARDS FOR ARRESTS

Deputies investigating a domestic abuse report should consider the following:

- (a) A deputy has the authority to arrest a person without a warrant, including at the person's residence, if the peace officer has probable cause to believe that the person has, within the preceding 72 hours, exclusive of the day probable cause was established, assaulted, threatened with a dangerous weapon, or placed in fear of immediate bodily harm any person covered by the "family or household member" definition, even if the assault did not rise to the level of a felony or did not take place in the presence of the peace officer (Minn. Stat. § 629.34; Minn. Stat. § 629.341).
- (b) Deputies should generally not make dual arrests but may make an arrest of a primary aggressor. Where there are allegations that each party assaulted the other, the deputy shall determine whether there is sufficient evidence to conclude that one of the parties was the primary aggressor based on the following criteria and the deputy's judgment (Minn. Stat. § 629.342, Subd. 2):
 - 1. Comparative extent of any injuries inflicted
 - 2. Fear of physical injury because of past or present threats
 - 3. Actions taken in self-defense or to protect oneself
 - 4. History of domestic abuse perpetrated by one party against the other
 - 5. Existence or previous existence of an order for protection
- (c) A deputy shall not issue a citation in lieu of arrest and detention to an individual charged with any of the following offenses (Minn. Stat. § 629.72):
 - 1. Stalking
 - 2. Domestic abuse
 - 3. Violation of an order for protection
 - 4. Violation of a domestic abuse no contact order
- (d) The Shift Sergeant will determine whether a person arrested on a charge of stalking any person, domestic abuse, violation of an order for protection, violation of a domestic abuse no contact order, or violation of a court-ordered transfer of firearms will be held in custody or be issued a citation in lieu of continued detention and released after booking. The person shall be held in custody whenever the Shift Sergeant determines that it reasonably appears the release of the person (Minn. Stat. § 629.72):
 - 1. Poses a threat to the alleged victim or another family or household member.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Domestic Abuse

2. Poses a threat to public safety.
 3. Involves a substantial likelihood that the arrested person will fail to appear at subsequent proceedings.
- (e) Deputies shall arrest and take into custody, without a warrant, a person whom the peace officer has probable cause to believe has violated a court order issued pursuant to Minn. Stat. § 518B.01 or Minn. Stat. § 629.75. Such an arrest shall be made even if the violation of the order did not take place in the presence of the peace officer, if the deputy can verify the existence of the order. If the person is not released on citation in lieu of continuing detention, the person shall be held in custody for these violations for at least 36 hours unless released by a court (Minn. Stat. § 518B.01; Minn. Stat. § 629.75).
- (f) An arrest for a violation of an order of protection may be made regardless of whether the excluded party was invited back to the residence (Minn. Stat. § 518B.01, Subd. 18).
- (g) Following an arrest, a deputy should contact the local domestic abuse program by phone as soon as possible and provide the name and address of the victim and a brief factual account of events associated with the action.
- (h) A deputy shall arrest and take into custody a person whom the deputy has probable cause to believe has violated a harassment restraining order, pursuant to Minn. Stat. § 609.748, if the deputy can verify the existence of the order.
- (i) Deputies are authorized to make an arrest without a warrant when there is probable cause to believe the person has violated the provisions of any other no contact or restraining order issued by a court, even if the offense did not rise to the level of a felony (Minn. Stat. § 629.34). While conducting a domestic abuse investigation deputies shall attempt to verify whether there has been a court order issued.
- (j) Deputies should consider whether other offenses have been committed that may not qualify as a domestic abuse including, but not limited to, burglary, felony assault, other threats of violence, kidnapping, false imprisonment, witness tampering, trespassing, criminal damage to property, disorderly conduct, or assault.

313.9.2 REPORTS AND RECORDS

- (a) Deputies should include information related to the following in a report, as applicable (Minn. Stat. § 629.341):
1. Names, addresses, and telephone numbers of all involved persons
 2. Condition of clothing
 3. Description of the scene, including any property damage
 4. Evidence of physical injury, including strangulation
 5. Presence of elderly victims or persons with disabilities
 6. Facts related to any person who may have been a primary aggressor
 7. Excited utterances of the victim and the suspect
 8. Demeanor of the victim and the suspect

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Domestic Abuse

9. Medical records, including the victim's statements to paramedics, nurses, and doctors
 10. Detailed statements of interviews of witnesses, including children, who may have been present, noting any language barriers
 11. A detailed explanation of the reasons for the deputy's decision not to arrest or seek an arrest warrant
 12. Evidence of any prior domestic abuse or related convictions, including dates
 13. Any existing orders for protection, harassment restraining order, or no contact orders
 14. Identifying information of a specific court order violated, including county of origin, the file number, and the provision allegedly violated
- (b) Domestic abuse reports should be forwarded to the appropriate prosecutor for review and consideration of criminal charges, even when no arrest is made or warrant requested.
- (c) If a child was present at the scene of a domestic abuse incident or was the victim of domestic abuse, the deputy should determine whether the child has been subjected to physical abuse, sexual abuse, or neglect, and comply with the mandatory reporting requirements of Minn. Stat. § 260E.06 et seq.
1. The deputy shall also attempt to verify whether there has been an order for protection issued under Minn. Stat. § 260C.201 and take appropriate action.
- (d) Fees will not be charged for the release of reports related to domestic abuse, as directed in Minn. Stat. § 13.82.

313.9.3 SERVICE OF COURT ORDERS

Deputies, when reasonably safe and in a position to do so, shall serve copies or short forms of court orders as directed in Minn. Stat. § 518B.01 and Minn. Stat. § 609.748.

313.9.4 COURT-ORDERED FIREARM SURRENDERS

Although not required, this office generally will accept firearms surrendered by a court order from an abusing party or defendant. A decision to refuse a surrendered firearm should be approved by a supervisor.

Firearms will normally be surrendered at the Beltrami County Sheriff's Office; however, when encountering someone in the field who wishes to surrender a firearm, deputies should make reasonable efforts to accommodate the request.

Surrendered firearms should be collected and submitted to the Property and Evidence Section in accordance with the Property and Evidence Section Policy.

313.10 DOMESTIC VIOLENCE FIREARMS PROHIBITED POSSESSION

313.10.1 PURPOSE

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Domestic Abuse

It is the policy of the Beltrami County Sheriff's Office to protect lives while enforcing the law and to guide its deputies in the safe and reasonable performance of their duties. To accomplish these goals, the following policy is provided to give guidance to deputies on proper enforcement of laws that prohibits certain persons subject to domestic violence restraining orders from possessing weapons and requiring persons convicted of domestic violence offenses to surrender their firearms while they are prohibited from possessing firearms.

313.10.2 SCOPE

This policy applies and is distributed to all full-time peace officers and part-time peace officers of Beltrami County Sheriff's Office engaged in the discharge of official duties within Beltrami County, Minnesota.

313.10.3 AUTHORITY

The authority for this policy is established by Minn. Stat. 260C.201 (Domestic Child Abuse); Minn. Stat. 518B.01 (Order for Protection); Minn. Stat. 609.2242 (Domestic Assault); Minn. Stat. 609.749 (Stalking); and Minn. Stat. 624.713 (Certain Persons Not to Possess Firearms).

313.10.4 DEFINITIONS

Domestic Violence Restraining Orders – Provisions in Minnesota statutes require the court when issuing restraining orders under Minn. Stat. 260C.201 (Domestic Child Abuse) or Minn. Stat. 518B.01 (Order for Protection) to order the restrained person to surrender firearms and permits to carry or purchase firearms if the court finds the restrained party represents a credible threat to the physical safety of the protected party. An order granting relief that was issued after a hearing of which the abusing party received actual notice and which the abusing party had the opportunity to participate, shall prohibit the abusing party from possessing firearms for the length the order is in effect. The order shall direct the abusing party to transfer any firearms that the person possesses to a federally licensed firearms dealer, a law enforcement agency or a third party who may lawfully receive them. A law enforcement agency is not required to accept an abusing party/respondent's firearms under this paragraph.

Domestic Abuse Convictions and Firearms - When persons are convicted of Domestic Assault under Minn. Stat § 609.2242 or any other assault against a family or household member (includes Assault 1, Assault 2, Assault 3, Assault 5, Domestic Assault Strangulation) or are convicted of Stalking under Minn. Stat. § 609.748, the court must order them to transfer any firearms they possess to a federally licensed firearms dealer, a law enforcement agency or a third party who may lawfully receive them. The transfer must occur within 3 business days unless the court finds the defendant is an imminent risk of causing substantial bodily harm to another, in which case the court must order the local law enforcement agency to take immediate possession.

Domestic Abuse

Authorized Recipients of the Firearms – Defendants may choose to whom they surrender their firearm(s). The statute allows the transfer to: a local enforcement agency, a federally licensed authorized dealer, or a third party who does not reside with the abusing party/defendant.

Transfers – Within three business days, Defendants must transfer their firearms permanently or temporarily depending on the court order. If the court determines there is an imminent risk, law enforcement will be ordered to take immediate possession of the firearm(s).

Firearm – The Federal definition of firearm is any weapon (including a starter gun) which will expel a projectile; by means of an explosive or is designed or may be readily converted to do so. Minnesota statutes defines firearm as a gun that discharges shot or a projectile by means of an explosive, a gas, or compressed air Minn. Stat. § 97A.015, subd. 19. Some Minnesota courts have ruled that, under this definition, rifles, shotguns, handguns (both pistols and revolvers), muzzleloaders and BB guns are firearms. However paintball guns are not considered firearms.

Reasonable Storage Fee – Actual expenses a city incurs for storage of firearms to include the cost of storage space and staff time to process related paperwork. The storage fee should not normally be so high that it exceeds the value of the firearm. Agencies should periodically review their fee schedule to insure their storage fee covers the city's actual costs. Agencies should give consideration to releasing firearm(s) only after the reasonable storage fee is paid.

313.10.5 PROCEDURE

Intake Procedure – Surrendered Firearms:

- (a) A copy of the Court Order is required prior to accepting the transfer of firearms.
- (b) The abusing party/respondent must arrange for the transfer within three business days.
- (c) A law enforcement agency is not required to accept firearms in every situation. Factors to consider might be jurisdiction for any underlying criminal prosecution(s), county of residence for the petitioner and/or respondent. All decisions to reject must be approved by a supervisor.
- (d) The Sheriff's Office will charge a reasonable storage fee for firearms held under the provisions of this policy.
- (e) Only a licensed Deputy Sheriff may accept firearms from an abusing party/respondent with the respective court order.
- (f) Surrendered firearms will be received by a deputy, by appointment, during regular business hours or at others times at the discretion of the accepting law enforcement agency.
- (g) The party surrendering weapons to a law enforcement agency shall receive instructions on proper procedure for the safe surrender of weapons:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Domestic Abuse

1. The party should be directed to not bring firearms into the Sheriff's Office but rather comply with specific instructions provided by the law enforcement agency.
 2. When directed, the firearms should be delivered to the law enforcement agency enclosed in a carrying case for firearms.
 - (a) The firearms must be completely contained in gun cases made expressly for that purpose.
 - (b) The cases must be zipped, buckled, tied or otherwise fastened, with no portion of the firearm exposed.
 3. All firearms must be unloaded. This means having no shell or cartridge in the chamber of the firearm or in any magazine attached to the firearms.
 4. Caps must be removed from a percussion muzzle loading firearms or have the flash pan cleaned of powder from a flint locked muzzle loading firearm.
- (h) The receiving deputy shall complete the Surrendered Firearms Receipt form (See Appendix A) ensuring the following information is included as required by the Court:
1. Whether the firearm(s) is to be temporarily or permanently transferred;
 2. The defendant's name;
 3. Date of the transfer to the Sheriff's Office;
 4. Serial number of all surrendered firearms;
 5. Make of all surrendered firearms;
 6. Model of all surrendered firearms;
 7. Brief description and condition of the firearm(s).
 8. Photographs will be taken from all angles to accurately depict the condition of the firearm.
- (i) Once completed, a copy of the Surrendered Firearms Receipt form is given to the defendant to file with the Court.
- (j) The receiving deputy will make the weapon safe, secure and package the firearm(s) pursuant to Evidence Intake guidelines and protocols. No ammunition will be accepted.
- (k) Property Room personnel will store the surrendered firearm(s) pursuant to Evidence Intake guidelines and protocols.
- (l) Accepting the surrendered firearm(s) gives the Sheriff's Office the lawful authority to possess the firearm(s); it does not transfer ownership or title to the Sheriff.
- (m) All staff will use due care to preserve the quality and function of the transferred firearm(s).

Immediate Possession of Firearms - Imminent Risk Involved

- (a) The court may order (See Appendix B) the Sheriff's Office to take immediate possession of a defendant's firearm(s).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Domestic Abuse

- (b) A licensed peace deputy or investigator will be assigned the case and will create a case or tracking number. Only a licensed peace deputy may accept surrendered firearms from a defendant.
- (c) Due to the risks of firearms being delivered to the Sheriff's Office or seized from private residences, the assigned deputy or investigator will give due consideration to the variety of safety concerns. The assigned deputy or investigator should initiate contact with the defendant, arranging for the safest means of firearm(s) surrender.
- (d) The difficulties in knowing with certainty the full extent of a defendant's firearms inventory are acknowledged. The assigned Deputy or investigator will attempt to insure the abusing party/respondent complies with the Order. If the abusing party/respondent refuses to comply with the order every effort, including a consent search or possibly seeking a search warrant, will be initiated to ensure the court order is carried out.
- (e) Within three (3) business days of the court ordering the immediate transfer of the firearm(s), defendants may request the transfer of their firearms(s) from the Sheriff's Office to a federally licensed firearms dealer or a third party, who may lawfully receive them.
 - 1. A licensed Deputy or Investigator will facilitate the transfer;
 - 2. Prior to transfer the deputy will require the federally licensed firearm dealer or third party who may lawfully receive them, to complete a Minnesota Uniform Firearm Application/Receipt Permit to Purchase/Transfer;
 - 3. Once the application is completed, the Sheriff's Office has two business days to file the completed application to purchase/transfer with the respective courts.

Out of Jurisdiction Compliance

- (a) Notwithstanding a court order to the contrary, police agencies are responsible for the enforcement of firearm surrender orders when the respondent resides in the agency's jurisdiction.
- (b) When the court orders the firearm(s) must be turned over only to law enforcement, police agencies are only required, notwithstanding a court order to the contrary, to store firearms turned over by defendants/respondents residing within their jurisdiction.
- (c) Deputies tasked with enforcement of a surrender order, when learning the firearm(s) is located in another jurisdiction, will share that information with the pertinent law enforcement agency to aid in the order's enforcement.
- (d) Deputies asked to assist another law enforcement agency with the enforcement of a firearm surrender order shall provide reasonable assistance so as to help aid the order's enforcement.

Return, Abandonment or Forfeiture of Firearms

- (a) Upon receipt of a court order, the Sheriff's Office will return the surrendered firearms(s) to the abusing party/defendant so long as the abusing party/defendant is not otherwise prohibited from possessing firearms under State or Federal law.
- (b) An assigned deputy or investigator will facilitate the release of the firearms(s) pursuant to the court order, complying with State and Federal law and Sheriff's Office protocol.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Domestic Abuse

- (c) On requests to transfer to a third party the assigned deputy or investigator will conduct a records check to ensure the third party is eligible to receive the firearm(s).
- (d) The assigned deputy or investigator will have the Defendant inspect the firearm(s) before returning and have the defendant acknowledge the firearms are in the same condition as when turned in, except for reasonable wear and tear including the deterioration of firearms that may occur during prolonged storage periods.
- (e) If a temporarily transferred firearm is abandoned, the Sheriff's Office will notify the abusing party/defendant via certified U.S. mail prior to the disposal of the abandoned firearms(s) pursuant to Sheriff's Office protocol.
- (f) If the court order indicates that the firearms(s) transfer is permanent, the firearm(s) will not be returned to the Defendant and will be disposed of pursuant to forfeiture and/or Sheriff's Office protocol.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Domestic Abuse

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Domestic Abuse

313.12 BCSO PROHIBITED POSSESSION OF FIREARMS INTAKE AND RECEIPT



BELTRAMI COUNTY SHERIFF'S OFFICE PROHIBITED POSSESSION OF FIREARMS

PURSUANT TO COURT ORDER - **INTAKE AND RECEIPT**

The authority for this transfer of firearm(s) is established under Minn. Stat. 240C.201 Domestic Child Abuse;
Minn. Stat. 518B.01 Order for Protection; Minn. Stat. 609.2242 Domestic Assault;
Minn. Stat. 609.749 Stalking; and Minn. Stat. 624.713 Certain Persons Not to Possess Firearms

CASE #: _____ COURT ORDER #: _____

Date of Transfer: _____ Time of Transfer: _____

Respondent's Name: _____ DOB: _____
First Middle Last

FIREARMS TO BE TRANSFERRED (CHECK ONE) TEMPORARILY PERMENANTLY

TRANSFERRED FIREARM(S) DESCRIPTION

MAKE	MODEL	CALIBER	SERIAL#

Person Transferring Firearm(s): _____ DOB: _____
First Middle Last

Address: _____
Street City State Zip

Phone(s): _____
Home Cell Work

Person Transferring Signature: _____ Date: _____

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Domestic Abuse

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Domestic Abuse

313.13 BCSO PROHIBITED POSSESSION OF FIREARMS RELEASE RECEIPT



BELTRAMI COUNTY SHERIFF'S OFFICE PROHIBITED POSSESSION OF FIREARMS

PURSUANT TO COURT ORDER - **RELEASE RECEIPT**

The authority for this transfer of firearm(s) is established under Minn. Stat. 240C.201 Domestic Child Abuse;
Minn. Stat. 518B.01 Order for Protection; Minn. Stat. 609.2242 Domestic Assault;
Minn. Stat. 609.749 Stalking; and Minn. Stat. 624.713 Certain Persons Not to Possess Firearms

CASE #: _____ COURT ORDER #: _____

Date of Release: _____ Time of Release: _____

Respondent's Name: _____ DOB: _____
First Middle Last

RELEASED FIREARM(S) DESCRIPTION

MAKE	MODEL	CALIBER	SERIAL#

Person Firearm(s) Released To: _____ DOB: _____
First Middle Last

Address: _____
Street City State

Zip

Phone(s): _____
Home Cell Work

Person Receiving Firearms Signature: _____ Date: _____

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Domestic Abuse

Harassment and Stalking

314.1 PURPOSE AND SCOPE

It is the policy of the Beltrami County Sheriff's Office to recognize harassment and stalking as a serious problem in today's society. This agency's policy is to protect victims of harassment and stalking by making an arrest whenever it is authorized and by ensuring its peace officers understand the laws governing this area.

Peace officers will utilize this policy in response to calls when there may be harassment and stalking. This agency will aggressively enforce the laws without bias and prejudice based on race, marital status, sexual orientation, economic status, age, disability, gender, religion, creed, or national origin.

314.2 HARASSMENT AND STALKING

(Minnesota Statute 609.749): Effective July 1, 1993, Minnesota enacted a stalking statute, which created new crimes at both the felony and gross misdemeanor levels. The statute also supersedes and repeals certain previously misdemeanor offenses. The acts covered by Minnesota Statute 609.749 include several which are frequently applicable to domestic abuse situations, even when no actual assault occurred.

The 1997 Legislature amended the stalking statute to clarify language the Minnesota Supreme Court found ambiguous in the 1993 law, while still maintaining the basic structure of the 1993 law.

Gross Misdemeanors - Current law (effective May 7, 1997) makes it a gross misdemeanor to harass another person by committing any of the following acts. A person who:

- Directly or indirectly manifests a purpose or intent to injure the person, property, or rights of another by the commission of an unlawful act;
- Stalks, follows, or pursues another;
- Returns to the property of another if the actor is without claim of right to the property or consent of one with authority to consent;
- Repeatedly makes telephone calls or induces a victim to make telephone calls to the actor, whether or not conversation ensues;
- Makes or causes the telephone of another repeatedly or continuously to ring;
- Repeatedly mails, delivers, or causes the delivery of letters, telegraphs, messages, packages, or other objects; or
- Knowingly makes false allegations against a peace officer concerning the officer's performance of official duties with intent to influence or tamper with the officer's performance of official duties.

Minnesota Statute 609.749, subdivision 1 (as amended by the 1997 Legislature) defines "harass" as meaning, "to engage in intentional conduct which (1) the actor knows or has reason to

Harassment and Stalking

know would cause the victim under the circumstances to feel frightened, threatened, oppressed, persecuted, or intimidated; and (2) causes this reaction on the part of the victim."

The 1997 Legislature also specifically declared that in stalking/harassment prosecutions, the State does not have to prove the actor intended to cause the victim to feel frightened, threatened, oppressed, persecuted, or intimidated (Minnesota Statute 609.749, subdivision 1a).

What the defendant claims his/her intent is, therefore, immaterial as long as objectively he should have known (for example, a reasonable person would know) his/her acts would harass the victim and, in fact, the victim did feel the best position to make this objective assessment. Obtaining a complete domestic abuse history is usually the key to making the determination that the current act, under the circumstances, constitutes the crime of harassment.

Felony Enhancement - Any of the above gross misdemeanors is enhanceable to a felony if committed within ten years of discharge from sentence for a prior conviction for harassment, assault (any degree), violation of an Order for Protection (OFP), or Harassment Order, or terroristic threats, OR if committed against a juvenile, OR if committed while possessing a dangerous weapon.

Pattern of Harassing Conduct: - In addition, it is a felony to engage "in a pattern of harassing conduct with respect to a single victim or one or more members of a single household which the actor knows or has reason to know would cause a reasonable person under the circumstances to feel terrorized or to fear bodily harm and which does cause this reaction" in the victim. Minnesota Statute 609.749, subdivision 5 (as amended by the 1997 Legislature). A "pattern of harassing conduct" means two or more acts (convictions are not necessary) within a five-year period that constitute any of the following offenses: harassment, terroristic threats, assault, violation of an Order for Protection or Harassment Order, trespass, harassing phone calls, or mail, or criminal defamation.

Note: The harassment statute makes it more important than ever to document not just the facts of the current police call, but also the history of abuse or harassment.

Probable Cause Warrantless Arrest - The domestic abuse arrest statute (Minnesota Statute 629.72) has been amended to provide that the officer may not issue a citation in lieu of arrest in harassment/stalking cases. An officer may also make a warrantless probable cause arrest for harassment even if the offense did not occur in the officer's presence. (Minnesota Statute 629.34, subdivision 1 (c)(5) e.

Probable Cause Felony Arrests for Other Crimes - At a harassment, stalking or domestic related call, peace officers shall consider whether other felonies have been committed, including, but not limited to, burglary, felony assault, terroristic threats, kidnapping, false imprisonment, and witness tampering.

Note: A Fifth Degree Assault may be chargeable as Burglary in the First Degree, even if the home is also the offender's, if the entry is made without consent of the victim and in violation of an Order for Protection (OFP) barring the offender from the premises.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Harassment and Stalking

314.3 SERVICE OF WARNING LETTER: STALKING

Beltrami County Sheriff's Office

613 Minnesota Ave. NW

City of Bemidji, Beltrami County, MN

SERVICE OF WARNING - STALKING

Case Number: _____ RE: _____

(Complainant)

Warning letter served to: _____, _____

(Name) (DOB)

Address: _____

The Beltrami County Sheriff's Office has recently investigated a complaint regarding your behavior toward the above-named individual.

The behavior you have engaged in could be interpreted as "stalking" as defined by MN State Statute 609.749. Stalking is described as intentionally engaging in a course of conduct directed at a specific person that would cause a reasonable person to feel frightened, threatened, or intimidated. Your behavior has induced such fear in the above named individual.

Minnesota law makes stalking a crime. The Beltrami County Sheriff's Office takes this law very seriously. Please consider this a formal warning that any future behavior of this kind by you towards the above named individual could result in arrest by law enforcement and prosecution by the Beltrami County Attorney's Office.

Ernie Beitel

Beltrami County Sheriff

Served in hand _____ by _____

(Date) (Officer)

At _____

(Location)

Or,

Mailed on _____ by _____

(Date) (Officer)

Search and Seizure

315.1 PURPOSE AND SCOPE

Both the federal and state Constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Beltrami County Sheriff's Office personnel to consider when dealing with search and seizure issues.

315.2 POLICY

It is the policy of the Beltrami County Sheriff's Office to respect the fundamental privacy rights of individuals. Members of this office will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this office will comply with relevant federal and state law governing the seizure of persons and property.

The Office will provide relevant and current training to deputies as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

315.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this office is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.

Whenever practicable, deputies are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Search and Seizure

315.4 SEARCH PROTOCOL

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances reasonably permit:

- (a) Members of this office will strive to conduct searches with dignity and courtesy.
- (b) Deputies should explain to the person being searched the reason for the search and how the search will be conducted.
- (c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.
- (d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.
- (e) When the person to be searched is of the opposite sex as the searching deputy, a reasonable effort should be made to summon a deputy of the same sex as the subject to conduct the search. When it is not practicable to summon a deputy of the same sex as the subject, the following guidelines should be followed:
 1. Another deputy or a supervisor should witness the search.
 2. The deputy should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

315.5 DOCUMENTATION

Deputies are responsible to document any search and to ensure that any required reports are sufficient including, at minimum, documentation of the following:

- Reason for the search
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
- What, if any, injuries or damage occurred
- All steps taken to secure property
- The results of the search, including a description of any property or contraband seized
- If the person searched is the opposite sex, any efforts to summon a deputy of the same sex as the person being searched and the identification of any witness deputy

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and office policy have been met.

Temporary Custody of Juveniles

316.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Beltrami County Sheriff's Office (34 USC § 11133; Minn. Stat. § 260B.176; Minn. Stat. § 260C.176).

This policy does not apply to secure detention facilities, shelter care facilities, or the juvenile portion of an adult facility authorized to hold juveniles, but rather applies to the temporary custody of a juvenile before a juvenile is released, delivered to a court, or delivered to any of these other facilities (Minn. Stat. § 260B.176, Subd. 3; Minn. Stat. § 260C.176, Subd. 3).

316.1.1 DEFINITIONS

Definitions related to this policy include:

Custodian or Guardian - A person who is under a legal obligation or who is in fact providing care and support for a minor (Minn. Stat. § 260B.007, Subd. 13; Minn. Stat. § 260C.007, Subd. 10).

Juvenile non-offender - An abused, neglected, dependent, or alien juvenile who may be legally held for his/her own safety or welfare. This includes those held as runaways (Minn. Stat. § 260C.175), truancy violators (Minn. Stat. § 260C.143), and juveniles 15 years old or younger in custody related to their engaging in prostitution or related activities (Minn. Stat. § 260B.007 Subd. 6(c)). This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person.

Juvenile offender - A juvenile 17 years of age or younger who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense). It also includes possession of a handgun in violation of Minn. Stat. § 624.713 (28 CFR 31.303). This does not include a juvenile petty offender under Minn. Stat. § 260B.007.

Non-secure custody - When a juvenile is held in the presence of a deputy or other custody employee at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring, and audio two-way communication is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object.

Examples of secure custody include:

- (a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.
- (b) A juvenile handcuffed to a rail.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Temporary Custody of Juveniles

- (c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.
- (d) A juvenile being processed in a secure booking area when a non-secure booking area is available.
- (e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.
- (f) A juvenile placed in a cell within the adult temporary holding area whether or not the cell door is locked.
- (g) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include underage possession of tobacco or curfew violation. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender. Juvenile petty offenders taken into custody should be considered a status offender for purposes of this policy (Minn. Stat. § 260B.007; Minn. Stat. § 260B.143).

316.1.2 NORTHWEST JUVENILE TRAINING CENTER

In all cases of juveniles taken into custody where prolonged detention is warranted, the Beltrami County Sheriff's Office will use the local juvenile training center (NWJTC) facility and follow rules outlined as follows in this policy. Other juvenile detention centers may be used as well pursuant to Jail transporting protocols when needed.

316.2 POLICY

The Beltrami County Sheriff's Office is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the Beltrami County Sheriff's Office. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer, or release.

316.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit any of the following conditions should not be held at the Beltrami County Sheriff's Office:

- (a) Unconscious
- (b) Seriously injured
- (c) A known suicide risk or obviously severely emotionally disturbed
- (d) Significantly intoxicated
- (e) Extremely violent or continuously violent

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Temporary Custody of Juveniles

Deputies taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and notify a supervisor of the situation.

These juveniles should not be held at the Beltrami County Sheriff's Office unless they have been evaluated by a qualified medical and/or mental health professional.

If the deputy taking custody of the juvenile believes the juvenile may be a suicide risk, the juvenile shall be under continuous direct supervision until evaluation, release, or a transfer is completed.

316.3.1 SUICIDE PREVENTION OF JUVENILES IN CUSTODY

The arresting deputy should be alert to potential symptoms based upon exhibited behavior that may indicate the juvenile is a suicide risk. These symptoms may include depression, refusal to communicate, verbally threatening to kill him/herself, or any unusual behavior that may indicate the juvenile may harm him/herself while in custody.

316.4 CUSTODY OF JUVENILES

Deputies should take custody of a juvenile and temporarily hold the juvenile at the Beltrami County Sheriff's Office when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile that is suspected of being a victim.

No juvenile should be held in temporary custody at the Beltrami County Sheriff's Office without authorization of the arresting deputy's supervisor or the Shift Sergeant.

Any juvenile taken into custody shall be released to the care of the juvenile's parent or other responsible adult, or transferred to a juvenile custody facility or to other authority as soon as practicable, and in no event shall a juvenile be held beyond six hours from the time of his/her entry into the Beltrami County Sheriff's Office (34 USC § 11133).

316.4.1 CUSTODY OF JUVENILE NON-OFFENDERS

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Beltrami County Sheriff's Office. Custodial arrangements should be made for non-offenders as soon as reasonably possible (Minn. Stat. § 260B.175; Minn. Stat. § 260C.143; Minn. Stat. § 260C.176). Juvenile non-offenders may not be held in secure custody (34 USC § 11133).

Juveniles detained for truancy violations may be (Minn. Stat. § 260C.143):

- (a) Transported to the juvenile's home and released to a parent or guardian.
- (b) Transported to the juvenile's school of enrollment and delivered to the school superintendent or a teacher.
- (c) Transported to a child truancy center under Minn. Stat. § 260A.04, Subd. 3.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Temporary Custody of Juveniles

316.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS

Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However deputies may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders may not be held in secure custody (34 USC § 11133).

316.4.3 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the Beltrami County Sheriff's Office unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Generally juvenile offenders may be taken into custody under the authority of Minn. Stat. § 260B.175 when a court order authorizes the custody, when the juvenile has committed an offense that would warrant the arrest of an adult, or when it is reasonably believed that the child has violated the terms of probation, parole, or other field supervision.

A deputy who takes a juvenile offender of any age or gender into custody or could take the juvenile into custody under Minn. Stat. § 260B.175 is authorized to perform a protective pat-down search of the juvenile offender in order to protect the deputy's safety (Minn. Stat. § 260B.175, Subd. 4).

The parent, guardian, or custodian of the juvenile shall be notified as soon as possible when a juvenile offender is taken into custody. Juvenile offenders shall be released to the custody of a parent, guardian, custodian, or other suitable person unless there is reason to believe that the juvenile would (Minn. Stat. § 260B.176):

- (a) Endanger him/herself or others.
- (b) Not return for a court hearing.
- (c) Run away from or otherwise not remain in the care or control of his/her parent, guardian, or custodian.
- (d) Face immediate endangerment to his/her health or welfare.

If a juvenile offender is not released to a parent, guardian, custodian, or other suitable person, the deputy taking the juvenile offender into custody shall notify the court as soon as possible of the detention of the juvenile and the reasons for detention (Minn. Stat. § 260B.176).

316.4.4 SCHOOL NOTIFICATION

Minnesota law requires that the Sheriff or the authorized designee notify the superintendent or chief administrative officer of a juvenile's school of an incident occurring within our jurisdiction if (Minn. Stat. § 260B.171, Subd. 5):

- (a) There is probable cause to believe a juvenile has committed an offense that would be a crime if committed as an adult, where the victim is a student or staff member and the notice is reasonably necessary for the protection of the victim.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Temporary Custody of Juveniles

- (b) There is probable cause to believe a juvenile has committed certain serious crimes regardless of whether the victim is a student or staff member.
- (c) The juvenile is taken into protective custody and methamphetamine manufacture or storage is involved (see the Child Abuse Policy for guidelines) (see also, Minn. Stat. § 260C.171)

However, the office is not required to notify the school if it is determined that notice would jeopardize an ongoing investigation.

316.5 ADVISEMENTS

When a juvenile is taken into custody on a warrant, the juvenile and his/her parent, guardian, or custodian, if present, shall immediately be informed of the existence of the warrant for immediate custody and, as soon as practicable, of the reasons why the juvenile is being taken into custody (Minnesota Rules of Juvenile Delinquency Procedure 4.03, Subd. 10).

If it is determined that a juvenile taken into custody is going to be placed into a secure detention facility or a shelter care facility, the deputy shall advise both the juvenile and the juvenile's parent, guardian, or custodian as soon as possible (Minn. Stat. § 260B.176, Subd. 3; Minn. Stat. § 260C.176, Subd. 3):

- (a) Of the reasons for custody and the reasons for placement.
- (b) Of the location of the facility unless there is reason to believe that disclosure would place the juvenile's health and welfare in immediate endangerment. If so, the disclosure shall not be made (Minn. Stat. § 260B.176, Subd. 5).
- (c) That the juvenile's parent, guardian, or custodian and attorney or guardian ad litem may make an initial visit to the facility at any time. Subsequent visits may also be made on a reasonable basis.
- (d) That the juvenile may telephone parents and an attorney or guardian ad litem immediately after being admitted to the facility and thereafter on a reasonable basis.
- (e) That the juvenile may not be detained for acts under Minn. Stat. § 260B.007, Subd. 6 for longer than 36 hours excluding weekends and holidays unless a petition has been filed pursuant to Minn. Stat. § 260B.178.
- (f) That the juvenile may not be detained under Minn. Stat. § 260C.175, Subd. 1, clause (1) or (2), item (ii) longer than 72 hours at a shelter care facility excluding weekends and holidays unless a petition has been filed pursuant to Minn. Stat. § 260C.178.
- (g) That the juvenile may not be detained for acts under Minn. Stat. § 260B.007, Subd. 6 for longer than 24 hours in an adult jail or municipal lockup excluding weekends and holidays or longer than six hours if the adult jail or municipal lockup is a standard metropolitan statistical area, unless a petition has been filed pursuant to Minn. Stat. § 260B.178 and a motion made to refer the juvenile for adult prosecution.
- (h) Of the date, time, and place of the detention hearing, if this information is available.
- (i) That the juvenile and the juvenile's parent, guardian, or custodian have the right to be present and to be represented by counsel, at the detention hearing and that if they cannot afford counsel it will be appointed at public expense.

Temporary Custody of Juveniles

316.6 JUVENILE CUSTODY LOGS

Any time a juvenile is held in custody at the Office the custody shall be promptly and properly documented in the juvenile custody log, including:

- (a) Identifying information about the juvenile being held.
- (b) Date and time of arrival and release from the Beltrami County Sheriff's Office.
- (c) Shift Sergeant notification and approval to temporarily hold the juvenile.
- (d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender, or non-offender.
- (e) Any changes in status.
- (f) Time of all welfare checks.
- (g) Any medical and other screening requested and completed.
- (h) Circumstances that justify any secure custody.
- (i) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

The Shift Sergeant shall initial the log to approve the custody, including any secure custody and shall also initial the log when the juvenile is released.

316.7 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Office (34 USC § 11133). There should also be sight and sound separation between non-offenders and juvenile or status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Beltrami County Sheriff's Office shall maintain a constant, immediate presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.

316.8 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Beltrami County Sheriff's Office shall ensure the following:

- (a) The Shift Sergeant should be notified if it is anticipated that a juvenile may need to remain at the Beltrami County Sheriff's Office more than four hours. This will enable the Shift Sergeant to ensure no juvenile is held at the Beltrami County Sheriff's Office more than six hours.
- (b) A staff member of the same sex shall supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Temporary Custody of Juveniles

- (c) Personal visual checks and significant incidents/activities shall be noted on the log.
- (d) There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware. Therefore an employee should inform a juvenile under his/her care that the juvenile will be monitored at all times unless he/she is using the toilet. This does not apply to surreptitious and legally obtained recorded interrogations.
- (e) Juveniles shall have reasonable access to toilets and wash basins.
- (f) Food should be provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.
- (g) Juveniles shall have reasonable access to a drinking fountain or water.
- (h) Juveniles shall have reasonable opportunities to stand and stretch, particularly if handcuffed or restrained in any way.
- (i) Juveniles should have privacy during family, guardian, and/or lawyer visits.
- (j) Juveniles should be permitted to remain in their personal clothing unless the clothing is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
- (k) Blankets should be provided as reasonably necessary.
- (l) Adequate shelter, heat, light, and ventilation should be provided without compromising security or enabling escape.
- (m) Juveniles shall have adequate furnishings, including suitable chairs or benches.
- (n) Juveniles shall have the right to the same number of telephone calls as an adult in custody.
- (o) No discipline may be administered to any juvenile nor may juveniles be subjected to corporal or unusual punishment, humiliation, or mental abuse.

316.9 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Beltrami County Sheriff's Office when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

Restraints shall only be used after less restrictive measures have failed and with the approval of the Shift Sergeant. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained juveniles or monitored in such a way as to protect the juvenile from abuse.

316.10 PERSONAL PROPERTY

The deputy taking custody of a juvenile offender or status offender at the Beltrami County Sheriff's Office shall ensure a thorough search of the juvenile's property is made and all property is removed

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Temporary Custody of Juveniles

from the juvenile, especially those items that could compromise safety, such as pens, pencils, and belts.

The personal property of a juvenile should be placed in a property bag. The property should be inventoried in the juvenile's presence and sealed into the bag. The property should be kept in a monitored or secure location until the juvenile is released from the custody of the Beltrami County Sheriff's Office.

316.11 SECURE CUSTODY

Only juvenile offenders 14 years of age or older may be placed in secure custody (Minn. Stat. § 260B.181). Shift Sergeant approval is required before placing a juvenile offender in secure custody.

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to him/herself or others.

Members of this office should not use secure custody for convenience when non-secure custody is or later becomes a reasonable option.

When reasonably practicable, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody rather than the use of a locked enclosure. An employee must be present at all times to ensure the juvenile's safety while secured to a stationary object.

Generally, juveniles should not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter. Supervisor approval should be documented.

316.11.1 LOCKED ENCLOSURES

A thorough inspection of the area shall be conducted before placing a juvenile into the enclosure. A second inspection shall be conducted after removing the juvenile. Any damage noted to the room should be photographed and documented in the crime report.

The following requirements shall apply to a juvenile offender who is held inside a locked enclosure:

- (a) The juvenile shall constantly be monitored by an audio/video system during the entire custody.
- (b) Juveniles shall have constant auditory access to office members.
- (c) Initial placement into and removal from a locked enclosure shall be logged.
- (d) Random personal visual checks of the juvenile by a staff member shall occur no less than every 15 minutes.
 1. All checks shall be logged.
 2. The check should involve questioning the juvenile as to his/her well-being (sleeping juveniles or apparently sleeping juveniles should be awakened).
 3. Requests or concerns of the juvenile should be logged.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Temporary Custody of Juveniles

- (e) Males and females shall not be placed in the same locked room.
- (f) Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).
- (g) Restrained juveniles shall not be mixed in a cell or room with unrestrained juveniles.

316.12 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY OF A JUVENILE

The Shift Sergeant will ensure procedures are in place to address the suicide attempt, death, or serious injury of any juvenile held at the Beltrami County Sheriff's Office. The procedures will address:

- (a) Immediate notification of the on-duty supervisor, Sheriff and Investigation Division Supervisor.
- (b) Notification of the parent, guardian, or person standing in loco parentis of the juvenile.
- (c) Notification of the appropriate prosecutor.
- (d) Notification of the County attorney.
- (e) Evidence preservation.

316.13 INTERVIEWING OR INTERROGATING JUVENILE SUSPECTS

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent and does consent to an interview or interrogation.

316.14 RESTRICTION ON PHOTOGRAPHING

Photographing of juveniles taken into custody will only occur with the consent of the juvenile court, except when the photograph is taken related to a violation of driving while impaired or is taken pursuant to the laws of arrest (Minn. Stat. § 260B.171, Subd. 5; Minn. Stat. § 260B.175; Minn. Stat. § 169A.20).

Adult Abuse

317.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Beltrami County Sheriff's Office members as required by law (Minn. Stat. § 626.557).

317.1.1 DEFINITIONS

Definitions related to this policy include (Minn. Stat. § 626.5572):

Adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement.

317.2 POLICY

The Beltrami County Sheriff's Office will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

317.3 MANDATORY NOTIFICATION

Members of the Beltrami County Sheriff's Office shall notify the entity responsible for receiving such reports when they have reason to believe that a vulnerable adult is being or has been maltreated, or has sustained a physical injury which is not reasonably explained. Members shall also report suspected negligent care by a service or health care provider that resulted in injury or harm requiring the care of a physician (Minn. Stat. § 626.557).

For purposes of notification, a vulnerable adult is a person age 18 or older who has physical, mental or emotional disabilities that make it difficult for the person to care for or to protect him/herself from maltreatment. It also refers to adults who reside at a facility, or receive care at a facility or through home care (Minn. Stat. § 626.5572).

Maltreatment includes abuse, neglect and financial exploitation. Abuse can be physical, emotional or sexual. Financial exploitation may include any instance where vulnerable adults' money, assets or property are not used for their benefit or are stolen or kept from them (see Minn. Stat. § 626.5572 for full definitions).

317.3.1 NOTIFICATION PROCEDURE

Oral notification should be made as soon as possible, but in all cases within 24 hours (Minn. Stat. § 626.557; Minn. Stat. § 626.5572). To the extent possible, the following should be included in the notification:

- (a) The identity of the vulnerable adult and any caregiver
- (b) The nature and extent of the suspected maltreatment
- (c) Any evidence of previous maltreatment

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Adult Abuse

- (d) The name and addresses of the person initiating the report or other witnesses
- (e) The time, date, and location of the incident
- (f) Any other information that might be helpful in investigating the suspected maltreatment

If notification of maltreatment is first made to the Beltrami County Sheriff's Office, the member receiving the notification shall complete and forward the intake form to the entity responsible for receiving such reports.

317.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available to investigate cases of adult abuse. These investigators should:

- (a) Conduct interviews in appropriate interview facilities.
- (b) Be familiar with forensic interview techniques specific to adult abuse investigations.
- (c) Present all cases of alleged adult abuse to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.
- (e) Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.
- (f) Participate in or coordinate with multidisciplinary investigative teams as applicable (Minn. Stat. § 626.5571).

317.5 INVESTIGATIONS AND REPORTING

All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated. Investigations should be initiated as soon as possible, but in all cases within 24 hours (Minn. Stat. § 626.557).

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating deputy in all circumstances where a suspected adult abuse victim is contacted.
- (b) Any relevant statements the victim may have made and to whom he/she made the statements.
- (c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
- (d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.
- (e) Whether the victim was transported for medical treatment or a medical examination.
- (f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Adult Abuse

- (g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.
- (h) Previous addresses of the victim and suspect.
- (i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

Assigned members shall initiate an investigation of vulnerable adult abuse as soon as possible, but in all cases within 24 hours when there is reason to believe a crime has been committed (Minn. Stat. § 626.557).

317.6 PROTECTIVE CUSTODY

Before taking an adult abuse victim into protective custody when facts indicate the adult may not be able to care for him/herself, the deputy should make reasonable attempts to contact an appropriate protective services agency. Generally, removal of an adult abuse victim from his/her family, guardian or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation.

Generally, members of this office should remove an adult abuse victim from his/her family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim. Prior to taking an adult abuse victim into protective custody, the deputy should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the deputy shall ensure that the adult is delivered to an appropriate protective services agency or medical facility.

Whenever practicable, the deputy should inform a supervisor of the circumstances prior to taking an adult abuse victim into protective custody. If prior notification is not practicable, deputies should contact a supervisor promptly after taking the adult into protective custody.

When adult abuse victims are under state control, have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

317.7 INTERVIEWS

317.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, deputies should audio record the preliminary interview with a suspected adult abuse victim. Deputies should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When

Adult Abuse

practicable, investigating deputies should defer interviews until a person who is specially trained in such interviews is available.

317.7.2 DETAINING VICTIMS FOR INTERVIEWS

A deputy should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

- (a) Exigent circumstances exist, such as:
 - 1. A reasonable belief that medical issues of the adult need to be addressed immediately.
 - 2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
 - 3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.
- (b) A court order or warrant has been issued.

317.8 MEDICAL EXAMINATIONS

When an adult abuse investigation requires a medical examination, the investigating deputy should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The deputy should also arrange for the adult's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, deputies should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for deputies to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

317.9 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

317.9.1 SUPERVISOR RESPONSIBILITIES

The Investigation Division supervisor should:

- (a) Work with professionals from the appropriate agencies, including the applicable adult protective services agency, other law enforcement agencies, medical service providers and local prosecutors, to develop community-specific procedures for responding to situations where there are adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.
- (b) Activate any available interagency response when a deputy notifies the Investigation Division supervisor that he/she has responded to a drug lab or other narcotics crime

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Adult Abuse

scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives.

- (c) Develop a report format or checklist for use when deputies respond to drug labs or other narcotics crime scenes. The checklist will help deputies document the environmental, medical, social and other conditions that may affect the adult.

317.9.2 DEPUTY RESPONSIBILITIES

Deputies responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives should:

- (a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.
- (b) Notify the Investigation Division supervisor so an interagency response can begin.

317.10 STATE MANDATES AND OTHER RELEVANT LAWS

Minnesota requires or permits the following:

317.10.1 RECORDS CENTER RESPONSIBILITIES

The Records Center is responsible for:

- (a) Providing a copy of the adult abuse report to the applicable entity in the county responsible for receiving such reports as required by law.
- (b) Retaining the original adult abuse report with the initial case file.

317.10.2 RELEASE OF REPORTS

Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (Minn. Stat. § 626.557).

317.11 TRAINING

The Office should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include:

- (a) Participating in multidisciplinary investigations, as appropriate.
- (b) Conducting interviews.
- (c) Availability of therapy services for adults and families.
- (d) Availability of specialized forensic medical exams.
- (e) Cultural competence (including interpretive services) related to adult abuse investigations.
- (f) Availability of victim advocates or other support.

Discriminatory Harassment

318.1 PURPOSE AND SCOPE

This policy is intended to prevent office members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

318.2 POLICY

The Beltrami County Sheriff's Office is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Office will not tolerate, discrimination against employees in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The Office will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The non-discrimination policies of the Office may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

318.3 DEFINITIONS

Definitions related to this policy include:

318.3.1 DISCRIMINATION

The Office prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or office equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to office policy and to a work environment that is free of discrimination.

318.3.2 SEXUAL HARASSMENT

The Office prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Discriminatory Harassment

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

318.3.3 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission (EEOC) and the Minnesota Department of Human Rights.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with County or office rules or regulations, or any other appropriate work-related communication between supervisor and member.

318.3.4 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

318.4 RESPONSIBILITIES

This policy applies to all office personnel. All members shall follow the intent of these guidelines in a manner that reflects office policy, professional standards, and the best interest of the Office and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Sheriff, the Personnel Director, or the County Administrator.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Discriminatory Harassment

318.4.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Sheriff or the Personnel Director in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

318.4.2 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

- (a) Behavior of supervisors and managers should represent the values of the Office and professional standards.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline in a manner that is consistent with established procedures.

318.4.3 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Sheriff, the Personnel Director, or the County Administrator for further information, direction, or clarification.

318.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved members should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Office that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Discriminatory Harassment

318.5.1 SUPERVISOR RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

318.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the process described above, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Sheriff, the Personnel Director or the County Administrator.

318.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Office. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

318.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Sheriff. The outcome of all reports shall be:

- (a) Approved by the Sheriff, the County Administrator, or the Personnel Director, depending on the ranks of the involved parties.
- (b) Maintained in accordance with the established records retention schedule.

318.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Discriminatory Harassment

318.7 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the Office.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

Child Abuse

319.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Beltrami County Sheriff's Office members are required to notify the county social services agency of suspected child abuse.

319.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse (also known as maltreatment of minors) - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency (Minn. Stat. § 260E.03; Minn. Stat. § 260E.06).

319.2 POLICY

The Beltrami County Sheriff's Office will investigate all reported incidents of alleged criminal child abuse and ensure the county social services agency is notified as required by law.

319.3 MANDATORY NOTIFICATION

Members of the Beltrami County Sheriff's Office shall notify the county social services agency when they have reason to believe any of the following may have occurred or when someone reports any of the following (Minn. Stat. § 260E.06):

- (a) A child is being neglected or has been neglected within the preceding three years.
- (b) A child is being physically abused or has been physically abused within the preceding three years by a person responsible for the child's care.
- (c) A child is being sexually abused, threatened with sexual abuse, or has been sexually abused within the preceding three years by a person responsible for the child's care, by a person who has a significant relationship to the child, or by a person in a position of authority.
- (d) A woman is pregnant and has used a controlled substance for a non-medical purpose during the pregnancy, including but not limited to tetrahydrocannabinol (marijuana), or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive (Minn. Stat. § 260E.03, subd. 15; Minn. Stat. § 260E.31).

Notification is mandatory for any acts of neglect, physical abuse, and sexual abuse that constitute a crime, whether or not the suspect had any relationship to or responsibility for the child (Minn. Stat. § 260E.12).

For purposes of notification, physical abuse includes injuries, mental injuries, or injuries that cannot be reasonably explained (e.g., punching, kicking, burning). Sexual abuse includes criminal

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Child Abuse

sexual conduct and prostitution offenses. Neglect includes failure to supply a child with necessary clothing, shelter, or medical care. See Minn. Stat. § 260E.03 for full definitions of physical abuse, sexual abuse, and neglect.

319.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (Minn. Stat. § 260E.09):

- (a) The member tasked with the investigation shall call the county social services agency and report the alleged abuse as soon as possible but always within 24 hours. The time of the call and the name of the person should be documented.
- (b) Notification, when possible, should include:
 - 1. The child's current location and whether the child is in immediate danger.
 - 2. A description of when and where the incident occurred and what happened to the child.
 - 3. A description of the injuries or present condition of the child.
 - 4. The names and addresses of the child, parents, or caregivers.
 - 5. Whether there were any witnesses to the incident and their names.
 - 6. Any additional information about the child, family, or caregivers that may be helpful.
 - 7. Whether the incident occurred in a licensed facility or a school and what actions the facility employees may have taken.
 - 8. Whether there are immediate family, relative, or community resources that would offer protection or support to the child.
- (c) Forms that may be required by the county social services agency or other written notification shall be completed and faxed or delivered to the county social services agency as soon as possible but always within 72 hours, exclusive of weekends and holidays.
- (d) Approved investigation reports should be forwarded to the county social services agency as soon as practical.
- (e) When the child abuse occurred at a facility or by a person from a facility that requires a state license or a profession that requires a state license (e.g., foster homes, group homes, day care, educator), notification shall also be made to the agency responsible for licensing the facility or person (Minn. Stat. § 260E.11).

319.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available for child abuse investigations. These investigators should:

- (a) Conduct interviews in child-appropriate interview facilities.
- (b) Be familiar with forensic interview techniques specific to child abuse investigations.
- (c) Present all cases of alleged child abuse to the prosecutor for review.

Child Abuse

- (d) Coordinate with other enforcement agencies, social service agencies, and school administrators as needed.
- (e) Provide referrals to therapy services, victim advocates, guardians, and support for the child and family as appropriate.
- (f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

319.5 INVESTIGATIONS AND REPORTING

In all reported or suspected cases of child abuse, a report will be written. Deputies shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating deputy in all circumstances where a suspected child abuse victim was contacted.
- (b) The exigent circumstances that existed if deputies interviewed the child victim without the presence of a parent or guardian.
- (c) Any relevant statements the child may have made and to whom he/she made the statements.
- (d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
- (e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.
- (f) Whether the child victim was transported for medical treatment or a medical examination.
- (g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.
- (h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.
- (i) Previous addresses of the victim and suspect.
- (j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

319.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the deputy should make reasonable attempts to contact the county social services agency. Generally, removal of a child from his/her family,

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Child Abuse

guardian or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this office should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the deputy should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the deputy shall ensure that the child is delivered to the county social services agency.

Whenever practicable, the deputy should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, deputies should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations (Minn. Stat. § 260C.175):

- (a) When a court has issued an order for removal.
- (b) When a child is found in surroundings or conditions that pose an imminent threat to the child's health or welfare or that a peace officer reasonably believes pose an imminent threat to the child's health or welfare.
- (c) If an Indian child is a resident of a reservation or is domiciled on a reservation but temporarily located off the reservation, taking the child into custody under this clause shall be consistent with the Indian Child Welfare Act (25 USC § 1922).

319.6.1 NOTICE TO PARENT OR CUSTODIAN

Whenever a deputy takes a child into protective custody, the deputy shall notify the parent or custodian that he/she may request that the child be placed with a relative or a designated caregiver instead of in a shelter care facility. The deputy also shall give the parent or custodian a list, published by the Minnesota Department of Human Services, of names, addresses and telephone numbers of social services agencies that offer child welfare services. If the parent or custodian was not present when the child was removed from the residence, the list shall be left with an adult who is on the premises or left in a conspicuous place on the premises if no adult is present. If the deputy has reason to believe the parent or custodian is not able to read and understand English, the deputy must provide a list that is written in the language of the parent or custodian (Minn. Stat. § 260C.175; Minn. Stat. § 260C.181).

The above notifications may be made by the county social services agency representative if he/she is at the scene.

319.6.2 SAFE PLACE FOR NEWBORNS

A person may leave an unharmed newborn less than seven days old with the staff of a hospital, urgent care facility or ambulance service without being subject to prosecution (Minn. Stat. §

Child Abuse

609.3785). The responsible social service agency is charged with addressing these matters but may contact law enforcement if child abuse is suspected (Minn. Stat. § 145.902; Minn. Stat. § 609.3785).

319.7 INTERVIEWS

319.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, deputies should record the preliminary interview with suspected child abuse victims. Deputies should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating deputies should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

319.7.2 DETAINING ABUSE VICTIMS FOR INTERVIEW

A deputy should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

- (a) Exigent circumstances exist, such as:
 1. A reasonable belief that medical issues of the child need to be addressed immediately.
 2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
 3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.
- (b) A court order or warrant has been issued.

319.7.3 NOTIFICATION TO PARENTS

Generally, deputies should cooperate with parents and guardians and seek consent prior to conducting interviews of children. However, when reasonably necessary, state law grants deputies the authority to interview a child who is the alleged victim of abuse or neglect, and any other children who currently reside or have resided with the alleged victim, without parental consent (Minn. Stat. § 260E.22, Subd. 1).

The interview may take place at school or at any facility or other place where the alleged victim or other children might be found, or the child may be transported to, and the interview conducted at, a place that is appropriate for the interview and has been designated by the local welfare agency or law enforcement agency. The interview may take place outside the presence of the alleged offender or parent, legal custodian, guardian, or school official (Minn. Stat. § 260E.22).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Child Abuse

The deputy shall notify the parent, legal custodian, or guardian that the interview occurred as soon as reasonably practicable after the interview, unless the juvenile court has determined that reasonable cause exists to withhold the information (Minn. Stat. § 260E.22).

319.7.4 INTERVIEWS AT SCHOOL

If deputies assigned to investigate a report of maltreatment determine that an interview should take place on school property, written notification of the intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property (Minn. Stat. § 260E.22, Subd. 7).

The investigating deputy shall determine who may attend the interview, although school officials may set reasonable conditions as to the time, place, and manner of the interview (Minn. Stat. § 260E.22, Subd. 7).

319.7.5 DOCUMENTING AND RECORDING INTERVIEWS

Any statement made by an alleged child abuse victim during the course of a criminal investigation shall be documented. The documentation of the interview must contain, at a minimum (Minn. Stat. § 260E.23):

- (a) The date, time, place, and duration of the interview.
- (b) The identity of the persons present at the interview.
- (c) A summary of the information obtained during the interview if it was not audio recorded.

Members should follow the written guidelines of the county attorney's office regarding recording interviews of a child abuse victim.

319.8 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination, the investigating deputy should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The deputy should also arrange for the child's transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, deputies should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for deputies to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

319.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Child Abuse

319.9.1 SUPERVISOR RESPONSIBILITIES

The Investigation Division supervisor should:

- (a) Work with professionals from the appropriate agencies, including the county social services agency, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are children endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.
- (b) Activate any available interagency response when a deputy notifies the Investigation Division supervisor that the deputy has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives there.
- (c) Develop a report format or checklist for use when deputies respond to drug labs or other narcotics crime scenes. The checklist will help deputies document the environmental, medical, social and other conditions that may affect the child.

319.9.2 DEPUTY RESPONSIBILITIES

Deputies responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

- (a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.
- (b) Notify the Investigation Division supervisor so an interagency response can begin.

319.9.3 SCHOOL NOTIFICATION

If a juvenile is taken into protective custody after being found in an area where methamphetamine was being manufactured or attempted to be manufactured, or where any chemical substances, paraphernalia or waste products related to methamphetamine are stored, the deputy who took the juvenile into custody shall notify the chief administrative officer of the juvenile's school (Minn. Stat. § 260C.171, Subd. 6).

319.10 STATE MANDATES AND OTHER RELEVANT LAWS

Minnesota requires or permits the following:

319.10.1 RELEASE OF REPORTS

Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (Minn. Stat. § 260E.35).

319.10.2 CHILD MORTALITY REVIEW PANELS

Child mortality review panels are entitled to access all investigative information of law enforcement agencies regarding the death of a child. This office shall cooperate fully with any such team and investigation (Minn. Stat. § 256.01, Subd. 12).

Child Abuse

319.10.3 COORDINATION WITH SOCIAL SERVICES

In every case of child abuse that would require notification to a local county social services agency, the investigating deputy shall coordinate the planning and execution of the investigation and assessment efforts to avoid a duplication of fact-finding efforts and multiple interviews. The investigating deputy shall prepare a report separate from the social services agency (Minn. Stat. § 260E.12; Minn. Stat. § 260E.14, Subd. 5).

Members may disclose the status of an individual as a predatory offender to a child protection worker who is conducting an assessment of child safety, risk of subsequent child maltreatment, and family strengths and needs under Chapter 260E (Minn. Stat. § 243.166).

319.10.4 NOTIFICATION PROCESS

The Patrol Supervisor is responsible for ensuring the mandatory notifications to the county social service agency are carried out. This should be achieved, in part, by establishing and reviewing related procedures and through ongoing training (Minn. Stat. § 260E.01 et seq.).

319.10.5 COURT-ORDERED FIREARM SURRENDERS

Although not required, this office generally will accept firearms surrendered by a court order from an abusing party or defendant. A decision to refuse a surrendered firearm should be approved by a supervisor.

Firearms will normally be surrendered at the Beltrami County Sheriff's Office; however, when encountering someone in the field who wishes to surrender a firearm, deputies should make reasonable efforts to accommodate the request.

Surrendered firearms should be collected and submitted to the Property and Evidence Section in accordance with the Property and Evidence Section Policy.

319.11 TRAINING

The Training Unit should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

- (a) Participating in multidisciplinary investigations, as appropriate.
- (b) Conducting forensic interviews.
- (c) Availability of therapy services for children and families.
- (d) Availability of specialized forensic medical exams.
- (e) Cultural competence (including interpretive services) related to child abuse investigations.
- (f) Availability of victim advocate or guardian ad litem support.

Missing Persons

320.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

320.1.1 DEFINITIONS

Definitions related to this policy include:

Endangered - A person the Office has confirmed is missing and there is sufficient evidence to indicate that the person is at risk of physical injury or death. Examples include (Minn. Stat. § 299C.52):

- (a) The person is missing because of a confirmed abduction or under circumstances that indicate the person's disappearance was not voluntary.
- (b) The person is missing under known dangerous circumstances.
- (c) The person is missing more than 30 days.
- (d) The person is under the age of 21 and at least one other factor is applicable.
- (e) There is evidence that the person is in need of medical attention or prescription medication such that it will have a serious adverse effect on the person's health if the person does not receive the needed care or medication.
- (f) The person does not have a pattern of running away or disappearing.
- (g) The person is mentally impaired.
- (h) There is evidence that a non-custodial parent may have abducted the person.
- (i) The person has been the subject of past threats or acts of violence.
- (j) There is evidence that the person is lost in the wilderness, backcountry or outdoors where survival is precarious and immediate and effective investigation and search-and-rescue efforts are critical.
- (k) Any other factor the Office deems to indicate the person may be at risk of physical injury or death, including a determination by another law enforcement agency that the person is missing and endangered.
- (l) There is sufficient evidence that a child is with a person who presents a threat of immediate physical injury to the child or physical or sexual abuse of the child.
- (m) Qualify for a state AMBER Alert™ pursuant to Minn. Stat. § 299A.61, Subd. 1.

Missing person - Any person who is reported missing to law enforcement when that person's location is unknown. This includes any person under the age of 18 or who is certified or known to be mentally incompetent (Minn. Stat. § 299C.52).

Missing person networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC), the Minnesota Justice Information

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Missing Persons

Services (MNJIS), the Minnesota Missing and Unidentified Persons Clearinghouse and the Minnesota Crime Alert Network.

320.2 POLICY

The Beltrami County Sheriff's Office does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. Priority shall be given to missing person cases over property-related cases. Members will initiate an investigation into all reports of missing persons, regardless of the length of time the person has been missing.

320.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS

The Investigation Division supervisor shall ensure the following forms and kits are developed and available:

- Missing person report form
- Missing person investigation checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation
- Missing person school notification form
- Medical records release form
- Biological sample collection kits

320.4 ACCEPTANCE OF REPORTS

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction (Minn. Stat. § 299C.53, Subd.1(a)).

320.5 INITIAL INVESTIGATION

Deputies or other members conducting the initial investigation of a missing person should take the following investigative actions as applicable:

- (a) Respond to a dispatched call as soon as practicable. Obtain a detailed description of the missing person, as well as a description of any related vehicle and/or abductor.
- (b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be endangered (Minn. Stat. § 299C.53, Subd. 1(b)). Interviews should be conducted separately, if practicable.
- (c) Consult with the Bureau of Criminal Apprehension (BCA) if the person is determined to be an endangered missing person (Minn. Stat. § 299C.53, Subd. 1(b)).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Missing Persons

- (d) Canvass the last known area where the missing person was seen, if known. A search of the location where the incident took place, if known, should also be conducted and a search warrant obtained if necessary.
- (e) Determine when, where and by whom the missing person was last seen. Interview the person who last had contact with the missing person.
- (f) Notify a supervisor immediately if there is evidence that a missing person is either endangered or may qualify for a public alert, or both (see the Public Alerts Policy).
- (g) Broadcast an "Attempt to Locate" (ATL) or similar alert if the person is under 18 years of age or there is evidence that the missing person is endangered. The alert should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 18 years of age or may be endangered.
- (h) Relay known details to all on-duty personnel as well as other local or surrounding law enforcement agencies using local and state databases.
- (i) Ensure that entries are made into the appropriate missing person networks:
 - 1. Immediately, when the missing person is endangered (Minn. Stat. § 299C.53, Subd. 1(b)).
 - 2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report.
- (j) Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.
- (k) Collect and/or review:
 - 1. A photograph and fingerprint card of the missing person, if available (Minn. Stat. § 299C.54, Subd. 2).
 - (a) A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
 - 2. Any documents that may assist in the investigation, such as court orders regarding custody.
 - 3. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).
- (l) When circumstances permit and if appropriate, attempt to determine the missing person's location through his/her telecommunications carrier.
- (m) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an endangered missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.
- (n) Implement multi-jurisdictional coordination/mutual aid plan as appropriate such as when:
 - 1. The primary agency has limited resources.

Missing Persons

2. The investigation crosses jurisdictional lines.
3. Jurisdictions have pre-established task forces or investigative teams.

320.5.1 CRIME SCENE INVESTIGATION AND MANAGEMENT

If a crime scene is identified, it should be secured and a command post or operation base located at a reasonable distance from the crime scene. Staff and assign the responsibilities for command post supervisor, media specialist, search coordinator, investigative coordinator, communication officer and support unit coordinator. Provide two liaison deputies (one at the command post and one at the crime scene). The role of the liaison at the home will include facilitating support and advocacy for the family.

The investigation of the scene and the crime should consider various elements, including:

- (a) Establishing the ability to “trap and trace” all incoming calls. Consider setting up a separate telephone line or cellular telephone for office use and follow-up on all leads.
- (b) Compiling a list of known sex offenders in the region.
- (c) In cases of infant abduction, investigating claims of home births made in the area.
- (d) In cases involving children, obtaining child protective agency records for reports of child abuse.
- (e) Reviewing records for previous incidents related to the missing person and prior law enforcement activity in the area, including prowlers, indecent exposure, attempted abductions, etc.
- (f) Obtaining the missing person’s medical and dental records, fingerprints and a biological sample when practicable or within 30 days.
- (g) Creating a missing person profile with detailed information obtained from records and interviews with family and friends, describing the missing person’s health, relationships, personality, problems, life experiences, plans, equipment, etc.
- (h) Interviewing delivery personnel, employees of gas, water, electric and cable companies, taxi drivers, post office personnel, sanitation workers, etc.
- (i) Determining if outside help is needed and the merits of utilizing local, state and federal resources related to specialized investigative needs, including:
 1. Investigative resources (e.g., search and rescue).
 2. Interpretive resources.
 3. Telephone services, such as traps, traces and triangulation.
 4. Media assistance from local and national sources.

Missing Persons

- (j) Using secure electronic communication information, such as the missing person's cellular telephone number, e-mail address and information from social networking sites.
- (k) Appointing a deputy to communicate with the family/reporting party or their designee. The deputy will be the primary point of contact for the family/reporting party or their designee, and should provide contact information and the family information packet (if available) to the family/reporting party or their designee.
- (l) Providing general information to the family/reporting party or their designee about the handling of the missing person case or about any intended efforts, only to the extent that disclosure would not adversely affect the office's ability to locate or protect the missing person or to apprehend or criminally prosecute any person in connection to the case.

320.6 REPORT PROCEDURES AND ROUTING

Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

320.6.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of the supervisor shall include, but are not limited to:

- (a) Reviewing and approving missing person reports upon receipt.
 - 1. The reports should be promptly sent to the Records Center.
- (b) Ensuring resources are deployed as appropriate.
- (c) Initiating a command post as needed.
- (d) Ensuring applicable notifications and public alerts are made and documented.
- (e) Ensuring that records have been entered into the appropriate missing persons networks.
- (f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.
 - 1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

320.6.2 RECORDS CENTER RESPONSIBILITIES

The responsibilities of the Records Center receiving member shall include, but are not limited to:

- (a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction.
- (b) Notifying and forwarding a copy of the report to the agency of jurisdiction where the missing person was last seen.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Missing Persons

- (c) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.
- (d) Forwarding a copy of the report to the Investigation Division.
- (e) Coordinating with the NCIC Terminal Contractor for Minnesota to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

320.7 INVESTIGATION DIVISION FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

- (a) Should ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.
 - 1. The notice shall be in writing and should also include a photograph.
 - 2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information if the school receives a call requesting the transfer of the missing child's files to another school.
- (b) Should recontact the reporting person and/or other witnesses within 30 days of the initial report and within 30 days thereafter to determine if any additional information has become available.
- (c) Shall review the case file to determine whether any additional information received on the missing person indicates that the person is endangered, and shall update applicable state or federal databases accordingly (Minn. Stat. § 299C.535(b); Minn. Stat. § 299C.535(c)).
- (d) Shall attempt to obtain the following, if not previously obtained, if the person remains missing after 30 days (Minn. Stat. § 299C.535(a)):
 - 1. Biological samples from family members and, if possible, from the missing person
 - 2. Dental information and X-rays
 - 3. Additional photographs and video that may aid the investigation or identification
 - 4. Fingerprints
 - 5. Any other specific identifying information
- (e) Should consider contacting other agencies involved in the case to determine if any additional information is available.
- (f) Shall verify and update the Minnesota Justice Information Services (MNJIS), the Minnesota Missing and Unidentified Persons Clearinghouse, NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Missing Persons

- (g) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.
- (h) Should consider taking certain actions if a person is missing after a prolonged period, generally exceeding 45 days. Those actions include:
 - 1. Developing a profile of the possible abductor.
 - 2. Using a truth verification device for parents, spouse and other key individuals.
 - 3. Reviewing all reports and transcripts of interviews, revisiting the crime scene, reviewing all photographs and videotapes, reinterviewing key individuals and reexamining all physical evidence collected.
 - 4. Reviewing all potential witness/suspect information obtained in the initial investigation and considering background checks on anyone of interest identified in the investigation.
 - 5. Periodically checking pertinent sources of information about the missing person for any activity, such as telephone, bank, Internet or credit card activity.
 - 6. Developing a time line and other visual exhibits.
 - 7. Critiquing the results of the ongoing investigation with appropriate investigative resources.
 - 8. Arranging for periodic media coverage.
 - 9. Considering the use of rewards and crime-stoppers programs.
 - 10. Maintaining contact with the family and/or the reporting party or designee, as appropriate.
- (i) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).
- (j) Should make appropriate inquiry with the Coroner.
- (k) Should obtain and forward medical and dental records, photos, X-rays and biological samples, as applicable.
- (l) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously, forward the photograph to BCA (Minn. Stat. § 299C.54) and enter the photograph into applicable missing person networks (34 USC § 41308).
- (m) Should consider making appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs).
- (n) In the case of an endangered missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

Missing Persons

320.8 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the reporting party and other involved agencies and refer the case for additional investigation if warranted.

The Records Supervisor shall ensure that, upon receipt of information that a missing person has been located, the following occurs:

- (a) Notification is made to BCA.
- (b) A missing child's school is notified.
- (c) Entries are made in the applicable missing person networks (Minn. Stat. § 299C.53, Subd. 2).
- (d) When a child is endangered, the fact that the child has been found shall be reported within 24 hours to BCA.
- (e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

320.8.1 PERSONS FOUND ALIVE

Additional responsibilities related to missing persons who are found alive include:

- (a) Verifying that the located person is the reported missing person.
- (b) If appropriate, arranging for a comprehensive physical examination of the victim.
- (c) Conducting a careful interview of the person, documenting the results of the interview and involving all appropriate agencies.
- (d) Notifying the family/reporting party that the missing person has been located. In adult cases, if the located adult permits the disclosure of his/her whereabouts and contact information, the family/reporting party may be given this information.
- (e) Depending on the circumstances of the disappearance, considering the need for reunification assistance, intervention, counseling or other services for either the missing person or family/reporting party.
- (f) Performing a constructive post-case critique. Reassessing the procedures used and updating the Office policy and procedures as appropriate.

320.8.2 UNIDENTIFIED PERSONS

Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

- (a) Obtain a complete description of the person.
- (b) Enter the unidentified person's description into the NCIC Unidentified Person File.
- (c) Use available resources, such as those related to missing persons, to identify the person.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Missing Persons

320.8.3 DECEASED PERSONS

If a deceased person has been identified as a missing person, the Investigation Division shall attempt to locate family members and inform them of the death and the location of the deceased missing person's remains. All efforts to locate and notify family members shall be recorded in appropriate reports and properly retained (Minn. Stat. § 390.25, Subd. 2).

Additional investigation responsibilities include the following:

- (a) Secure the crime scene if this office has jurisdiction.
- (b) Contact the coroner, medical examiner or forensic anthropologist to arrange for body recovery and examination.
- (c) Collect and preserve any evidence at the scene.
- (d) Depending on the circumstances, consider the need for intervention, counseling or other services for the family/reporting party.
- (e) Cancel alerts and remove the case from NCIC and other information systems; remove posters and other publications from circulation.
- (f) Perform a constructive post-case critique. Reassess the procedures used and update the office policy and procedures as appropriate.

320.9 CASE CLOSURE

The Investigation Division supervisor may authorize the closure of a missing person case after considering the following:

- (a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.
- (b) If the missing person is a resident of Beltrami or this office is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.
- (c) If this office is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.
- (d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

320.10 TRAINING

Subject to available resources, the Training Officer should ensure that members of this office whose duties include missing person investigations and reports receive training that includes:

- (a) The initial investigation:
 - 1. Assessments and interviews
 - 2. Use of current resources, such as Mobile Audio Video (MAV)
 - 3. Confirming missing status and custody status of minors

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Missing Persons

4. Evaluating the need for a heightened response
5. Identifying the zone of safety based on chronological age and developmental stage
 - (b) Briefing of office members at the scene.
 - (c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).
 - (d) Verifying the accuracy of all descriptive information.
 - (e) Initiating a neighborhood investigation.
 - (f) Investigating any relevant recent family dynamics.
 - (g) Addressing conflicting information.
 - (h) Key investigative and coordination steps.
 - (i) Managing a missing person case.
 - (j) Additional resources and specialized services.
 - (k) Update procedures for case information and descriptions.
 - (l) Preserving scenes.
 - (m) Internet and technology issues (e.g., Internet use, cell phone use).
 - (n) Media relations.

Project Lifesaver

321.1 PURPOSE AND SCOPE

Project Lifesaver uses state of the art technology in assisting those who care for victims of Alzheimer's, dementia, autism, down syndrome, and any other cognitive conditions that cause wandering.

321.2 RESPONSIBILITIES OF EMPLOYEES

Employees of the Beltrami County Sheriff's Office should notify their supervisor, shift Sergeant, investigation division, and identified and trained projectlifesaver personnel of a missing person who participates in project lifesaver.

321.3 POTENTIAL CLIENTS

When the caregiver of a potential client of project lifesaver contacts the Beltrami County Sheriff's Office the person taking the call shall create a case and assign it to a deputy for further investigation. The deputy assigned will gather all pertinent information regarding the potential client and the caregiver. The deputy shall complete a report regarding this investigation and forward it to the assigned project lifesaver trained deputies.

The assigned project lifesaver trained deputies will complete a follow-up investigation to include screening of the potential client and caregiver. The project lifesaver trained deputy will complete all associated documentation required with the Beltrami County Sheriff's Office and project lifesaver. The projectlifesaver trained deputies will follow the expectations for maintenance and care of all equipment as described in the project lifesaver training.

321.4 PROCEDURE

If it is reported to the Beltrami County Sheriff's Office that a Project Lifesaver client is missing, a case will be created, the deputies on duty will be notified and respond and will follow all procedures associated with a missing person, the shift Sergeant will be notified and respond to assist and coordinate. Any available Project Lifesaver Trained Deputy available will respond with the appropriate tracking equipment. Dispatch will advise the Project Lifesaver Deputy immediately of the information contained in the original case file to include the frequency that was assigned to the client. The Project Lifesaver Deputy will respond using the tracking equipment provided and complete a search for the client.

321.5 REPORTS

Each individual employee involved will document in the case file their actions taken. The Project Lifesaver Deputy will complete all associated documentation with the Beltrami County Sheriff's Office and Project Lifesaver International.

Public Alerts

322.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

322.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

322.3 RESPONSIBILITIES

322.3.1 EMPLOYEE RESPONSIBILITIES

Employees of the Beltrami County Sheriff's Office should notify their supervisor, Shift Sergeant or Investigation Division Supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person or gathering information.

322.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Sheriff, the appropriate Chief Deputy and the Public Information Officer when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for the following:

- (a) Updating alerts
- (b) Canceling alerts
- (c) Ensuring all appropriate reports are completed
- (d) Preparing an after-action evaluation of the investigation to be forwarded to the Chief Deputy

322.4 AMBER ALERTS

America's Missing: Broadcast Emergency Response (AMBER) Alert™ is the recruitment of public assistance to locate an abducted child via a widespread media alert. Utilizing the assistance of local radio, television and press affiliates, the public will be notified of the circumstances of a child's abduction and how it can assist law enforcement in the child's recovery. The goal of the AMBER Alert program is the safe return of an abducted child by establishing an effective

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Public Alerts

partnership between the community, the media and law enforcement through the Minnesota Crime Alert Network (Minn. Stat. § 299A.61 Subd. 1).

322.4.1 CRITERIA

Any non-familial case in which an individual is abducted and the public can assist will trigger the activation of either the AMBER Alert and/or the Minnesota Crime Alert Network (MCAN) to inform the public and request its assistance in locating the individual.

The criteria for issuance of an Amber Alert are as follows:

- (a) A child 17 years of age or younger was abducted and there is reason to believe the victim is in imminent danger of serious bodily injury or death.
- (b) There is information available to disseminate to the general public that could assist with the safe recovery of the victim and/or the apprehension of the suspect.

An AMBER Alert should not be requested if there is no information to distribute.

322.4.2 PROCEDURE

The supervisor shall review the AMBER Alert checklist provided by the Bureau of Criminal Apprehension (BCA) to determine whether the abduction meets the AMBER Alert criteria.

As soon as possible, Records Center personnel shall enter the child's name and other critical data into the National Crime Information Center (NCIC), with appropriate flags.

If the AMBER Alert criteria is met, the supervisor, Shift Sergeant or Investigation Division supervisor will notify the Operations Center at the BCA. The BCA will determine whether an AMBER Alert will be issued and, if so, will activate the Minnesota Emergency Alert System (EAS) through the Minnesota Department of Public Safety (DPS) Division of Homeland Security and Emergency Management (HSEM).

BCA will manage press notifications through the EAS.

As additional information becomes available, the BCA shall be apprised and they will disseminate the information, as appropriate.

When the child is found, or the alert should be cancelled for other reasons, the Investigation Division supervisor shall immediately notify BCA with the pertinent information.

322.5 MINNESOTA CRIME ALERT NETWORK

MCAN is a statewide communications network that enables law enforcement agencies to quickly alert the public (Minn. Stat. § 299A.61). In cases where the AMBER Alert criteria are not met, MCAN can be activated to notify the public and request information on the case. Law enforcement agencies, businesses, schools and community members participate in the network.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Public Alerts

322.5.1 CRITERIA

MCAN is available for disseminating information regarding the commission of crimes, including information on missing and endangered children or vulnerable adults, or attempts to reduce theft and other crime.

322.5.2 PROCEDURE

If a supervisor determines that a MCAN alert should be requested, the supervisor should contact the BCA Operations Center and provide the requested information.

The Public Information Officer should prepare a press release that includes all available information that might strengthen the assistance by the public or other law enforcement agencies. It should be updated with additional information as it becomes available and useful. All media releases should be coordinated with the BCA. In the event of a confirmed child abduction, whether or not an AMBER Alert or MCAN alert is activated, procedures designed to inform the media should be followed. Initial information to release may include, but is not limited to:

- (a) The nature of the crime that has occurred.
- (b) The victim's identity, age and description, if relevant.
- (c) Photograph if available.
- (d) The suspect's identity, age and description, if known.
- (e) Pertinent vehicle description.
- (f) Detail regarding location of incident, direction of travel and potential destinations, if known.
- (g) Whether there is reason to believe the suspect has a relationship to the victim.
- (h) Name and phone number of the Public Information Officer or other authorized individual to handle media liaison.
- (i) A telephone number for the public to call with leads or information.

As additional information pertinent to the case becomes available, it shall be forwarded to the BCA.

Victim and Witness Assistance

323.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

323.2 POLICY

The Beltrami County Sheriff's Office is committed to providing guidance and assistance to the victims and witnesses of crime. The employees of the Beltrami County Sheriff's Office will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

323.3 CRIME VICTIM LIAISON

The Sheriff may appoint a member of the Office to serve as the crime victim liaison. The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the Beltrami County Sheriff's Office regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

323.3.1 SPECIFIC VICTIM LIAISON DUTIES

The crime victim liaison shall assist the Minnesota Crime Victims Reparations Board in performing its duties and ensure that the Records Center forwards copies of requested reports to the board or other authorized organizations within 10 days of receipt, in compliance with the Records Maintenance and Release Policy. These reports include those maintained as confidential or not open to inspection under Minn. Stat. § 260B.171 or Minn. Stat. § 260C.171 (Minn. Stat. § 611A.66).

The crime victim liaison will also (Minn. Stat. § 611A.27):

- (a) Serve for a sexual assault victim or a sexual assault victim's written designee as the liaison between the Beltrami County Sheriff's Office and a forensic laboratory.
- (b) Facilitate requests for information made by a sexual assault victim or written designee.
- (c) Provide an appropriate response to a victim's request for investigative data within 30 days.
- (d) Develop a procedure allowing a sexual assault victim to request that the sexual assault examination kit be submitted to a forensic laboratory if the victim had not previously authorized such submission.

The crime victim liaison or the authorized designee, in consultation with the Investigation Division Chief Deputy, should establish procedures for receiving requests for assistance in applying for U visa or T visa status, and make those procedures available to victims. The procedures should provide for responses to these requests to be made in compliance with applicable law and as set forth in the Immigration Violations Policy and applicable law (Minn. Stat. § 611A.95).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Victim and Witness Assistance

323.4 CRIME VICTIMS

Deputies should provide all victims with the applicable victim information handouts.

Deputies should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Deputies should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written office material or available victim resources.

323.5 VICTIM INFORMATION

The Administration Supervisor shall ensure that victim information handouts are available and current. These should include as appropriate:

- (a) Shelters and other community resources for victims, including domestic violence and sexual assault victims.
- (b) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage, and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109).
- (c) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.
- (d) A clear explanation of relevant court orders and how they can be obtained.
- (e) Information regarding available compensation for qualifying victims of crime.
- (f) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and to register for automatic notification when a person is released from jail.
- (g) Notice regarding U visa and T visa application processes.
- (h) Resources available for victims of identity theft.
- (i) A place for the deputy's name, badge number, and any applicable case or incident number.
- (j) Notices and information regarding the rights of crime victims, domestic abuse victims, and offender release as detailed in the following:
 - 1. Safe at Home address confidentiality program (Minn. Stat. § 5B.03)
 - 2. Offender release notification (Minn. Stat. § 244.052; Minn. Stat. § 244.053; Minn. Stat. § 611A.06; Minn. Stat. § 629.73)
 - 3. Tenancy issues (Minn. Stat. § 504B.205; Minn. Stat. § 504B.206)
 - 4. Victim and specific domestic violence victim information/Minnesota CHOICE (Minn. Stat. § 611A.02 et seq.; Minn. Stat. § 629.341; Minn. Stat. § 629.72)
- (k) A notice that a decision to arrest is the deputy's and the decision to prosecute lies with the prosecutor, even when a victim requests no arrest or prosecution.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Victim and Witness Assistance

- (l) Contact information for the Office of Justice Programs and the Emergency Fund and Crime Victims Reparations.

323.6 WITNESSES

Deputies should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Deputies may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Deputies should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

Hate or Prejudice Crimes

324.1 PURPOSE AND SCOPE

The Beltrami County Sheriff's Office recognizes and places a high priority on the rights of all individuals guaranteed under the constitution and the laws of this state. When such rights are infringed upon by violence, threats or other harassment, this office will utilize all available resources to see that justice is served under the law. This policy has been developed to meet or exceed the provisions of the Matthew Shepard and James Byrd, Jr. Hate Crimes Prevention Act, and provides members of this office with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

324.1.1 FEDERAL JURISDICTION

The federal government also has the power to investigate and prosecute bias-motivated violence by providing the U.S. Department of Justice with jurisdiction over crimes of violence where the perpetrator has selected the victim because of the person's actual or perceived race, color, religion, national origin, gender, sexual orientation, gender identity or disability (18 USC § 245).

324.2 DEFINITIONS

Hate or Prejudice Crime - Conduct that would constitute a crime and was committed because of the victim's or another's actual or perceived race, color, religion, national origin, ethnicity, gender, sexual orientation, gender identity or expression, or disability (see generally Minn. Stat. § 611A.79, Subd. 1).

324.3 PREVENTING AND PREPARING FOR LIKELY HATE OR PREJUDICE CRIMES

While it is recognized that not all crime can be prevented, this office is committed to taking a proactive approach to preventing and preparing for likely hate or prejudice crimes by among other things:

- (a) Deputies should make an affirmative effort to establish contact with persons and groups within the community who are likely targets of hate crimes to form and cooperate with prevention and response networks.
- (b) Providing victim assistance and follow-up as outlined below, including community follow-up.
- (c) Educating community and civic groups relating to hate crime laws.

324.4 PROCEDURE FOR INVESTIGATING HATE OR PREJUDICE CRIMES

Whenever any member of this office receives a report of a suspected hate or prejudice crime or other activity that reasonably appears to involve a potential hate or prejudice crime, the following should occur:

- (a) Deputies will be promptly assigned to contact the victim, witness or reporting party to investigate the matter further as circumstances may dictate.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Hate or Prejudice Crimes

- (b) A supervisor should be notified of the circumstances as soon as practicable.
- (c) Once “in progress” aspects of any such situation have been stabilized (e.g., treatment of victims or apprehension of present suspects), the assigned deputies will take all reasonable steps to preserve available evidence that may tend to establish that a hate or prejudice crime was involved.
- (d) The assigned deputies will interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate or prejudice crime.
- (e) Depending on the situation, the assigned deputies or supervisor may request additional assistance from investigators or other resources to further the investigation.
- (f) The assigned deputies will include all available evidence indicating the likelihood of a hate or prejudice crime in the relevant reports. All related reports will be clearly marked as “Hate or Prejudice Crimes” and, absent prior approval of a supervisor, will be completed and submitted by the assigned deputies before the end of the shift.
- (g) The assigned deputies will provide the victims of any suspected hate or prejudice crime with the brochure on hate and prejudice crimes authorized by the Office. Such brochures will also be available to members of the public upon request. The assigned deputies should also make reasonable efforts to assist the victims by providing available information on local assistance programs and organizations as required by the Victim Assistance Policy.
- (h) The assigned deputies and supervisor should take reasonable steps to ensure that any such situation does not escalate further and provide information to the victim regarding legal aid, e.g., a possible Temporary Restraining Order through the courts, prosecuting attorney or County Attorney.

324.5 INVESTIGATION DIVISION RESPONSIBILITIES

If a case is assigned to the Investigation Division, the assigned investigator will be responsible for following up on the reported hate or prejudice crime as follows:

- (a) Coordinating further investigation with the prosecuting attorney and other appropriate law enforcement agencies, as appropriate.
- (b) Maintaining contact with the victims and other involved individuals as needed.
- (c) Maintaining statistical data and tracking of suspected hate or prejudice crimes as indicated or required by state law.

324.5.1 STATE HATE CRIME REPORTING

This office shall report hate or prejudice crime offenses in the form and manner and at regular intervals as prescribed by rules adopted by the Department of Public Safety. This shall be

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Hate or Prejudice Crimes

conducted by the Records Supervisor or assigned to the Investigation Division (Minn. Stat. § 626.5531, Subd. 2).

Reports are required to include (Minn. Stat. 626.5531, Subd. 1):

- (a) The date of the offense.
- (b) The location of the offense.
- (c) Whether the target of the incident was a person, private property or public property.
- (d) The crime committed.
- (e) The type of bias and information about the offender and the victim that is relevant to that bias.
- (f) Any organized group involved in the incident.
- (g) The disposition of the case.
- (h) Whether the determination that the offense was motivated by bias was based on the deputy's reasonable belief or on the victim's allegation.
- (i) Any additional information the superintendent deems necessary for the acquisition of accurate and relevant data.

324.5.2 FEDERAL HATE CRIME REPORTING

The Records Supervisor should include hate crime data reporting within the National Incident-Based Reporting System (NIBRS), Uniform Crime Report (UCR) and Summary Reporting System (SRS) reports pursuant to Records Center procedures and in compliance with (28 USC § 534 (a)).

324.6 TRAINING

All members of this office will receive training on hate and prejudice crime recognition and investigation and will attend periodic training that incorporates a hate and prejudice crime training component (Minn. Stat. § 626.8451, Subd. 1 and Subd. 4).

Response to Labor Disputes

325.1 PURPOSE AND SCOPE

Negotiation and collective bargaining are legally recognized methods of peacefully settling labor disputes. The basic function as it pertains to labor disputes is to protect the lawful rights of parties to the dispute, to prevent conflict from erupting into violence, to take whatever action may be necessary to protect lives and property, and to maintain the public peace.

325.1.1 POSITION OF THE BELTRAMI COUNTY SHERIFF'S OFFICE

The position of the Beltrami County Sheriff's Office and all Sheriff's Office personnel with regard to non Beltrami County labor-management disputes will be one of complete impartiality. Sheriff's Office personnel will, moreover, strive to avoid any actions which, though neutral in themselves, may give the appearance of partiality.

Deputies shall make no public statements that reflect preference, in the form of support or opposition, for either side in a labor dispute or other labor relations matter or issue.

Deputies shall not accept gifts of any sort, including food or beverages, from anyone involved in a labor dispute.

Deputies should avoid unnecessary conversations with participants in labor disputes, such as pickets, company guards, or other management or labor personnel, as this may give the impression of favoritism.

325.1.2 RIGHTS AND DUTIES

- (a) The right to picket and disseminate information in a lawful and peaceful manner will be respected and protected.\
- (b) Picketing and information dissemination shall be restricted to those areas which are, or which are considered to be, public. In cases where the public nature of the premises is uncertain, picketing and information dissemination conducted peacefully should be presumed to be lawful by an officer, unless they are told otherwise by their supervisor.
- (c) Picket lines shall not block public use of roads, sidewalks, or public ways.
- (d) Violence, threats of violence, deception, coercion, or fraud on the part of any person(s) or on the part of any agent for any person(s) will be investigated and prosecuted.
- (e) All citizens shall be guaranteed access to picketed premises, free from violence or threats against them.
- (f) Destruction or damage to property will also be investigated and prosecuted.

325.1.3 NOTIFICATION OF PARTIES INVOLVED

As soon as possible after the start of a labor dispute, the Sheriff's Office will undertake to acquaint both parties to the dispute with the Sheriff's Office policies in this area and with the manner in which

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Response to Labor Disputes

they will be applied in the specific case. Whenever possible, such information will be provided to both parties in the presence of each other.

325.1.4 COMMUNICATION WITH PARTIES INVOLVED

Communications with both labor and management should be made through designated representatives of both sides. These persons in turn should be encouraged to pass on to those whom they represent the information or orders they receive from the Sheriff's Office. Both sides should be encouraged to keep the Sheriff's Office informed of their intended activities.

325.1.5 ENFORCEMENT OF LAWS

All felonies committed during disputes will be handled by arrest. Serious misdemeanors and ordinance violations will also be handled by arrest or by a citation, when applicable. Deputies should be aware that the enforcement of minor offenses will depend upon the discretion of the supervisor or senior Deputy-in-charge that is present.

325.1.6 ENFORCEMENT OF INJUNCTIONS

No arrests shall be made for violations of injunctions or court orders unless the Sheriff's Office is specifically ordered to do so by the court.

Information Technology Use

326.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of office information technology resources, including computers, electronic devices, hardware, software and systems.

326.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Beltrami County Sheriff's Office that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Office or office funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones, including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

326.2 INSPECTION OR REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Office involving one of its members or a member's duties, an alleged or suspected violation of any office policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the office computer system when requested by a supervisor or during the course of regular duties that require such information.

326.3 PROTECTION OF AGENCY SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Information Technology Use

Members shall ensure office computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

326.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Shift Sergeants.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

326.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any office computer. Members shall not install personal copies of any software onto any office computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Sheriff or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Office while on office premises, computer systems or electronic devices. Such unauthorized use of software exposes the Office and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as part of the automated maintenance or update process of office- or County-approved or installed programs by the original manufacturer, producer or developer of the software.

Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Information Technology Use

326.4.2 HARDWARE

Access to technology resources provided by or through the Office shall be strictly limited to office-related activities. Data stored on or available through office computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or office-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

326.4.3 INTERNET USE

Internet access provided by or through the Office shall be strictly limited to office-related activities. Internet sites containing information that is not appropriate or applicable to office use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information shall be limited to messages, mail and data files.

326.4.4 OFF-DUTY USE

Members shall only use technology resources provided by the Office while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off the clock" work-related activities. This also applies to personally owned devices that are used to access office resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

326.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any office computer system.

The Office reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Office, including the office email system, computer network and/or any information placed into storage on any office system or device. This includes records of all keystrokes or Web-browsing history made at any office computer or over any office network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through office computers, electronic devices or networks.

326.6 POLICY

It is the policy of the Beltrami County Sheriff's Office that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Office in a professional manner and in accordance with this policy.

Report Preparation

327.1 PURPOSE AND SCOPE

Report preparation is a major part of each employee's job. The purpose of reports is to document sufficient information to refresh the employee's memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized and on-the-job training.

327.1.1 REPORT PREPARATION

Employees should ensure that their reports are sufficient for their purpose and reasonably free of errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty, unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

Handwriting reports should only be done when appropriate. Handwritten reports must be prepared legibly. If the report is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the report. Employees will dictate reports using the Dragon Speak Speech Recognition software and hardware. The employee shall use appropriate grammar.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

327.1.2 REPORT MANAGEMENT

Members are required to submit an initial report on every reportable incident prior to the end of the shift in which the incident occurred. Throughout the duration of an incident or investigation, members shall update the case file in the Records Management System with supplemental reports as relevant information is received. Standard operation procedures for Officers requires members to check to make sure their badge number is assigned to every case they respond to.

"All information which the department takes notice of" is impossible to specify. This regulation is intended to be illustrative of the kinds of important happenings which must be reported. Members should be aware that over-reporting is not a violation of the regulations, while under-reporting is a violation; therefore, when in doubt, be safe and submit a report.

327.2 REQUIRED REPORTING

Written reports are required in all of the following situations on the appropriate Office-approved form unless otherwise approved by a supervisor.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Report Preparation

327.2.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution.

Activity to be documented in a written report includes:

- (a) All arrests
- (b) All felony crimes
- (c) All incidents involving violations of crimes or ordinances motivated by bias (Minn. Stat. § 626.5531)
- (d) Non-felony incidents involving threats or stalking behavior
- (e) Situations covered by separate policy. These include:
 - 1. Use of Force Policy
 - 2. Domestic Abuse Policy
 - 3. Child Abuse Policy
 - 4. Adult Abuse Policy
 - 5. Hate or Prejudice Crimes Policy
 - 6. Suspicious Activity Reports Policy
- (f) All misdemeanor crimes where the victim desires a report

Misdemeanor crimes where the victim does not desire a report shall be documented using the office-approved alternative reporting method (e.g., dispatch log).

327.2.2 NON-CRIMINAL ACTIVITY

The following incidents shall be documented using the appropriate approved report:

- (a) Any time a deputy points a firearm at any person
- (b) Any use of force against any person by a member of this office (see the Use of Force Policy)
- (c) Any firearm discharge (see the Firearms Policy)
- (d) Any time a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy)
- (e) Any found property or found evidence
- (f) Any traffic collisions above the minimum reporting level (see the Traffic Collisions Policy)
- (g) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Report Preparation

- (h) All protective custody detentions
- (i) Suspicious incidents that may place the public or others at risk
- (j) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor
- (k) Any watercraft collision or accident, drowning death and/or general water accident should be reported on the appropriate Department of Natural Resource Form (Minn. Stat. § 86B.105(a))

327.2.3 DEATH REPORTS

Reports shall be completed by the handling employee. All deaths shall be handled in compliance with the Death Investigations Policy.

327.2.4 INJURY OR DAMAGE BY COUNTY PERSONNEL

Reports shall be taken if an injury occurs that is a result of an act of a County employee. Additionally, reports shall be taken involving damage to County property or County equipment.

327.2.5 MISCELLANEOUS INJURIES

Any injury that is reported to this office shall require a report when:

- (a) The injury is a result of a drug overdose.
- (b) Attempted suicide.
- (c) The injury is major or serious, whereas death could result.
- (d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event.

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

327.3 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all employees and supervisors shall act with promptness and efficiency in the preparation and processing of all reports by the end of shift. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

327.3.1 GENERAL POLICY OF HANDWRITTEN REPORTS

Some incidents and report forms lend themselves to block print rather than typing. In general, the narrative portion of those reports where an arrest is made or when there is a long narrative should be typed or dictated.

Supervisors may require, with the foregoing general policy in mind, block printing or typing of reports of any nature for Office consistency.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Report Preparation

327.3.2 GENERAL USE OF OTHER HANDWRITTEN FORMS

County, state and federal agency forms may be block printed as appropriate. In general, the form itself may make the requirement for typing apparent.

327.4 REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should notify the employee stating the reasons for rejection. It shall be the responsibility of the originating employee to ensure that any report returned for correction is processed in a timely manner.

327.5 REPORT CHANGES OR ALTERATIONS

Reports that have been approved by a supervisor, submitted to the Records Center for filing and have been distributed shall not be modified or altered except by way of a supplemental/follow-up report. Records center staff must be notified of the supplemental/follow-up report as well as a reviewing supervisor.

Reviewed reports that have not yet been filed and distributed, but only submitted to the Records Center, may be corrected or modified by the authoring employee. Records staff must be notified of the corrections or modifications made via the records management system.

327.6 ELECTRONIC SIGNATURES

The Beltrami County Sheriff's Office has established an electronic signature procedure for use by all employees of the Beltrami County Sheriff's Office. The Field Operations Chief Deputy shall be responsible for maintaining the electronic signature system, for ensuring that each employee creates a unique, confidential password for his/her electronic signature and that the use of electronic signatures otherwise complies with the law.

- Employees may only use their electronic signature for official reports or other official communications.
- Each employee shall be responsible for the security and use of his/her electronic signature and shall promptly notify a supervisor if the electronic signature has or may have been compromised or misused.

327.7 FIREARM INJURY REPORTING FROM HEALTH PROFESSIONALS

Members receiving a report from a health professional of a bullet or gunshot wound, powder burns or any other injury arising from, or caused by, the discharge of any gun, pistol or any other firearm shall thoroughly investigate the facts surrounding the incident (Minn. Stat. § 626.52, Subd. 2; Minn. Stat. § 626.553, Subd. 1).

The Records Center shall ensure that the report received from the health professional is forwarded to the commissioner of the Department of Health (Minn. Stat. § 626.53, Subd. 2). If the injury resulted from a hunting incident, the Records Center shall ensure that the findings of the

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Report Preparation

investigation are forwarded to the commissioner of the Department of Natural Resources using the form provided by the commissioner (Minn. Stat. § 626.553, Subd. 1).

Media Relations

328.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

328.2 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Sheriff. However, in situations not warranting immediate notice to the Sheriff and in situations where the Sheriff has given prior approval, Chief Deputies, Shift Sergeants and designated Public Information Officer(s) may prepare and release information to the media in accordance with this policy and the applicable law.

328.2.1 MEDIA REQUEST

Any media request for information or access to a law enforcement situation shall be referred to the Sheriff, Chief Deputy, or his designee, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, employees shall consider the following:

- (a) At no time shall any employee of this office make any comment or release any official information to the media without prior approval from a supervisor.
- (b) In situations involving multiple law enforcement agencies, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this office.
- (c) Under no circumstance should any member of this office make any comment(s) to the media regarding any law enforcement incident not involving this office without prior approval of the Sheriff.

328.3 MEDIA ACCESS

Authorized members of the media shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities subject to the following conditions:

- (a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.
- (b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.
 - 1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Media Relations

be coordinated through the office Public Information Officer or other designated spokesperson.

- (c) No member of this office shall be required to submit to media visits or interviews without the consent of the involved employee.
- (d) Media interviews with individuals who are in custody shall not be permitted unless in compliance with a jail facility policy. Exceptions are only permitted with the approval of the Sheriff and the express written consent of the person in custody.

A tactical operation should be handled in the same manner as a crime scene, except the news media shall be permitted within the outer perimeter of the scene, subject to any restrictions as determined by the supervisor in charge. Office members shall not jeopardize a tactical operation in order to accommodate the news media. All comments to the media shall be coordinated through a supervisor or the Public Information Officer.

328.3.1 TEMPORARY FLIGHT RESTRICTIONS

Whenever the presence of media or other aircraft poses a threat to public or officer safety or significantly hampers incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Shift Sergeant. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

328.3.2 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of deputies and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the news media nor should media representatives be invited to be present at such actions except with the prior approval of the Sheriff.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception, the Sheriff will consider, at minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person or is otherwise prohibited by law.

328.4 SCOPE OF INFORMATION SUBJECT TO RELEASE

The Office will maintain a daily information log of significant law enforcement activities that shall be made available, upon request, to media representatives through the Shift Sergeant. This log will consist of data classified as public and should generally contain the following information (Minn. Stat. § 13.82):

- (a) The date, time, location, case number, type of crime, extent of injury or loss and names of individuals (except confidential informants) involved in crimes occurring within this

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Media Relations

jurisdiction, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

- (b) The date, time, location, case number, name, birth date and charges for each person arrested by this office, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.
- (c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident subject to the restrictions of this policy and applicable law.

Any requests for copies of related reports or additional information not contained in this log shall be referred to the designated media representative, the custodian of records, or if unavailable, to the Shift Sergeant. Such requests will generally be processed in accordance with the provisions of the Minnesota Government Data Practices Act (Minn. Stat. § 13.03).

328.4.1 STATE RESTRICTED INFORMATION

It shall be the responsibility of the authorized employee dealing with media requests to ensure that restricted information is not inappropriately released to the media by this office (see the Records Maintenance and Release Policy and the Personnel Records Policy). When in doubt, authorized and available legal counsel should be obtained.

Court Appearance and Subpoenas

329.1 PURPOSE AND SCOPE

This policy establishes the guidelines for office members who must appear in court. It will allow the Beltrami County Sheriff's Office to cover any related work absences and keep the Office informed about relevant legal matters.

329.2 POLICY

Beltrami County Sheriff's Office members will respond appropriately to all subpoenas and any other court-ordered appearances.

329.3 SUBPOENAS

Only office members authorized to receive a subpoena on behalf of this office or any of its members may do so (Minn. R. Civ. P. 45.02; Minn. R. Crim. P. 22.03).

A court notice from a prosecutor or other government attorney may be served by delivery to the member's workstation or mail box. Members shall check for delivery of such documents during each shift worked.

Subpoenas shall not be accepted in a civil action in which the member or Office is not a party without properly tendered fees pursuant to applicable law (Minn. Stat. § 357.23; Minn. R. Civ. P. 45.03).

329.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf of or at the request of any party other than the County Attorney or the prosecutor shall notify his/her immediate supervisor without delay regarding:

- (a) Any civil case where the County or one of its members, as a result of his/her official capacity, is a party.
- (b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.
- (c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.
- (d) Any civil action stemming from the member's on-duty activity or because of his/her association with the Beltrami County Sheriff's Office.
- (e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the Beltrami County Sheriff's Office.

The supervisor will then notify the Sheriff and the appropriate prosecuting attorney as may be indicated by the case. The Sheriff should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Court Appearance and Subpoenas

329.3.2 CIVIL SUBPOENA

The Office will compensate members who appear in their official capacities on civil matters arising out of their official duties, in accordance with any collective bargaining agreement.

The Office should seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member.

329.3.3 OFF-DUTY RELATED SUBPOENAS

Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

329.4 FAILURE TO APPEAR

Any member who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

329.5 STANDBY

To facilitate standby agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Office.

If a member on standby changes his/her location during the day, the member shall notify the designated office member of how he/she can be reached. Members are required to remain on standby until released by the court or the party that issued the subpoena.

329.6 COURTROOM PROTOCOL

When appearing in court, members shall:

- (a) Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.
- (b) Dress in the office uniform or business attire.
- (c) Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.

329.6.1 TESTIMONY

Before the date of testifying, the subpoenaed member shall request a copy of relevant reports and become familiar with the content in order to be prepared for court.

329.7 OVERTIME APPEARANCES

When a member appears in court on his/her off-duty time, he/she will be compensated in accordance with any current collective bargaining agreement .

329.7.1 NOTICE REGARDING CIVIL, CRIMINAL OR ADMINISTRATIVE HEARINGS

Employees must notify the Chief Deputy any time:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Court Appearance and Subpoenas

An employee is named as or will participate in a civil or public administrative proceeding as a party or is charged as a defendant for violation of any law, except minor traffic offenses.

An employee intends or is subpoenaed to appear as a witness in a criminal case, except when the testimony is sought by a prosecuting attorney. See 348.7.

An employee intends to appear as a witness in a civil or administrative trial or proceeding and testify on matters concerning their employment or duties as a public employee, or their position as an employee otherwise affects or is relative to the proceeding. This section would not apply to proceedings where the employee's testimony is sought by a prosecutor or an attorney for Beltrami County.

An employee accepts a professional fee or other valuable remuneration for testimony as an "expert witness."

Judicial Center Point of Entry Screening

330.1 PURPOSE AND SCOPE

In order to enhance the safety of Beltrami County employees, State of Minnesota employees, and the general public, the Beltrami County Board of Commissioners implements point of entry screening at the Beltrami County Judicial Center to prevent the introduction of prohibited items which are hereby deemed to constitute a threat to persons conducting business in the Beltrami County Judicial Center.

330.2 DEFINITIONS

Packages - Any purse, bag, briefcase, box, shopping bag, or other hand-carried or wheeled container.

Prohibited Items - Firearms, unless carried by a licensed peace officer who is on active duty and on official business;

- Bladed instruments or cutting tools (any size);
- Electronic incapacitation devices;
- Chemical incapacitation sprays;
- Explosives;
- Ammunition;
- Combustible or flammable liquid;
- Any other item designed or carried as a weapon capable of producing death or great bodily harm; and
- Any replica or toy version of the above-listed items.

Contraband - Any item which is illegal to possess under Minnesota law.

Great Bodily Harm - Bodily injury which creates a high probability of death, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ, or other serious bodily harm.

330.2.1 SOURCES

Minnesota Statute 609.66, subdivision 1g (prohibiting dangerous weapons, ammunition, or explosives from any courthouse complex).

Minnesota Statute 624.72 (authorizing a political subdivision to promulgate reasonable rules and regulations for the purpose of protecting the conduct of public business in or on property owned or in control of the political subdivision).

Minnesota Statute 375.18, subdivision 3 (authorizing the county board to erect, furnish, and maintain a courthouse).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Judicial Center Point of Entry Screening

Minnesota Statute 375.18, subdivision 2 (delegating the care of county property to the county board).

330.2.2 PROCEDURES

Location and Time - Point of entry screening will be implemented at the public entrance to the Beltrami County Judicial Center at all times that the building is open to the public.

Persons Subject to Screening - All persons who enter the Judicial Center through the public entrance and who are not exempt will be required to submit to point of entry screening as a condition of entering the building through that entrance.

Persons Exempt from Screening

- Employees with a valid programmed access card, if they enter through the employee entrance.
- Persons under contract to Beltrami County or employed by an entity under contract to Beltrami County to perform services for Beltrami County, if such persons are accompanied into the building in person by a county employee who has a valid programmed access card and enters through the employee entrance.
- Licensed peace officers who are on active duty and on official business, provided that they have in their possession a badge and departmental identification.
- First responders who are responding to an emergency.

Procedure for Screening of Persons - Point of entry screening shall consist of a walk-through magnetometer and/or exposure to a hand-held magnetometer and/or pat-down search. Initially, each person shall be asked to empty pockets of metal items and go through the walk-through magnetometer. If the walk-through magnetometer is activated, the person may recheck and empty pockets of metal items and may go through the walk-through magnetometer again. If the magnetometer is activated again, the person will be exposed to the handheld magnetometer. If the handheld magnetometer is activated, the person will have the opportunity to remove any metal object that may be activating the magnetometer and then will be re-exposed to the magnetometer. If the magnetometer is not activated, the person is not subject to further screening and may enter the building. If the magnetometer is activated, the person may not enter the building unless the person consents to a pat-down search by a person of the same gender as the person being searched.

- If an individual has been instructed to avoid the walk-through or handheld magnetometer, the individual may consent to a pat-down search for prohibited items. Such a search will be conducted by a person of the same gender as the person being searched.

Procedure for Screening Packages - All packages will be x-rayed or hand searched for prohibited items. All electronic devices shall be removed from their packaging prior to being x-rayed. If the presence of a prohibited item is detected through the package x-ray scanner, the

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Judicial Center Point of Entry Screening

point of entry personnel shall so inform the person and obtain the person's consent to hand search the package. If consent is given, the personnel shall search the package by hand in view of the person. If a prohibited item is found, the owner shall be given the opportunity to dispose of it or remove it from the Judicial Center. If consent is not given or if the person declines to remove a prohibited item from the Judicial Center, the person shall be permitted to retain the prohibited item, but shall not be permitted to enter the Judicial Center.

- If contraband is found in the search for prohibited items, it must be retained by point of entry screening personnel and turned over to the Beltrami County Sheriff.

Permit to Carry - If a person attempts to carry a firearm into the Judicial Center based upon actual possession of a permit to carry and notice to or consent of the Beltrami County Sheriff, the person should be informed that, by Order of the Court (other than those carried by on-duty law enforcement officers or pre-approved for use in trial) are prohibited in all of the lobby areas of the Beltrami County Judicial Center and the person shall be permitted to remove the firearm from the Judicial Center.

Option to Decline Screening - Notice of the point of entry screening shall be posted in such locations that persons seeking entry to the Judicial Center have the reasonable opportunity to decline participation in point of entry screening by not seeking entry into the building. A person also may decline the point of entry screening at any time simply by leaving the building, even if the point of entry screening process already has been commenced.

Disposition of Items - A receptacle will be placed outside of the point of entry screening station to enable persons seeking entry to the building to discard items that they do not wish to carry through the point of entry screening station. A receptacle will also be placed inside of the point of entry screening station for use during the screening process. If any prohibited item is found during the point of entry screening process, the person will be permitted to dispose of the item or to remove the item from the Beltrami County Judicial Center. In no case will point of entry screening personnel store or otherwise hold items of personal property for Judicial Center visitors.

Personnel - The Beltrami County Sheriff has agreed to provide personnel to carry out point of entry screening.

Cell Phones - Allow cell phones for attorneys and their staff. Allow cell phones to others whose work brings them to the Judicial Center such as;

- guardian ad litem
- social workers
- child protection workers

Part-Time Deputies

331.1 PURPOSE AND SCOPE

331.1.1

331.1.2

331.1.3

:

331.2

331.3

appointment.

331.4

331.5

(a)

(b)

331.5.1

331.6

(a)

331.7

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Part-Time Deputies

331.7.1

- (a)
- (b)
- (c)
- (d)
- (e)

331.7.2

- °

-
-
-
-
-

331.8

331.8.1

weapon.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Part-Time Deputies

331.9

331.10

(a)

(b)

(c)

(d)

(e)

(f)

(g)

(h)

(i) 1.

2.

3.

4.

5.

6.

(j)

(k)

(l)

331.11

331.12

331.12.1

331.12.2

Outside Agency Assistance

332.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

332.2 POLICY

It is the policy of the Beltrami County Sheriff's Office to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this office.

332.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the Shift Sergeant's office for approval. Any such response to assist an outside agency may be considered for authorization regardless of whether an agreement for reciprocal aid under Minn. Stat. § 626.76, Subd. 1 exists. In some instances, a memorandum of understanding or other established protocol may exist that eliminates the need for approval of individual requests.

When another law enforcement agency requests assistance from this office, the Shift Sergeant may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this office.

Deputies may respond to a request for emergency assistance; however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees may be temporarily detained by this office until arrangements for transportation are made by the outside agency. Probation violators who are temporarily detained by this office will not ordinarily be booked at this office. Only in exceptional circumstances, and subject to supervisor approval, will this office provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, a report shall be prepared and submitted by the handling member unless otherwise directed by a supervisor.

332.3.1 AGREEMENTS

The Office may, at the discretion of the Sheriff, establish an agreement with another law enforcement agency to (Minn. Stat. § 626.76, Subd.1):

- (a) Assist other peace officers in the line of their duty and within the course of their employment.
- (b) Exchange office peace officers with peace officers of another agency on a temporary basis.

Outside Agency Assistance

332.3.2 INITIATED ACTIVITY

Any on-duty deputy who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the Beltrami County Sheriff's Office shall notify his/her supervisor or the Shift Sergeant and the Communications Center as soon as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

332.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

332.5 REPORTING REQUIREMENTS

Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented in a general case report or as directed by the Shift Sergeant.

332.6 MANDATORY SHARING

Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Administration Chief Deputy or the authorized designee.

The documentation should include:

- (a) The conditions relative to sharing.
- (b) The training requirements for:
 - 1. The use of the supplies and equipment.
 - 2. The members trained in the use of the supplies and equipment.
- (c) Any other requirements for use of the equipment and supplies.

Copies of the documentation should be provided to the Communications Center and the Shift Sergeant to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

The Training Officer should maintain documentation that the appropriate members have received the required training.

Registered Predatory Offender

333.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the Beltrami County Sheriff's Office will address issues associated with certain offenders who are residing in the jurisdiction and how the Office will disseminate information and respond to public inquiries for information about registered offenders.

333.2 POLICY

It is the policy of the Beltrami County Sheriff's Office to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

333.3 REGISTRATION

The Investigation Division supervisor shall establish a process to reasonably accommodate registration of certain offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Those assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the investigator shall ensure that the registration information is provided to the Bureau of Criminal Apprehension (BCA) in accordance with Minn. Stat. § 243.166 within three days of the registration. Registration and updated information from a person who lacks a primary residence shall be forwarded within two business days. Updated primary address information from any registered predatory offender shall also be forwarded within two business days (Minn. Stat. § 243.166).

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

333.3.1 REGISTRATION PROCESS

When an offender arrives to register with this office, the assigned investigator should:

- (a) Determine in what state the offense was committed.
- (b) Confirm the individual is required to register by reviewing the list of Minnesota offenses on the BCA's Predatory Offender Registration website or in the BCA Predatory Offender Registration (POR) Manual that is available on the BCA's secure website.
- (c) If a person is required to register, search the BCA's secure website to verify whether the offender is already registered and a DNA sample has been submitted.
- (d) If the offender is already registered, complete a Change of Information Form (available on the BCA's secure website).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Registered Predatory Offender

- (e) If the offender is not registered, complete a POR Form (available at BCA's secure website).
- (f) If the offender is from another state, contact the state (information for each state is listed on the BCA's website) and request a copy of the offender's original registration form, criminal complaint and sentencing documents.
 - 1. Documents obtained should be submitted to the BCA with a registration form.
 - 2. The BCA will determine if registration is required and inform the office and the offender.

Additional information regarding offender registration is available in the POR Manual or by contacting the Predatory Offender Unit by phone or through the BCA secure website.

333.3.2 GUIDELINES AND FORMS

The registration process shall be in accordance with Minn. Stat. § 243.166 and follow the guidelines implemented by the BCA. Forms used in the registration process are available from the secure website operated by the BCA.

333.3.3 NOTIFICATION TO REGISTRANTS

The registration process established by the Investigation Division supervisor should include procedures for determining whether an individual requires notification of his/her requirement to register because the individual was not otherwise notified of the requirement by the sentencing court or assigned a corrections agent (Minn. Stat. § 243.166).

333.4 MONITORING OF REGISTERED OFFENDERS

The Investigation Division supervisor should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:

- (a) Efforts to confirm residence using an unobtrusive method, such as an internet search or drive-by of the declared residence.
- (b) Review of information on the BCA secure website or the Department of Corrections Offender Information (DOC) website.
- (c) Contact with a registrant's parole or probation officer, if any.

Any discrepancies should be reported to BCA in writing.

The Investigation Division supervisor should also establish a procedure to routinely disseminate information regarding registered offenders to Beltrami County Sheriff's Office personnel who have a need to know, including timely updates regarding new or relocated registrants.

333.5 DISSEMINATION OF PUBLIC INFORMATION

Members will not make a public notification advising the community of a particular registrant's presence in the community without permission from the Sheriff. Members who believe notification is appropriate should promptly advise their supervisor. The supervisor should evaluate the request

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Registered Predatory Offender

and forward the information to the Sheriff if warranted. A determination will be made by the Sheriff based on statutory requirements, with the assistance of legal counsel as necessary, whether such a public alert should be made.

The Records Supervisor shall release local registered offender information to residents in accordance with state law (Minn. Stat. § 244.052; Minn. Stat. § 243.166, Subd. 7; Minn. Stat. § 13.01 et seq.) and in compliance with a Minnesota Government Data Practices Act request.

333.5.1 MANDATORY DISSEMINATION

The Office shall provide and release predatory offender data, or updated data, obtained from the DOC based upon the offender's status of a Level 1, 2, or 3.

The Office shall continue to disclose data on an offender as required by law for as long as the offender is required to register under Minn. Stat. § 243.166.

Disclosure to the health care facility, home care provider, or hospice provider of the status of any registered predatory offender under Minn. Stat. § 243.166 who is receiving care shall be made by this office (Minn. Stat. § 244.052, Subd. 4c).

The Office shall provide an offender's change of status to the entities and individuals who were initially notified if the Office becomes aware that the area where notification was made is no longer where the offender resides, is employed, or is regularly found (Minn. Stat. § 244.052, Subd. 4).

333.5.2 LEVEL 1 DISCLOSURE

Data maintained by law enforcement may be subject to limited disclosure (Minn. Stat. § 244.052, Subd. 4) (refer to the DOC document "Confidential Fact Sheet - For Law Enforcement Agency Use Only" or other DOC guidance):

- (a) Mandatory disclosure:
 - 1. Victims who have requested disclosure
 - 2. Adult members of the offender's immediate household
- (b) Discretionary disclosure:
 - 1. Other witnesses or victims
 - 2. Other law enforcement agencies

333.5.3 LEVEL 2 DISCLOSURE

Data is subject to limited disclosure for the purpose of securing institutions and protecting individuals in their care while they are on or near the premises of the institution (Minn. Stat. § 244.052, Subd. 4) (refer to DOC document "Law Enforcement Agency Fact Sheet - Notification of Release in Minnesota - Risk Level 2" or other DOC guidance):

- (a) In addition to Level 1 disclosure, the Office may disclose data to:
 - 1. Staff members of public and private educational institutions, day care establishments and establishments that primarily serve individuals likely to be victimized by the offender.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Registered Predatory Offender

2. Individuals likely to be victimized by the offender.
 - (b) Discretionary notification must be based on the offender's pattern of offending or victim preference as documented by the DOC or the Minnesota Department of Human Services (DHS).

333.5.4 LEVEL 3 DISCLOSURE

Data is subject to disclosure not only to safeguard facilities and protect the individuals they serve but also to protect the community as a whole (Minn. Stat. § 244.052, Subd. 4) (refer to the DOC document "Law Enforcement Agency Fact Sheet - Notification of Release in Minnesota" or other DOC guidance):

- (a) The Office shall disclose information to the persons and entities provided for Level 1 and 2 disclosures.
- (b) The Office shall disclose data to other members of the community that the offender is likely to encounter unless public safety would be compromised by the disclosure or a more limited disclosure is necessary to protect the identity of the victim.
- (c) A good faith effort must be made to complete the disclosure within 14 days of receiving a confirmed address from the DOC.
- (d) The process of notification is determined by this office. The DOC has recommended that the community be invited to a public meeting and disclose the necessary data. Assistance is available from the DOC Risk Assessment/Community Notification (RA/CN) Unit.

Data disclosed to the public of a Level 3 predatory offender shall be forwarded to the DOC within two days of the office's determination to disclose (Minn. Stat. § 244.052, Subd. 4(g)).

333.5.5 HEALTH CARE FACILITY NOTIFICATION

Upon notice that a registered predatory offender is planning to be in this jurisdiction or has been admitted to a health care facility, home care provider, or hospice provider in this jurisdiction, this office shall provide a fact sheet to the facility administrator with the following data (Minn. Stat. § 243.166, Subd. 4b) (refer to the DOC documents, "Law Enforcement Agency Fact Sheet Health Care Facility Notification Data on a Registered Offender Not For Distribution to Facility Residents" and "Law Enforcement Agency Fact Sheet Health Care Facility Notification Data on a Registered Offender For Distribution to Facility Residents" or other DOC guidance):

- (a) Name and physical description of the offender
- (b) Offender's conviction history, including the dates of conviction
- (c) Risk level assigned to the offender, if any
- (d) Profile of likely victims

333.5.6 SPECIALIZED NOTIFICATION

Offenders from other states and offenders released from federal facilities are also subject to notification (Minn. Stat. § 244.052, Subd. 3a):

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Registered Predatory Offender

- (a) If this office learns that a person under its jurisdiction is subject to registration and desires consultation on whether the person is eligible for notification, the Office must contact the DOC. The DOC will review the governing law of the other state and, if comparable to Minnesota requirements, inform this office whether to proceed with community notification in accordance with the level assigned by the other state.
- (b) If the DOC determines that the governing law in the other state is not comparable, community notification by this office may be made consistent with that authorized for risk Level 2.
- (c) If this office believes that a risk level assessment is needed, the Office may request an end-of-confinement review. The Office shall provide to the DOC the necessary documents required to assess a person for a risk level.

333.5.7 VICTIM NOTIFICATION

If a predatory offender resides, expects to reside, is employed or is regularly found in this jurisdiction, the Office shall provide victims who have requested notification with data that is relevant and necessary to protect the victim. Information disclosed should be obtained from the risk assessment report provided by DOC (Minn. § Stat. 244.052, Subd. 3).

The DOC will provide victim contact data to this office when there is a victim who has requested notification (refer to the DOC document "Victim Data Confidential for Law Enforcement Agency Use Only").

It may be appropriate for members of the Office to directly contact the victim. Community victim advocacy or prosecutor resources may also be available to assist with locating and notifying a victim. Assistance is also available from the DOC victim services staff.

Members of the Office may contact other victims, witnesses and other individuals who are likely to be victimized by the offender.

333.5.8 HOMELESS NOTIFICATION PROCESS

If public notice (Level 2 or 3) is required on a registered homeless offender, that notice should be as specific as possible. These offenders are required to check in weekly with local law enforcement, unless an alternative reporting procedure is approved by the Investigation Division supervisor (Minn. Stat. § 243.166, Subd. 3a).

333.5.9 LIMITATIONS OF RELEASE OF DATA

Disclosures permitted or required for Level 2 or 3 offenders shall not be made if the offender is placed or resides in a DOC-licensed residential facility. Upon notification that the offender is released to a permanent address, the disclosures permitted or required by law shall be made (Minn. Stat. § 244.052, Subd. 4). Data regarding the victim or witnesses shall not be disclosed (Minn. Stat. § 244.052, Subd. 4(e)).

The broadest disclosures authorized under Minn. Stat. § 244.052, Subd. 4 may still be made for certain offenders (sexually dangerous persons or persons with a sexual psychopathic personality) even though still residing in a residential facility (Minn. Stat. § 253D.32, Subd. 1).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Registered Predatory Offender

333.6 DISCLOSURE TO LOCAL WELFARE AGENCY

Upon request, members may disclose the status of an individual as a predatory offender to a child protection worker who is conducting an assessment of child safety, risk of subsequent child maltreatment, and family strengths and needs under Chapter 260E (Minn. Stat. § 243.166).

Major Incident Notification

334.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of this office in determining when, how and to whom notification of major incidents should be made.

334.2 POLICY

The Beltrami County Sheriff's Office recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this office to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

334.3 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Sheriff and the affected Chief Deputy. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Homicides.
- Traffic collisions with fatalities.
- Officer-involved shooting, whether on- or off-duty (See Officer-Involved Shootings and Deaths Policy for special notifications).
- Significant injury or death to an employee, whether on- or off-duty.
- Death of a prominent Beltrami official.
- Arrest of Office employee or prominent Beltrami official.
- Aircraft crash with major damage and/or injury or death.
- In-custody deaths.
- Any other incident, which has or is likely to attract significant media attention.

334.4 SHIFT SERGEANT RESPONSIBILITIES

The Shift Sergeant is responsible for making the appropriate notifications. The Shift Sergeant shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Shift Sergeant shall attempt to make the notifications as soon as practicable. Notification should be made by using the call notification protocol posted in the Communications Center.

334.4.1 STAFF NOTIFICATION

In the event an incident occurs as identified in the Minimum Criteria for Notification, the Sheriff and the Chief Deputy shall be notified along with the Investigative Sergeant if that division is providing assistance.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Major Incident Notification

334.4.2 INVESTIGATOR NOTIFICATION

If the incident requires that a deputy or investigator respond from home, the immediate supervisor of the appropriate detail shall be contacted.

334.4.3 SHIFT SERGEANT NOTIFICATION

In the event of a traffic fatality or major injury, the Shift Sergeant will contact the appropriate investigator.

334.4.4 PUBLIC INFORMATION OFFICER (PIO)

The Public Information Officer shall be called after members of staff have been notified that it appears the media may have a significant interest in the incident.

Death Investigation

335.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where deputies initially respond to and investigate the circumstances of a deceased person.

Some causes of death may not be readily apparent and some cases differ substantially from what they appeared to be initially. The thoroughness of death investigations and the use of appropriate resources and evidence gathering techniques is critical.

335.1.1 POLICY

It is the policy of the Beltrami County Sheriff's Office to investigate all deaths including, natural, violent, accidental or equivocal deaths or those deaths that occur under unusual or suspicious circumstances and to comply with all pertinent statutes. The purpose of this policy is to establish guidelines and protocols for office personnel in dealing with the coroner's office, the county morgue and other agencies while investigating deaths to aid in the determination of the cause and manner of death.

335.2 INVESTIGATION CONSIDERATIONS

Death investigation cases require certain actions be taken. Emergency Medical Services shall be called in all suspected death cases unless the death is obvious (e.g., decapitated or decomposed). Peace officers are not authorized to pronounce death unless they are also Coroners or deputy coroners. A supervisor shall be notified in all death investigations.

335.2.1 CORONER REQUEST

The Coroner shall be called in all sudden or unexpected deaths or deaths due to other than natural causes, including, but not limited to (Minn. Stat. § 390.11):

- (a) Unnatural deaths, including violent deaths arising from homicide, suicide or accident.
- (b) Deaths due to a fire or associated with burns or chemical, electrical or radiation injury.
- (c) Unexplained or unexpected perinatal and postpartum maternal deaths.
- (d) Deaths under suspicious, unusual or unexpected circumstances.
- (e) Deaths of persons whose bodies are to be cremated or otherwise disposed of so that the bodies will later be unavailable for examination.
- (f) Deaths of inmates of public institutions and persons in custody of law enforcement officers who have not been hospitalized primarily for organic disease.
- (g) Deaths that occur during, in association with or as the result of diagnostic, therapeutic or anesthetic procedures.
- (h) Deaths due to culpable neglect.
- (i) Stillbirths of 20 weeks or longer gestation unattended by a physician.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Death Investigation

- (j) Sudden deaths of persons not affected by recognizable disease.
- (k) Unexpected deaths of persons notwithstanding a history of underlying disease.
- (l) Deaths in which a fracture of a major bone, such as a femur, humerus or tibia, has occurred within the past six months.
- (m) Deaths unattended by a physician occurring outside of a licensed health care facility or licensed residential hospice program.
- (n) Deaths of persons not seen by their physician within 120 days of demise.
- (o) Deaths of persons occurring in an emergency department.
- (p) Stillbirths or deaths of newborn infants in which there has been maternal use of or exposure to unprescribed controlled substances, including street drugs, or in which there is a history or evidence of maternal trauma.
- (q) Unexpected deaths of children.
- (r) Solid organ donors.
- (s) Unidentified bodies.
- (t) Skeletonized remains.
- (u) Unexpected deaths occurring within 24 hours of arrival at a health care facility.
- (v) Deaths associated with the decedent's employment.
- (w) Deaths of non-registered hospice patients or patients in non-licensed hospice programs.
- (x) Deaths attributable to acts of terrorism.

335.2.2 SEARCHING DEAD BODIES

The Coroner or his/her assistants and authorized investigators are generally the only persons permitted to move, handle or search a dead body (Minn. Stat. § 390.221).

A deputy shall make a reasonable search of an individual who it is reasonable to believe is dead, or near death, for information identifying the individual as an organ donor or as an individual who made a refusal. If a donor document is located, the Coroner shall be promptly notified (Minn. Stat. § 525A.12).

Should exigent circumstances indicate to a deputy that any other search of a known dead body is warranted prior to the arrival of the Coroner, the investigating deputy shall first obtain verbal consent from the Coroner.

The Coroner is required to release property or articles to law enforcement that are necessary for conducting an investigation unless reasonable basis exists pursuant to Minn. Stat. § 390.225 Subd. 2 to not release the property or articles (Minn. Stat. § 390.221).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Death Investigation

Whenever reasonably possible, a witness, preferably a relative of the deceased or a member of the household, should be requested to remain nearby the scene and available to the deputy, pending the arrival of the Coroner.

The name and address of this person shall be included in the narrative of the death report. Whenever personal effects are removed from the body of the deceased by the Coroner, a receipt shall be obtained. This receipt shall be attached to the death report.

335.2.3 DEATH NOTIFICATION

When practicable, and if not handled by the Coroner, notification to the next-of-kin of the deceased person shall be made, in person, by the deputy assigned to the incident. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification. If the relatives live outside this county, the Coroner may be requested to make the notification. The Coroner needs to know if notification has been made. Assigned investigators may need to talk to the next-of-kin.

If a deceased person has been identified as a missing person, this office shall attempt to locate family members and inform them of the death and the location of the deceased missing person's remains. All efforts to locate and notify family members shall be recorded in appropriate reports and properly retained (Minn. Stat. § 390.25 Subd. 2 (b)).

This office shall immediately notify the state fire marshal or Beltrami's chief officer (if that position exists) when a human death results from a fire, (Minn. Stat. § 299F.04 Subd. 5 (b)).

335.2.4 UNIDENTIFIED DEAD BODIES

If the identity of a dead body cannot be established after the Coroner arrives, the Coroner will issue a "John Doe" or "Jane Doe" number for the report.

335.2.5 UNIDENTIFIED BODIES DATA ENTRY

As soon as reasonably possible, but no later than 30 working days after the date a death is reported to the Office, any information or items pertaining to identifying features of the unidentified body, dental records, fingerprints, any unusual physical characteristics, description of clothing or personal belongings found on or with the body, that are in the possession of BCSO shall be forwarded to the Coroner for transmission to the BCA for eventual entry into systems designed to assist in the identification process, such as the Missing Children and Missing Persons Information Clearinghouse and the National Crime Information Center (NCIC) files (Minn. Stat. § 390.25 Subd. 2 (a)).

335.2.6 DEATH INVESTIGATION REPORTING

All incidents involving a death shall be documented on the appropriate form.

335.2.7 UNATTENDED DEATH

If the initially assigned deputy suspects that the death involves a homicide or any other suspicious circumstances, the Deputy shall take steps to protect the scene and the Sergeant shall be notified.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Death Investigation

The on-call Investigator shall be notified and the investigation shall proceed as though it is a homicide.

The investigator of a homicide or suspicious-circumstances death may, with the approval of his/her supervisor, request the Coroner to conduct team physical examinations and tests and provide a report with the costs borne by the Office (Minn. Stat. § 390.251).

335.2.8 EMPLOYMENT RELATED DEATHS OR INJURIES

Any member of this agency who responds to and determines that a death, serious illness or serious injury has occurred as a result of an accident at or in connection with the victim's employment, should ensure that the nearest office of the Minnesota Department of Labor and Industry is notified with all pertinent information.

335.2.9 DEFINITIONS

Cause of death - Medical finding or findings responsible for the death.

Manner of death - Legal classification of death, whether it be natural, suicide, homicide, accident or indeterminable.

Natural death - A death that appears to be non-violent and to have occurred under circumstances that are apparent and related to known disease, illness or circumstances related to age.

Violent death - A death in which the cause appears to be apparent and was due to trauma whether accidentally or intentionally inflicted. (I.e., vehicle accident, shooting, fall, etc.)

Suspicious death - A death that has no immediately apparent cause. (I.e., young person with no signs of trauma or medical history, etc.)

335.2.10 PROCEDURES

- (a) Responsibility of the first deputy on the scene of an unattended death if the death appears to be natural:
 - 1. Notify the duty supervisor, who will notify the Sheriff or Chief Deputy.
 - 2. Notify the coroner.
 - 3. Consult with the family and arrange for the transportation of the body if authorized by the Coroner.
 - 4. Complete the Coroner's report and provide a copy to the person responsible for transporting the body.
 - 5. Offer to contact the chaplain to provide comfort to the family of the deceased.
- (b) Responsibilities of the first deputy on the scene if the death appears to be ambiguous, violent or to have occurred under unusual circumstances:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Death Investigation

1. Make a brief search of the area for possible suspects and to insure the safety and integrity of the immediate scene.
 2. Take any suspects into custody if probable cause exists that a crime has been committed.
 3. If a reasonable suspicion exists that a crime was committed, detain all persons at the scene until interviewed by an investigator.
 4. Identify and isolate witnesses as soon as possible. Obtain their names, DOB's, addresses as well as home and work phone numbers and notify the Sheriff or Chief Deputy.
 5. Notify the duty supervisor who will contact the on-call investigator.
 6. Notify the Coroner.
 7. Isolate/secure and protect the area that may have evidentiary value.
 8. Do not allow anyone to enter or leave the scene unless as ordered by the supervisor or an investigator. Identify and detain anyone attempting to enter the scene.
 9. Do not move or allow anything to be moved at the scene. Do not cover the body or allow the body to be covered. If anything has been moved or altered, advise the investigators when they arrive.
 10. Do not discuss the investigation or scene with on-lookers or the media.
 11. Contact the Beltrami County Sheriff's chaplain to assist office personnel giving reasonable aid and comfort to family members and ensure that families are able to make necessary arrangements.
 12. Complete coroner's report.
- (c) Responsibility of the first deputy on the scene if severe injuries are apparent and death is a possibility:
1. Make a brief search of the area for possible suspects and to insure the safety and integrity of the immediate scene. Secure the scene and prevent unauthorized persons access to the scene.
 2. Take any suspects into custody if probable cause exists that a crime has been committed.
 3. Render first aid if possible.
 4. Request an ambulance if a remote possibility exists that the individual may be resuscitated.
 5. If transported to a hospital, advise the hospital staff that the individual is being transported by ambulance. If possible, speak directly with the charge nurse in the emergency room. To the extent possible, provide the following information:
 - (a) Name, age, race and sex of the patient.
 - (b) Brief description of known injuries.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Death Investigation

- (c) Name of officer who is making the call and the name of the officer who is directing the investigation if it is not the same person.
 - (d) Provide a number where the lead investigator can be reached.
 - (e) Officers will not interfere with any lifesaving efforts for the purpose of preserving evidence.
6. Secure the scene, detain witnesses and notify the duty supervisor. The duty supervisor will arrange for the appropriate investigators to respond.
- (d) Responsibility of death investigators.
 - (a) Evaluate information provided by the deputy on scene to determine if a response is necessary.
 - (b) If response is necessary, observe the scene, request necessary resources and gather information.
 - (c) If cause of death is not apparent or if homicide is suspected, contact the BCA and request that a Police Forensic Pathology Investigator contact the lead investigator at the scene.
 - (d) If a homicide is suspected, notify the on-call County Attorney and request that he/she respond to the scene.
 - (e) Attend the postmortem examination and insure proper photographs of body and examination are taken.
 - (e) Responsibility of the Deputies and/or Investigators at the scene of a suspicious or violent death:
 - (a) Photograph and video tape the scene prior to processing or removal of evidence.
 - (b) Prepare a general scene description. (Setting, as urban, rural, residential, industrial, etc.)
 - (c) Prepare a detailed description of the immediate scene where the body is located.
 - (d) Note body location, position posture, and determine if the body is in the position it was found and whether the body likely was moved after death had occurred.
 - (e) Note clothing and jewelry.
 - (f) Note condition of the body with relation to rigor mortis, liver mortis, and algor mortis, body temperature and trauma.
 - (g) Process the scene, photographing and seizing evidence, etc.
 - (h) Insure completion of coroner's report and include disc of digital photos for coroner.
 - (f) Responsibility for the body.
 - (a) If a postmortem exam is to be conducted, the body shall be transported in a new body bag that shall be sealed and tagged. The lead investigator shall consult with the Sheriff and the coroner to determine the location of the postmortem. The Sheriff authorizes the transportation of the body out of Beltrami if there is

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Death Investigation

an articulable necessity for doing so. Unless agreed otherwise, the body shall be transported to a location designated by the Coroner.

- (b) A postmortem examination shall be performed on all apparent accident victims, suicides, homicides and infants who appear to be victims of sudden infant death syndrome (SIDS).
- (c) A postmortem examination shall be performed in all deaths that are likely to result in criminal or civil litigation where a public interest is served and in which careful documentation of the cause of the death is extreme significance to the litigation.
- (d) Postmortem exams shall be performed on persons who died of apparent natural causes when the person has no significant medical history and age is not an apparent contributing factor to the death.
- (e) In cases of apparent natural death, the coroner may elect to do an external examination.
- (g) If death occurs in the hospital:
 - (a) The lead investigator shall take custody of the body and arrange with the Coroner for the transportation to the morgue. The body may be moved to a secure location in the hospital to await transportation.
 - (b) Coordinate the collection of evidence.
 - (c) If the lead investigator is not at the hospital, they shall coordinate with the charge nurse and an appropriate law enforcement official at the scene.

Identity Theft

336.1 PURPOSE AND SCOPE

Identity theft is a growing trend that frequently involves related crimes in multiple jurisdictions. This policy is intended to provide guidelines for the reporting and investigation of such crimes.

336.2 REPORTING

- (a) A report shall be taken any time a person living within the jurisdiction of the Beltrami County Sheriff's Office reports that he/she has been a victim of identity theft (Minn. Stat. § 609.527, Subd. 5). This includes:
 1. Taking a report even if the location of the crime is outside the jurisdiction of this office or has not been determined.
 2. Providing the victim with office information, as set forth in the Victim and Witness Assistance Policy. Deputies should encourage the individual to review the material, and assist with any questions.
- (b) A report should also be taken if a person living outside the office jurisdiction reports an identity theft that may have been committed or facilitated within this jurisdiction (e.g., use of a post office box in Beltrami to facilitate the crime).
- (c) Deputies should include all known incidents of fraudulent activity (e.g., credit card number applied for in victim's name when the victim has never made such an application).
- (d) Deputies should also cross-reference all known reports made by the victim (e.g., U.S. Secret Service, credit reporting bureaus, U.S. Postal Service and the Department of Public Safety's Driver and Vehicle Services Division) with all known report numbers.
- (e) Following supervisory review and Office processing, the initial report should be forwarded to the appropriate investigator for follow-up investigation, coordination with other agencies and prosecution as circumstances dictate.

336.3 PREVENTATIVE MEASURES

The victim should be advised to place a security freeze on his/her consumer report as allowed by law (Minn. Stat. § 13C.016 Subd. 2). A victim may also access the Minnesota Attorney General's office for additional detailed information.

336.4 VICTIM DATA

The victim may be provided the Consent to Create an FBI Identity Theft File Form and a Notice About Providing Your Social Security Number. These completed forms should be submitted to the Records Center for appropriate filing and entry into the NCIC Identity Theft File. Forms and details are available on the Bureau of Criminal Apprehension identity theft website.

Identity Theft

336.5 INFORMATION

The victim should also be encouraged to contact the Federal Trade Commission (FTC), which is responsible for receiving and processing complaints under the Identity Theft and Assumption Deterrence Act. The victim can contact the FTC online or by telephone. Additional information may be found at the U.S. Department of Justice (USDOJ) website.

Citizen's Arrests

337.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the handling of citizen's arrests made pursuant to Minn. Stat. § 629.30 Subd. 2 (4).

337.2 ADVISING PRIVATE PERSONS OF THE ARREST PROCESS

All deputies shall advise civilians of the right to make a Citizen's arrest, including advice on how to safely execute such an arrest. In all situations, deputies should use sound discretion in determining whether to advise an individual of the arrest process.

- (a) When advising any individual regarding the right to make a citizen's arrest, deputies should refrain from encouraging or dissuading any individual from making such an arrest and should instead limit advice to the legal requirements for such an arrest, as listed below.
- (b) Private individuals should be discouraged from using force to effect a private person's arrest. Absent immediate threat to their own safety or the safety of others, private individuals should be encouraged to refer matters to law enforcement officials for further investigation or arrest.
- (c) Private individuals shall be informed of the requirement to take the arrested person before a judge or to a peace officer without unnecessary delay (Minn. Stat. § 629.39).

337.3 ARRESTS BY PRIVATE PERSONS

A citizen may arrest another under the following circumstances (Minn. Stat. § 629.37):

- (a) For a public offense committed or attempted in his/her presence.
- (b) When the person arrested has committed a felony, although not in his/her presence.
- (c) When a felony has been committed and he/she has reasonable cause for believing the person to be arrested committed the felony.
- (d) When directed by a judge or a peace officer to arrest another person (Minn. Stat. § 629.403).

337.4 DEPUTY RESPONSIBILITIES

Any deputy presented with a citizen wishing to make an arrest must determine whether there is reasonable cause to believe that such an arrest would be lawful.

- (a) Should any deputy determine that there is no reasonable cause to believe that a citizen's arrest is lawful, the deputy should take no action to further detain or restrain the individual beyond that which reasonably appears necessary to investigate the matter, determine the lawfulness of the arrest and protect the public safety.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Citizen's Arrests

1. Any deputy who determines that a citizen's arrest appears to be unlawful should promptly release the arrested individual. The deputy must include the basis of such a determination in a related report.
 2. Absent reasonable cause to support a citizen's arrest or other lawful grounds to support an independent arrest by the deputy, the deputy should advise the parties that no arrest will be made and that the circumstances will be documented in a related report.
- (b) Whenever a deputy determines that there is reasonable cause to believe that a citizen's arrest is lawful, the deputy may exercise any of the following options:
1. Take the individual into physical custody for booking.
 2. Release the individual upon a misdemeanor citation or pending formal charges.

337.5 REPORTING REQUIREMENTS

In all circumstances in which a citizen is claiming to have made an arrest, the individual must complete and sign a Citizen's Arrest Form. If the person fails or refuses to do so the arrested subject shall be released unless the deputy has an independent reason to take the person into custody.

In addition to the Citizen's Arrest Form (and any other related documents, such as citations and booking forms), deputies shall complete a narrative report regarding the circumstances and disposition of the incident. The deputy should also take a recorded statement from the citizen making the arrest which details the probable cause.

Sale/Providing Alcohol to Minors

338.1 PURPOSE AND SCOPE

Our policy is to aggressively pursue charges regarding the sale of alcohol to minors. The Beltrami County Sheriff's Office regards sales of alcohol to minors as a high priority, and officers will aggressively investigate both the buyer and seller/provider. The following will be our procedure for sale or provision of alcohol to minors:

338.1.1 VIOLATION

The Beltrami County Sheriff's Office recognizes the serious nature of providing or selling alcohol to minors. When an Deputy witnesses an alcohol sale, observes a minor drinking, or observes a minor leaving an off-sale liquor store and the officers suspects a violation may have occurred, the officer should immediately confront the minor, determine the age, and, if appropriate, take the minor into custody.

338.1.2 INVESTIGATIVE PROCESS

If the alcohol was purchased in a store, the arresting officer should immediately return the minor to the establishment and have the minor identify the person who sold them the alcohol. Immediate face-to-face identification is essential. The lack of identification required by the seller and the validity of any identification offered are essential elements in this type of case.

Obtain the identification of the employee and determine if any identification was requested of the customer or presented. Check the identification used. Try to determine if the identification was in fact examined. Under state law and Sheriff's Office policy, the only valid identification is a Minnesota or another state driver's license, a state or military identification card, or a valid passport. False identification will be seized as evidence.

338.1.3 CHARGING

Reports of Contributing to the Delinquency of a Minor or Selling to a Minor will be forwarded exclusively via formal complaints.

Limited English Proficiency Services

339.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

339.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Office to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficient (LEP) - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations. This includes individuals who, because of difficulty in speaking or comprehending the English language, cannot fully understand any charges made against them, the seizure of their property, or they are incapable of presenting or assisting in the presentation of a defense (Minn. Stat. § 611.31).

Qualified bilingual member - A member of the Beltrami County Sheriff's Office, designated by the Office, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

339.2 POLICY

It is the policy of the Beltrami County Sheriff's Office to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Office will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Limited English Proficiency Services

339.3 LEP COORDINATOR

The Sheriff shall delegate certain responsibilities to an LEP Coordinator. The LEP Coordinator shall be appointed by, and directly responsible to, the Field Operations Chief Deputy or the authorized designee.

The responsibilities of the LEP Coordinator include, but are not limited to:

- (a) Coordinating and implementing all aspects of the Beltrami County Sheriff's Office's LEP services to LEP individuals.
- (b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.
- (c) Ensuring that a list of all qualified bilingual members and authorized interpreters is maintained and available to each Shift Sergeant and Communications Supervisor. The list should include information regarding the following:
 1. Languages spoken
 2. Contact information
 3. Availability
- (d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.
- (e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.
- (f) Annually assessing demographic data and other resources, including contracted language services utilization data and community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.
- (g) Identifying standards and assessments to be used by the Office to qualify individuals as qualified bilingual members or authorized interpreters.
- (h) Periodically reviewing efforts of the Office in providing meaningful access to LEP individuals, and, as appropriate, developing reports, new procedures or recommending modifications to this policy.
- (i) Receiving and responding to complaints regarding office LEP services.
- (j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to office services, programs and activities.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Limited English Proficiency Services

339.4 FOUR-FACTOR ANALYSIS

Since there are many different languages that members could encounter, the Office will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that law enforcement contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of four factors, which are:

- (a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by office members, or who may benefit from programs or services within the jurisdiction of the Office or a particular geographic area.
- (b) The frequency with which LEP individuals are likely to come in contact with office members, programs or services.
- (c) The nature and importance of the contact, program, information or service provided.
- (d) The cost of providing LEP assistance and the resources available.

339.5 TYPES OF LEP ASSISTANCE AVAILABLE

Beltrami County Sheriff's Office members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Office will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Office will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept office-provided LEP services at no cost or they may choose to provide their own.

Office-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

339.6 WRITTEN FORMS AND GUIDELINES

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The LEP Coordinator will arrange to make these translated documents available to members and other appropriate individuals, as necessary.

339.7 AUDIO RECORDINGS

The Office may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

Limited English Proficiency Services

339.8 QUALIFIED BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated through established office procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit. Additionally, bilingual members must be able to communicate technical and law enforcement terminology, and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.

When a qualified bilingual member from this office is not available, personnel from other County departments, who have been identified by the Office as having the requisite skills and competence, may be requested.

339.9 AUTHORIZED INTERPRETERS

Any person designated by the Office to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the office case or investigation involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

Authorized interpreters must pass a screening process established by the LEP Coordinator which demonstrates that their skills and abilities include:

- (a) The competence and ability to communicate information accurately in both English and in the target language.
- (b) Knowledge, in both languages, of any specialized terms or concepts peculiar to this office and of any particularized vocabulary or phraseology used by the LEP individual.
- (c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (d) Knowledge of the ethical issues involved when acting as a language conduit.

339.9.1 SOURCES OF AUTHORIZED INTERPRETERS

The Office may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this office or personnel from other County departments.
- Individuals employed exclusively to perform interpretation services.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Limited English Proficiency Services

- Contracted in-person interpreters, such as state or federal court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this office, and with whom the Office has a resource-sharing or other arrangement that they will interpret according to office guidelines.

339.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Office to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, office members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

339.10 CONTACT AND REPORTING

While all law enforcement contacts, services and individual rights are important, this office will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this office is required to complete a report or other documentation, and interpretation services are provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Office or some other identified source.

339.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

The Beltrami County Sheriff's Office will take reasonable steps and will work with the Department of Human Resources to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

339.11.1 EMERGENCY CALLS TO 9-1-1

Office members will make every reasonable effort to promptly accommodate LEP individuals utilizing 9-1-1 lines. When a 9-1-1 call-taker receives a call and determines that the caller is an LEP individual, the call-taker shall quickly determine whether sufficient information can be obtained to

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Limited English Proficiency Services

initiate an appropriate emergency response. If language assistance is still needed, the language is known and a qualified bilingual member is available in the Communications Center, the call shall immediately be handled by the qualified bilingual member.

If a qualified bilingual member is not available or the call-taker is unable to identify the caller's language, the call-taker will contact the contracted telephone interpretation service and establish a three-way call between the call-taker, the LEP individual and the interpreter.

Dispatchers will make every reasonable effort to dispatch a qualified bilingual member to the assignment, if available and appropriate.

While 9-1-1 calls shall receive top priority, reasonable efforts should also be made to accommodate LEP individuals seeking routine access to services and information by utilizing the resources listed in this policy.

339.12 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary. Members and/or supervisors must assess each situation to determine the need and availability of language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the deputy is unable to effectively communicate with an LEP individual.

If available, deputies should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

339.13 INVESTIGATIVE FIELD INTERVIEWS

In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, deputies should consider calling for an authorized interpreter in the following order:

- An authorized office member or allied agency interpreter
- An authorized telephone interpreter

Limited English Proficiency Services

- Any other authorized interpreter

Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card.

The use of an LEP individual's bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

339.14 CUSTODIAL INTERROGATIONS

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

In order to ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

339.14.1 OTHER TIMING AND NOTIFICATION MANDATES

The investigating or arresting deputy shall immediately make necessary contacts to get an authorized interpreter for an in-custody LEP person at the earliest possible time in order to assist the person throughout the interrogation or taking of a statement. This applies even when the interrogation will be conducted by a bilingual member (Minn. Stat. § 611.32).

The following shall be explained to the LEP person with the assistance of the authorized interpreter (Minn. Stat. § 611.32):

- (a) All charges filed against the person
- (b) All procedures relating to the person's detainment and release
- (c) In the case of any seizure under the provisions of the Asset Forfeiture Policy:
 1. The possible consequences of the seizure
 2. The person's right to judicial review

339.14.2 OATH

Every authorized interpreter shall be administered and take the following oath prior to assisting in taking a statement related to a criminal matter from an in-custody LEP person (Min. Stat. § 611.33):

"I will make, to the best of my skill and judgment, a true interpretation to the disabled person being examined of all the proceedings, in a language which said person understands, and to repeat the statements, in the English language, of said person to the officials before whom the proceeding is taking place."

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Limited English Proficiency Services

339.15 BOOKINGS

When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee's health and welfare, the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.

339.16 COMPLAINTS

The Office shall ensure that LEP individuals who wish to file a complaint regarding members of this office are able to do so. The Office may provide an authorized interpreter or translated forms, as appropriate. Complaints will be referred to the LEP Coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during an investigation should not be members of this office.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

339.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this office are important to the ultimate success of more traditional law enforcement duties. This office will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

339.18 TRAINING

To ensure that all members who may have contact with LEP individuals are properly trained, the Office will provide periodic training on this policy and related procedures, including how to access office-authorized telephonic and in-person interpreters and other available resources.

The Training Officer shall be responsible for ensuring new members receive LEP training. Those who may have contact with LEP individuals should receive refresher training at least once every two years thereafter. The Training Officer shall maintain records of all LEP training provided, and will retain a copy in each member's training file in accordance with established records retention schedules.

339.18.1 TRAINING FOR AUTHORIZED INTERPRETERS

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Limited English Proficiency Services

understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

The Training Officer shall be responsible for coordinating the annual refresher training and will maintain a record of all training the interpreters have received.

Communications with Persons with Disabilities

340.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

340.1.1 DEFINITIONS

Definitions related to this policy include:

Auxiliary aids - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102). This includes those who, because of a hearing, speech or other communication disorder, cannot fully understand any charges made against them, the seizure of their property or they are incapable of presenting or assisting in the presentation of a defense (Minn. Stat. § 611.31).

Qualified Interpreter - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters and intermediary interpreters.

340.2 POLICY

It is the policy of the Beltrami County Sheriff's Office to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Office will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

340.3 AMERICANS WITH DISABILITIES (ADA) COORDINATOR

The Sheriff shall delegate certain responsibilities to an ADA Coordinator (28 CFR 35.107). The ADA Coordinator shall be appointed by and directly responsible to the Field Operations Chief Deputy or the authorized designee.

The responsibilities of the ADA Coordinator shall include, but not be limited to:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Communications with Persons with Disabilities

- (a) Working with the County ADA coordinator regarding the Beltrami County Sheriff's Office's efforts to ensure equal access to services, programs and activities.
- (b) Developing reports, new procedures, or recommending modifications to this policy.
- (c) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to office services, programs and activities.
- (d) Ensuring that a list of qualified interpreter services is maintained and available to each Shift Sergeant and Communications Supervisor. The list should include information regarding the following:
 - 1. Contact information
 - 2. Availability
 - 3. Type of services provided
- (e) Developing procedures that will enable members to access auxiliary aids or services, including qualified interpreters, and ensure the procedures are available to all members.
- (f) Ensuring signage is posted in appropriate areas, indicating that auxiliary aids are available free of charge to people with disabilities.
- (g) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to office services, programs and activities.

340.4 FACTORS TO CONSIDER

Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this office should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:

- (a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate their understanding.
- (b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).
- (c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Communications with Persons with Disabilities

- (d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However in an emergency availability may factor into the type of aid used.

340.5 INITIAL AND IMMEDIATE CONSIDERATIONS

Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

Members should exercise special care in the use of all gestures and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation when a member knows or suspects an individual requires assistance to effectively communicate the member shall identify the individual's choice of auxiliary aid or service.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

- (a) The methods of communication usually used by the individual.
- (b) The nature, length and complexity of the communication involved.
- (c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services that reasonably appear effective under the circumstances. This may include for example exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, hard of hearing or has impaired speech must be handcuffed while in the custody of the Beltrami County Sheriff's Office, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

340.6 TYPES OF ASSISTANCE AVAILABLE

Beltrami County Sheriff's Office members shall never refuse to assist an individual with disabilities who is requesting assistance. The Office will not charge anyone to receive auxiliary aids, nor shall they require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Office will make every reasonable effort to provide equal access and timely assistance to individuals who are disabled through a variety of services.

Communications with Persons with Disabilities

A person who is disabled may choose to accept office-provided auxiliary aids or services or they may choose to provide their own.

Office-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

340.7 AUDIO RECORDINGS AND ENLARGED PRINT

The Office may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form, for example a personnel complaint form, or provide forms with enlarged print.

340.8 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee), if the individual to be interviewed normally relies on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or the investigation. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

- (a) Available by some means, even remotely, within a reasonable amount of time but in no event longer than one hour if requested.
- (b) Experienced in providing interpretation services related to law enforcement matters.
- (c) Familiar with the use of VRS and/or video remote interpreting services.
- (d) Certified in either American Sign Language (ASL) or Signed English (SE).
- (e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use office-approved procedures to request a qualified interpreter at the earliest reasonable opportunity and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide his/her own interpreter (28 CFR 35.160).

340.9 TTY AND RELAY SERVICES

In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time as needed for effective communication due to the slower nature of TTY and TDD communications.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Communications with Persons with Disabilities

The Office will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

340.10 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services such as ASL or SE, and have been approved by the Office to provide interpreter services.

Where qualified interpreters are unavailable to assist approved community volunteers who have demonstrated competence may be called upon when appropriate. However office members must carefully consider the nature of the contact and the relationship between the individual with the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

340.11 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

- (a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.
- (b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

340.12 REPORTING

Whenever any member of this office is required to complete a report or other documentation and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Office or some other identified source. If the individual's express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

Communications with Persons with Disabilities

340.13 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

The Office recognizes it would be virtually impossible to provide immediate access to complete communication services to every member of this office. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual's preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example it would be meaningless to verbally request consent to search if the deputy is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, deputies should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

340.13.1 FIELD RESOURCES

Examples of methods that may be sufficient for transactions such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress may, depending on the circumstances, include such simple things as:

- (a) Hand gestures or visual aids with an individual who is deaf, hard of hearing or has impaired speech.
- (b) Exchange of written notes or communications.
- (c) Verbal communication with an individual who can speechread by facing the individual and speaking slowly and clearly.
- (d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.
- (e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

340.14 CUSTODIAL INTERROGATIONS

In an effort to ensure the rights of individuals who are deaf, hard of hearing or have speech impairment are protected during a custodial interrogation, this office will provide interpreter services before beginning an interrogation, unless exigent circumstances exist. The use of a video

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Communications with Persons with Disabilities

remote interpreting service should be considered, where appropriate, if a live interpreter is not available. *Miranda* warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter or by providing a written *Miranda* warning card.

To ensure that communications during custodial investigations are accurately documented and are admissible as evidence, as with all custodial interviews, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

340.14.1 OTHER TIMING AND NOTIFICATION MANDATES

The investigating or arresting deputy shall immediately make necessary contacts to get a qualified interpreter for a person in custody at the earliest possible time (Minn. Stat. § 611.32).

The following shall be explained with the assistance of the qualified interpreter (Minn. Stat. § 611.32):

- (a) All charges filed against the person
- (b) All procedures relating to the person's detainment and release
- (c) In the case of any seizure under the Asset Forfeiture Policy:
 - 1. The possible consequences of the seizure
 - 2. The person's right to judicial review

340.14.2 OATH

Every qualified interpreter shall be administered and take the following oath prior to assisting in taking a statement related to a criminal matter from an in-custody deaf or hard of hearing person (Minn. Stat. § 611.33):

"I will make, to the best of my skill and judgment, a true interpretation to the disabled person being examined of all the proceedings, in a language which said person understands, and to repeat the statements, in the English language, of said person to the officials before whom the proceeding is taking place."

340.15 ARRESTS AND BOOKINGS

If an individual with speech or hearing disabilities is arrested, the arresting deputy shall use office-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable, unless the individual indicates that he/she prefers a different auxiliary aid or service or the deputy reasonably determines another effective method of communication exists under the circumstances.

When gathering information during the booking process members should remain alert to the impediments that often exist when communicating with those who are deaf, hard of hearing, who have impaired speech or vision, are blind, or have other disabilities. In the interest of the arrestee's health and welfare, the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Communications with Persons with Disabilities

necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

340.16 COMPLAINTS

The Office shall ensure that individuals with disabilities who wish to file a complaint regarding members of this office are able to do so. The Office may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the office ADA Coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this Office.

340.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this office are important to the ultimate success of more traditional law enforcement duties. This office will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

340.18 TRAINING

To ensure that all members who may have contact with individuals who are disabled are properly trained, the Office will provide periodic training that should include:

- (a) Awareness and understanding of this policy and related procedures, related forms and available resources.
- (b) Procedures for accessing qualified interpreters and other available resources.
- (c) Working with in-person and telephone interpreters and related equipment.

The Training Officer shall be responsible for ensuring new members receive training related to interacting with individuals who have disabilities, including individuals who are deaf, hard of hearing, who have impaired speech or vision, or are blind. Those who may have contact with such individuals should receive refresher training at least once every two years thereafter. The Training Officer shall maintain records of all training provided, and will retain a copy in each member's training file in accordance with established records retention schedules.

340.18.1 CALL-TAKER TRAINING

Emergency call-takers shall be trained in the use of TTY equipment protocols for communicating with individuals who are deaf, hard of hearing or who have speech impairments. Such training and information should include:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Communications with Persons with Disabilities

- (a) The requirements of the ADA and Section 504 of the Rehabilitation Act for telephone emergency service providers.
- (b) ASL syntax and accepted abbreviations.
- (c) Practical instruction on identifying and processing TTY or TDD calls, including the importance of recognizing silent TTY or TDD calls, using proper syntax, abbreviations and protocol when responding to TTY or TDD calls.
- (d) Hands-on experience in TTY and TDD communications, including identification of TTY or TDD tones.

Training should be mandatory for all the Communications Center members who may have contact with individuals from the public who are deaf, hard of hearing or have impaired speech. Refresher training should occur every six months.

School Resource Officer (SRO)

341.1 PURPOSE AND SCOPE

Our policy is to define the role of the School Resource Officer (SRO). The SRO has the preliminary responsibility of serving as a resource to the Sheriff's Office, the school district administration, staff, and parents, social service agencies, and others in the prevention and diversion of juvenile and school-related crime.

341.1.1 DISCIPLINE

The SRO will not have primary authority for disciplining students on school premises. School officials will handle discipline, but may request the SRO to assist.

341.1.2 SCHOOL-RELATED CRIMES

The SRO will have primary responsibility for the investigation of crimes occurring on school property during school hours. However, the SRO may request and receive assistance as needed from other divisions.

341.1.3 SUPERVISION/SCHOOL NOT IN SESSION

When school is not in session, the SRO will perform duties as assigned by the supervisor.

Pupil Arrest Reporting

342.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the procedures to follow when a pupil is arrested on school grounds and during school hours.

342.2 PUPIL ARREST REPORTING

In the event a school pupil is arrested, the arresting deputy shall include the necessary information in the report to ensure that the Records Center notifies the chief administrative officer of the school, or an appropriate designee, of the pupil's arrest.

If there is probable cause to believe an incident involved alcohol or a controlled substance, the arresting deputy shall complete the appropriate form and submit the form with the report to the Records Center. The Records Center shall ensure the form is distributed to the chemical abuse pre-assessment team of the school within two weeks of the occurrence (Minn. Stat. § 121A.28).

342.2.1 PUPIL ARREST AFTER NOTIFICATION

Based upon the circumstances of the investigation, it may be appropriate to notify the school prior to the arrest. Prior notification and assistance from the school, may reduce disruption to school operations and other students.

342.2.2 PUPIL ARREST BEFORE NOTIFICATION

Based upon the circumstances of the investigation, it may be appropriate to arrest the pupil before notifying the school. This may be appropriate if the pupil is a flight risk, if prior notification will impede the investigation or if notification creates additional risks to students, faculty, the deputy or the public.

Proper notification to the school after the pupil's arrest should then be made when circumstances reasonably allow.

342.2.3 PARENTAL NOTIFICATION

Upon arrest, it is the arresting deputy's responsibility to ensure the parents of the arrested pupil are properly notified. Notification shall be made by the deputy, regardless of subsequent notifications by the juvenile detention facility. Notifications should be documented and include the charges against the pupil and where the pupil will be taken.

Biological Samples

343.1 PURPOSE AND SCOPE

This policy provides guidelines for the collection of biological samples from those individuals required to provide samples upon conviction for certain offenses. This policy does not apply to biological samples collected at a crime scene or taken from a person in conjunction with a criminal investigation. Nor does it apply to biological samples collected from those required to register, for example, as sex offenders.

343.2 POLICY

The Beltrami County Sheriff's Office will assist in the expeditious collection of required biological samples from offenders in accordance with the laws of this state and with as little reliance on force as practicable.

343.3 PERSONS SUBJECT TO BIOLOGICAL SAMPLE COLLECTION

The following persons must submit a biological sample:

- (a) Adults who are subject to a court order requiring a biological sample after sentencing (Minn. Stat. § 609.117).
- (b) Juveniles who are subject to a court order requiring a biological sample after being adjudicated delinquent (Minn. Stat. § 609.117).

343.4 PROCEDURE

When an individual is required to provide a biological sample, a trained employee shall attempt to obtain the sample in accordance with this policy.

343.4.1 COLLECTION

The following steps should be taken to collect a sample:

- (a) Verify that the individual is required to provide a sample pursuant to Minn. Stat. § 609.117.
- (b) Verify that a biological sample has not been previously collected from the offender by querying the person's criminal history. There is no need to obtain a biological sample if one has been previously obtained.
- (c) Use the designated collection kit provided by the Minnesota Bureau of Criminal Apprehension to perform the collection and take steps to avoid cross contamination.

343.5 USE OF FORCE TO OBTAIN SAMPLES

If a person refuses to cooperate with the sample collection process, deputies should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. Force will not be used in the collection of samples except as authorized by court order or approval

Biological Samples

of legal counsel and only with the approval of a supervisor. Methods to consider when seeking voluntary compliance include contacting:

- (a) The person's parole or probation officer when applicable.
- (b) The prosecuting attorney to seek additional charges against the person for failure to comply or to otherwise bring the refusal before a judge.
- (c) The judge at the person's next court appearance.
- (d) The person's attorney.
- (e) A chaplain.
- (f) Another custody facility with additional resources, where an arrestee can be transferred to better facilitate sample collection.
- (g) A supervisor who may be able to authorize custodial disciplinary actions to compel compliance, if any are available.

The supervisor shall review and approve any plan to use force and be present to document the process.

343.5.1 VIDEO RECORDING

A video recording should be made any time force is used to obtain a biological sample. The recording should document all staff participating in the process, in addition to the methods and all force used during the collection. The recording should be part of the investigation file, if any, or otherwise retained in accordance with the office's records retention schedule.

Chaplains

344.1 PURPOSE AND SCOPE

The Beltrami County Sheriff Chaplain Program is established for the purposes of providing spiritual and emotional support to all members of the Office, their families and members of the public.

344.2 POLICY

The Beltrami County Sheriff's Office shall ensure that office chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

344.3 ELIGIBILITY

Requirements for participation as a chaplain for the Office may include, but are not limited to:

- (a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, be free from addiction to alcohol or other drugs and excessive debt.
- (b) Managing their households, families and personal affairs well.
- (c) Having a good reputation in the community.
- (d) Successful completion of an appropriate-level background investigation.
- (e) A minimum of five years of successful counseling experience.
- (f) Possession of a valid driver's license.

The Sheriff may apply exceptions for eligibility based on organizational needs and the qualifications of the individual.

344.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Beltrami County Sheriff's Office shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this office.

All applicants shall be required to meet and pass the same pre-employment procedures as office personnel before appointment.

344.4.1 RECRUITMENT

Chaplains should be recruited on a continuous and ongoing basis consistent with office policy on equal opportunity and nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Office in serving the public. Chaplain candidates are encouraged to participate in ride-alongs with office members before and during the selection process.

344.4.2 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

- (a) Submit the appropriate written application.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Chaplains

- (b) Include a recommendation from employers or volunteer programs.
- (c) Interview with the Sheriff and the chaplain coordinator.
- (d) Successfully complete an appropriate-level background investigation.
- (e) Complete an appropriate probationary period as designated by the Sheriff.

Chaplains are volunteers and serve at the discretion of the Sheriff. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Sheriff or the authorized designee.

344.5 IDENTIFICATION AND UNIFORMS

As representatives of the Office, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by deputies through the inclusion of "Chaplain" on the uniform and not reflect any religious affiliation.

Chaplains will be issued Beltrami County Sheriff's Office identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Beltrami County Sheriff's Office identification cards, with the exception that "Chaplain" will be indicated on the cards. Chaplains shall be required to return any issued uniforms or office property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of this .

344.6 CHAPLAIN COORDINATOR

The Sheriff shall delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Administration or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and the Sheriff. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the Office, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Sheriff or the authorized designee chaplains shall report to the chaplain coordinator and/or Shift Sergeant.

The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

- (a) Recruiting, selecting and training qualified chaplains.
- (b) Conducting chaplain meetings.
- (c) Establishing and maintaining a chaplain callout roster.
- (d) Maintaining records for each chaplain.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Chaplains

- (e) Tracking and evaluating the contribution of chaplains.
- (f) Maintaining a record of chaplain schedules and work hours.
- (g) Completing and disseminating, as appropriate, all necessary paperwork and information.
- (h) Planning periodic recognition events.
- (i) Maintaining liaison with other agency chaplain coordinators.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator.

344.7 DUTIES AND RESPONSIBILITIES

Chaplains assist the Office, its members and the community, as needed. Assignments of chaplains will usually be to augment the Field Operations Division. Chaplains may be assigned to other areas within the Office as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Office.

All chaplains will be assigned to duties by the chaplain coordinator or the authorized designee.

Chaplains may not proselytize or attempt to recruit members of the Office or the public into a religious affiliation while representing themselves as chaplains with this office. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Beltrami County Sheriff's Office.

344.7.1 COMPLIANCE

Chaplains are volunteer members of this office, and except as otherwise specified within this policy, are required to comply with the Volunteer Program Policy and other applicable policies.

344.7.2 OPERATIONAL GUIDELINES

- (a) Chaplains will be scheduled to be on-call for a period of seven consecutive days during each month, beginning on Monday and ending on the following Sunday.
- (b) Generally, each chaplain will serve with Beltrami County Sheriff's Office personnel a minimum of eight hours per month.
- (c) At the end of each watch the chaplain will complete a chaplain shift report and submit it to the Sheriff or the authorized designee.
- (d) Chaplains shall be permitted to ride with deputies during any shift and observe Beltrami County Sheriff's Office operations, provided the Shift Sergeant has been notified and has approved the activity.
- (e) Chaplains shall not be evaluators of members of the Office.
- (f) In responding to incidents a chaplain shall never function as a deputy.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Chaplains

- (g) When responding to in-progress calls for service chaplains may be required to stand-by in a secure area until the situation has been deemed safe.
- (h) Chaplains shall serve only within the jurisdiction of the Beltrami County Sheriff's Office unless otherwise authorized by the Sheriff or the authorized designee.
- (i) Each chaplain shall have access to current office member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered private personnel data and each chaplain will exercise appropriate security measures to prevent distribution of the data.

344.7.3 ASSISTING DEPARTMENT/OFFICE MEMBERS

The responsibilities of a chaplain related to office members include, but are not limited to:

- (a) Assisting in making notification to families of members who have been seriously injured or killed and after notification responding to the hospital or home of the member.
- (b) Visiting sick or injured members in the hospital or at home.
- (c) Attending and participating, when requested, in funerals of active or retired members.
- (d) Serving as a resource for members when dealing with the public in incidents, such as accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse and other such situations that may arise.
- (e) Providing counseling and support for members and their families.
- (f) Being alert to the needs of members and their families.

344.7.4 ASSISTING THE DEPARTMENT/OFFICE

The responsibilities of a chaplain related to this office include, but are not limited to:

- (a) Assisting members in the diffusion of a conflict or incident when requested.
- (b) Responding to natural and accidental deaths, suicides and attempted suicides, family disturbances and any other incident that in the judgment of the Shift Sergeant or supervisor aids in accomplishing the mission of the Office.
- (c) Responding to all major disasters, such as natural disasters, bombings and similar critical incidents.
- (d) Being on-call and, if reasonably possible, on-duty during major demonstrations or any public function that requires the presence of a large number of office members.
- (e) Attending office and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
- (f) Participating in in-service training classes.
- (g) Willingness to train others to enhance the effectiveness of the Office.

344.7.5 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

- (a) Fostering familiarity with the role of law enforcement in the community.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Chaplains

- (b) Providing an additional link between the community, other chaplain coordinators and the Office.
- (c) Providing liaison with various civic, business and religious organizations.
- (d) Promptly facilitating requests for representatives or leaders of various denominations.
- (e) Assisting the community in any other function as needed or requested.
- (f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

344.7.6 CHAPLAIN MEETINGS

All chaplains are required to attend scheduled meetings. Any absences must be satisfactorily explained to the chaplain coordinator.

344.8 PRIVILEGED COMMUNICATIONS

No person who provides chaplain services to members of the Office may work or volunteer for the Beltrami County Sheriff's Office in any capacity other than that of chaplain.

Office chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases the chaplain should consider referring the member to a non-office counseling resource.

No chaplain shall provide counsel to or receive confidential communications from any Beltrami County Sheriff's Office member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

344.9 TRAINING

The Office will establish a minimum number of training hours and standards for office chaplains. The training as approved by the Training Officer may include:

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for members of law enforcement and chaplains
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations
- The law enforcement family
- Substance abuse
- Suicide

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Chaplains

- Deputy injury or death
- Sensitivity and diversity

Child and Dependent Adult Safety

345.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this office.

This policy does not address the actions to be taken during the course of a child abuse or vulnerable adult investigation. These are covered in the Child Abuse and Adult Abuse.

345.2 POLICY

It is the policy of this office to mitigate, to the extent reasonably possible, the stressful experience individuals may have when a parent or caregiver is arrested. The Beltrami County Sheriff's Office will endeavor to create a strong cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

345.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, deputies should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, deputies should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken:

- (a) Inquire about and confirm the location of any children or dependent adults.
- (b) Look for evidence of children and dependent adults. Deputies should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.
- (c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, deputies should take reasonable steps to accomplish the arrest of a parent, guardian or caregiver out of the presence of his/her child or dependent adult. Removing children or dependent adults from the scene in advance of the arrest will generally ensure the best outcome for the individual.

Whenever it is safe to do so, deputies should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be nonproductive, the deputy at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Child and Dependent Adult Safety

345.3.1 AFTER AN ARREST

Whenever an arrest is made, the deputy should take all reasonable steps to ensure the safety of the arrestee's disclosed or discovered children or dependent adults.

Deputies should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

- (a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.
 - 1. Deputies should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.
- (b) Unless there is evidence to the contrary (e.g., signs of abuse, drug use, unsafe environment), deputies should respect the parent or caregiver's judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.
 - 1. Except when a court order exists limiting contact, the deputy should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.
- (c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.
- (d) Notify the county social services agency, if appropriate.
- (e) Notify the field supervisor or Shift Sergeant of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting deputy should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver's arrest and of the arrangements being made for the care of the arrestee's dependent. The result of such actions should be documented in the associated report.

345.3.2 DURING THE BOOKING PROCESS

During the booking process, the arrestee shall be allowed to make additional telephone calls to relatives or other responsible individuals as is reasonably necessary to arrange for the care of any child or dependent adult. These telephone calls should be given as soon as practicable and are in addition to any other telephone calls allowed by law.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Child and Dependent Adult Safety

If an arrestee is unable to resolve the care of any child or dependent adult through this process, a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

345.3.3 REPORTING

- (a) For all arrests where children are present or living in the household, the reporting employee will document the following information:
 - 1. Name
 - 2. Sex
 - 3. Age
 - 4. Special needs (e.g., medical, mental health)
 - 5. How, where and with whom or which agency the child was placed
 - 6. Identities and contact information for other potential caregivers
 - 7. Notifications made to other adults (e.g., schools, relatives)
- (b) For all arrests where dependent adults are present or living in the household, the reporting employee should document the following information about the dependent adult:
 - 1. Name
 - 2. Sex
 - 3. Age
 - 4. Whether he/she reasonably appears able to care for him/herself
 - 5. Disposition or placement information if he/she is unable to care for him/herself

345.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling deputies, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis telephone number, the appropriate referral information may be provided.

345.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling deputy should contact the appropriate welfare service or other office-approved social service entity to determine whether protective custody is appropriate (Minn. Stat. § 260C.007; Minn. Stat. § 260C.175).

Only when other reasonable options are exhausted should a child or dependent adult be transported to the sheriff's facility, transported in a marked patrol car or taken into formal protective custody.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Child and Dependent Adult Safety

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

345.5 TRAINING

The Training Officer is responsible to ensure that all personnel of this office who may be involved in arrests affecting children or dependent adults receive approved training on effective safety measures when a parent, guardian or caregiver is arrested.

Service Animals

346.1 PURPOSE AND SCOPE

Service animals play an important role in helping to overcome the limitations often faced by people with disabilities. The Beltrami County Sheriff's Office recognizes this need and is committed to making reasonable modifications to its policies, practices and procedures in accordance with Title II of the Americans with Disabilities Act (ADA) to permit the use of service animals that are individually trained to assist a person with a disability.

346.1.1 DEFINITIONS

Definitions related to this policy include:

Service animal - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler's control, the facility can accommodate the horse's type, size and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

346.2 POLICY

It is the policy of the Beltrami County Sheriff's Office to provide services and access to persons with service animals in the same manner as those without service animals. Office members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

346.3 MEMBER RESPONSIBILITIES

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the public is allowed. Office members are expected to treat individuals with service animals with the same courtesy and respect that the Beltrami County Sheriff's Office affords to all members of the public (see generally Minn. Stat. § 256C.02; Minn. Stat. § 363A.19).

346.3.1 REMOVAL

If an animal exhibits vicious behavior, poses a direct threat to the health of others or unreasonably disrupts or interferes with normal business operations, a deputy may direct the owner to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the animal. Each incident must be considered individually. Past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this office are expected to provide all services as are reasonably available to an individual with the disability.

Service Animals

346.3.2 INQUIRY

If it is apparent or if a deputy is aware the animal is a service animal, the owner should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the deputy should ask the individual only the following questions:

- Is the animal required because of a disability?
- What task or service has the animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal, and no further question as to the animal's status should be asked. The person should not be questioned about his/her disabilities nor should the person be asked to provide any license, certification or identification card for the service animal.

346.3.3 CONTACT

Service animals are not pets. Office members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

346.3.4 COMPLAINTS

When handling calls of a complaint regarding a service animal, members of this office should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their owner into all areas that other customers or members of the public are allowed.

Absent a violation of law independent of the ADA, deputies should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice or the Minnesota Department of Human Rights.

346.4 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar. Service animals are not pets and may be trained by an individual or organization to assist people with disabilities.

Examples of the ways service animals may be used to provide assistance include:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Service Animals

- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.
- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

Animal Control Procedures

347.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for Beltrami County Sheriff's Office personnel in dealing with calls related to animal control and to set forth procedures regarding animal control services, the handling of injured animals and the abatement of animal nuisances. NOTE: For all intended purposes, a dog bite is on a person unless the elements of the incident meet Minnesota §347.5, subd. 2, clause 2.

347.1.1 POTENTIALLY DANGEROUS DOGS, DANGEROUS DOGS, AND RABIES EXPOSURE

In order to understand the sometimes confusing laws and rules regarding potentially dangerous dogs, dangerous dogs, and the risk of rabies infection, the pertinent statutes and rules have been summarized below, along with a few notes, to assist with affecting a better response to these types of calls.

Rabies is a separate issue from the issue of potentially dangerous or dangerous dogs. However, because rabies is transmitted through contamination by blood or saliva from an infected animal and animal bites are the most obvious means of contamination; these two issues are intimately entwined.

- Minnesota § 357.50 Subdivision 3: Potentially Dangerous Dog
 - When unprovoked bites a human or domestic animal on private or public land.
 - When unprovoked chases or approaches in an attitude of attack any person on foot or bicycle on public or private land.
- Subdivision 2: Dangerous Dog
 - Without provocation inflicts substantial bodily harm.
 - While off of the property of its owner, it kills a domestic animal.
 - If, after being found potentially dangerous, it bites or attacks humans or domestic animals.
- Subdivision 7a: Substantial Bodily Harm
 - Substantial bodily harm means bodily injury which involves a temporary, but substantial, disfigurement or which causes a temporary, but substantial, loss or impairment of the function of any bodily member or organ or which causes a fracture of any bodily member.
 - Note One: Dogs can be found dangerous on first contact if it causes substantial bodily harm or, while off of the property, it kills a domestic animal. It is not required that a Notice of Potentially Dangerous Dog be served first.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Animal Control Procedures

- Note Two: Dog owners can be issued a Notice of Potentially Dangerous Dog even if an actual bite has not occurred, but the animal has "attacked."
- Note Three: Dog owners can be issued a Notice to Register Potentially Dangerous Dog when no bite has occurred, but a Notice of Potentially Dangerous Dog has previously been issued and the dog "attacks" again.
- Minnesota § 347.22: Liability
 - Owners are liable for damages incurred in a dog attack.
- Procedures
 - (a) When responding to a call of a dog attack where a bite has not occurred:
 - (a) Check for prior complaints involving this animal to determine if a Notice of Potentially Dangerous Dog or a Notice to Register Dangerous Dog has been previously issued. If you find that a notice has already been issued, they will remain at that status, except in the case where you find cause to upgrade the dog's status from Potentially Dangerous to Dangerous.
 - (b) Issue a Notice of Potentially Dangerous Dog or a Notice to Register Dangerous Dog as appropriate.
 - (c) If you deal with a dog bite complaint that results in the owner being issued a Notice to Register Dangerous Dog, they must comply with the provisions of registering their dog as outlined in Minnesota Statute 347.51 and Minnesota Statute 347.515. These requirements must be met within 14 days after the notice has been issued. These provisions include payment of a fee to the Sheriff's Office to register the animal. Before this registration is accepted, the owner must supply proof that they have secured a \$300,000 surety bond on the dog and that the dog has had the microchip implanted. In addition, a warning sign purchased at the Sheriff's Office must be posted on the property, warning of a dangerous dog. If the dog is taken off the property of the owner, it must be muzzled and restrained at all times.
 - (d) It is the responsibility of the deputy issuing the Notice to Register Dangerous Dog to follow up after 14 days to see if the dog owner has complied with the registration requirement. Check with the Records Technician in the Records Division.
 - (e) If a dog has been deemed dangerous and the 14-day limit has expired to register the dog or the dog has been registered but the terms required under the statute are not being followed, the dog is subject to seizure. The owner should be cited for the violation under Minnesota Statute 347.55. Animal Control should impound the dog.* The owner will then have seven

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Animal Control Procedures

days to comply with the provisions of the Dangerous Dog statute and reclaim the animal after payment of the impound fees. After seven days, Animal Control should be directed to destroy the dog. These charges are also to be billed to the owner.

- (a) In the absence of animal control, the Deputy shall impound the dog.
- (f) If a dog is found in violation of the terms for registering a dangerous dog the second time, the animal should be impounded and the owner cited again. This time, there is no provision to reclaim the animal and, upon conviction, the Judge will order the animal destroyed.
- (b) If an actual bite has occurred from a dog or cat:
 - (a) Determine if they are current with their rabies vaccination. You can determine this from the certificate issued by the vaccinating veterinarian or the tag worn by the animal. Both will show an expiration date. If you are unable to substantiate that the animal is current with its vaccination by either of these methods, you may be able to verify the vaccination status by contacting the office of the veterinarian that vaccinated the animal.
 - (b) If you can determine that the animal is current with its rabies vaccination, the owner can quarantine the animal at home for ten days. The quarantine must preclude the possibility of contact with any human or other domestic animal. This must be done by containment. Simply chaining the animal outside is not sufficient. During the quarantine period, the owner should contact the Sheriff's Office immediately if the animal begins to act strange.
 - (c) If an animal has been left with the owners for a quarantine period, you should physically check on the condition of the animal during and at the conclusion of the ten days. When you check on the animal, should you find that the conditions for quarantine are not being met, have Animal Control respond to impound the animal for the remainder of the quarantine period. In the absence of animal control, the Deputy shall impound the dog.
 - (d) If you are unable to verify that the dog or cat has had a rabies vaccination or you determine that the vaccination has expired, Animal Control must be contacted to impound the animal for the quarantine period. Let Animal Control know that the pick-up is for a ten-day rabies quarantine, because they are used to impounding an animal for a maximum of five days on Dog at Large calls and there is then a possibility the animal would be destroyed. In the absence of animal control, the Deputy shall impound the animal.
 - (e) Minnesota §346.51, Violations, states that an owner of a dog or cat that bites someone, when not in compliance with rabies vaccination

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Animal Control Procedures

requirements, may be ticketed under this statute. The violation is a petty misdemeanor.

- (f) Also address the issue of Potentially Dangerous Dog or Dangerous Dog.
- (g) Upon responding to any animal call where the owner is issued a Notice of Potentially Dangerous or Notice to Register Dangerous Dog, a report must be written. Whenever a dog or cat has bitten someone, a dog bite form must be completed and a report must be written. When an animal has been quarantined for observation for rabies infection, at the end of the observation period you must observe the animal at the owner's residence or contact Animal Control to check on the condition of the animal. If the animal appears normal, a supplemental report documenting such must be written.
- (h) If you take a report of a dog or cat bite and you cannot locate the animal or when the animal is located and begins to show signs of rabies infection notify the Minnesota Department of Health and instruct the victim to contact their doctor immediately to begin the anti-rabies series. In cases where you have an animal that appears infected, kill the animal and deliver the head, may be delivered, to the Minnesota Department of Health so that they may test the brain to confirm the infection.
- (i) If you have Animal Control impound a dog for Dog at Large or for violation of the dangerous dog statute, the owner, when known, is responsible for all fees that the animal has incurred at Animal Control. The same applies if a dog or a cat has been quarantined for rabies observation.

347.1.2 DEPUTY RESPONSIBILITIES

If an Animal Control Officer (ACO) is unavailable or if the call originates from a township with no animal control ordinances, the following animal-related calls for service will be handled by the appropriate on-duty deputy.

Deputies may be dispatched to animal-related calls and should take appropriate actions to control the situation until the arrival of an ACO. Due to the hazards of handling animals without proper equipment, responding deputies generally should not attempt to capture and pick up any animal, but should keep the animal under observation until the arrival of the ACO. The following are examples of when an deputy may consider acting before the arrival of the ACO or in the event that no ACO exists:

- When there is a threat to the public safety.
- When an animal has bitten someone, deputies should take measures to confine the animal and prevent further injury.
- When an animal is creating a traffic hazard.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Animal Control Procedures

- When the owner/handler has been arrested and there is no other alternative placement for the animal.
- When an animal is gravely injured.

A deputy may make arrangements for shelter and care for any animal that is not properly sheltered from cold, heat or inclement weather, or any animal not properly fed and watered or provided with suitable food and drink, in circumstances that threaten the life of the animal (Minn. Stat. § 343.29 Subd. 1). Deputies will not typically transport any animal using their squad car. The animal may be euthanized following a determination by a doctor of veterinary medicine that the animal is suffering and is beyond cure through reasonable care and treatment (Minn. Stat. § 343.29 Subd. 2).

Deputies shall not enter a facility where farm animals are confined unless they follow a procedure and directive for biosecurity measures identified by the Board of Animal Health (Minn. Stat. § 17.986).

347.1.3 ANIMAL CRUELTY COMPLAINTS

Deputies shall investigate all reports of animal cruelty and forward the information to the ACO for follow-up, pursuant to Minn. Stat. § 343.12. Deputies shall not hesitate to take any immediate actions deemed necessary. The assistance of an ACO may be requested to assist with the investigation when appropriate for the purpose of handling the disposition of any animal(s) associated with the case.

Following a court order, a deputy or ACO shall search the place designated in a warrant and conduct an investigation in conjunction with a veterinary doctor (Minn. Stat. § 343.22 Subd. 2).

347.1.4 STRAY DOGS/ANIMALS AT LARGE

If the dog has a license or can otherwise be identified, the owner should be contacted if reasonably possible. If the owner is contacted, the dog should be released to the owner and a citation may be issued if appropriate.

Does the township have a Dog at Large ordinance? If not, take no action.

If there is a Dog at Large ordinance in the township where the complaint is taken, find out if the dog is contained. If not, see if you can determine an owner. If you cannot find the owner and the animal is not contained, take no further action.

If the township has a Dog at Large ordinance and the dog is not contained, but you can locate the owner, (Minn. Stat. § 343.29 Subd) check the Records System to see if there are prior complaints. If not, issue a warning. If there are prior complaints, issue a summons under the appropriate ordinance.

If the township has a Dog at Large ordinance and the dog is contained, but you cannot locate the owner, have Township Animal Control contacted to impound the animal.

Minnesota Statute 346.50 says that the owner of any dog allowed to run at large without identification may be ticketed, regardless of any township ordinance regulating dogs at large.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Animal Control Procedures

Township Animal control shall be advised in a written report all action taken by the Deputy. (Records to forward a report).

347.1.5 FARM ANIMALS RUNNING AT LARGE

Contact township ACO. If no ACO deputy can:

- Contact complainant and determine if the farm animal has caused damage and if the complainant has detained the stray animal(s). If time allows, Deputies may conduct an investigation and document damage caused by stray farm animals. Time or priority of calls may not permit an investigation but in any case, Deputies will explain to the complainant the case is civil in nature and refer complainant to the procedure set forth by law in Minn. Stat § 346.01 through 346.11.

347.1.6 ANIMAL BITES TO HUMANS

Deputies shall obtain as much information as possible for forwarding to the ACO for follow-up. Deputies shall instruct the owner of a biting animal that is a pet, farm animal or domesticated wild animal that, if contacted, to keep the animal confined on the property until contacted by the ACO. If the animal is a stray, every reasonable effort shall be made to capture and impound the animal immediately.

The following actions and enforcement by local animal control and deputies are required when an animal bites a human (Minn. Stat. § 1705.1152):

- If a pet animal bites a human, the pet must be confined and observed for signs suggestive of rabies for 10 days or euthanized and tested for rabies. If at any time during the 10-day observation the animal dies, it must be tested for rabies. If the animal shows signs suggestive of rabies, it must be euthanized and tested for rabies.

Stray or unwanted pet animals may be euthanized after a five-day holding period and, if euthanized, must be tested for rabies. If, after consultation with a board or public health official, a veterinarian requests a rabies test in writing, a stray or unwanted animal must be euthanized and tested during the five-day period.

If a farm animal bites a human, it must be evaluated on an individual basis by a veterinarian. If it is normal, it may be confined for 14 days. If it exhibits unusual behavior, it must be euthanized and tested for rabies.

If a wild animal, domesticated wild animal or hybrid animal bites a human, the wild animal, if available, must be euthanized and tested for rabies. Domesticated wild or hybrid animals must be euthanized and tested for rabies, except that the animal may be exempted from testing if a veterinarian determines that the animal shows no signs of rabies, if the local authority, the state public health veterinarian, and the executive director of the Board of Animal Health agree, and the person bitten receives the post-exposure vaccination regimen. An exempt animal must be quarantined until completion of the post-exposure vaccination regimen.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Animal Control Procedures

A lagomorph, small rodent or insectivore that has bitten a human should not be tested unless recommended by the Board of Animal Health or the Minnesota Department of Health.

347.1.7 PUBLIC NUISANCE CALLS RELATING TO ANIMALS

Deputies shall obtain and forward to the ACO as much information as possible regarding the nature of the complaint, the complaining person, owner information (if possible) and location of problem. Deputies will also document any actions taken, citation(s) issued and related report numbers.

In the event responding deputies cannot fulfill urgent requests for service because the animal is difficult or dangerous to handle, the ACO shall may be called to handle.

347.1.8 DECEASED ANIMALS

Deceased animals on public property will be removed if deemed as a traffic hazard. Information shall be forwarded to the appropriate government entity for removal of the animal. i.e. MN DPS, Beltrami County Highway Dept., Township officials.

347.1.9 INJURED ANIMALS

When any injured domesticated animal is brought to the attention of a member of this agency, all reasonable attempts shall be made to contact the owner or responsible handler. For Townships that have an ACO and the owner or responsible handler cannot be located and the animal is not an immediate danger to the community, it shall be taken to a doctor of veterinary medicine as described below.

For Townships with an ACO. During normal business hours, the animal should be taken to the authorized veterinary care clinic. If after normal business hours, the animal should be taken to the authorized veterinary emergency services clinic.

The only exception to the above is when the animal is an immediate danger to the community or the owner of the animal is identified and takes responsibility for the injured animal.

When it is necessary to kill a seriously injured or dangerous animal the Shooting Policy shall be followed. The decision to dispose of a seriously injured animal will rest with the on duty Shift Sergeant.

Certain injured wildlife should be referred to a MN Conservation Officer.

When handling dead or injured animals, the ACO or Deputy Sheriff shall attempt to identify and notify the owner of the final disposition of the animal.

Each incident shall be documented, at minimum, to include the name of the reporting party and the veterinary hospital and/or person to whom the animal is released. If the ACO is off-duty, the information will be forwarded for follow-up.

347.1.10 CITATIONS

It should be at the discretion of the handling deputy or the field supervisor as to the need for, or advisability of, the issuance of a citation for a violation.

Volunteer Program

348.1 PURPOSE AND SCOPE

It is the policy of this office to use qualified volunteers for specified tasks and duties in order to create efficiencies for the Office and improve services to the community. Volunteers are intended to supplement and support, rather than supplant, licensed deputies and civilian personnel. Volunteers can be an important part of any organization and have proven to be a valuable asset to law enforcement agencies. Volunteers help to increase office responsiveness, delivery of services and information input, and provide new program opportunities. In addition, volunteers bring new skills and expertise to the Office and prompt new enthusiasm.

348.1.1 DEFINITION OF VOLUNTEER

An individual who performs a service for the Office without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, unpaid deputies, interns, persons providing administrative support and youth involved in a law enforcement Explorer Post, among others.

348.1.2 VOLUNTEER ELIGIBILITY

Requirements for participation as an Beltrami County Sheriff's Office volunteer include:

- (a) Residency in the County of Beltrami.
- (b) At least 18 years of age for all positions other than Explorer.
- (c) At least 14 years of age for Explorer.
- (d) A valid driver's license if the position requires vehicle operation.
- (e) Liability insurance for any personally owned equipment, vehicles or horses utilized during volunteer work.
- (f) No conviction of a felony, any crime of a sexual nature, any crime related to assault, any crime related to dishonesty, or any crime related to impersonating a law enforcement officer.
- (g) No conviction of a misdemeanor or gross misdemeanor crime within the past 10 years, excluding petty misdemeanor traffic offenses.
- (h) The applicant must not have any mental illness or chemical dependency condition that may adversely affects the person's ability to serve in the position.
- (i) Physical requirements reasonably appropriate to the assignment.
- (j) A personal background history and character suitable for a person representing the Office, as validated by a background investigation.

The Sheriff may apply exceptions for eligibility based on organizational needs and the qualification of the individual.

Volunteer Program

348.2 VOLUNTEER MANAGEMENT

348.2.1 VOLUNTEER COORDINATOR

The function of the Volunteer Coordinator is to provide a central coordinating point for effective volunteer management within the Office, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator or designee shall be responsible for the following:

- (a) Recruiting, selecting and training qualified volunteers for various positions.
- (b) Maintaining records for each volunteer.
- (c) Tracking and evaluating the contribution of volunteers.
- (d) Maintaining the volunteer handbook and outlining expectations, policies and responsibilities for all volunteers.
- (e) Maintaining a record of volunteer schedules and work hours.
- (f) Completion and dissemination as appropriate of all necessary paperwork and information.
- (g) Planning periodic recognition events.
- (h) Administering discipline when warranted.
- (i) Maintaining liaison with other volunteer-utilizing programs in the community and assisting in community-wide efforts to recognize and promote volunteering.

348.2.2 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis in accordance with office policy on equal opportunity nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist the Office in serving the public.

Requests for volunteers should be submitted in writing by interested staff to the Volunteer Coordinator through the requester's immediate supervisor. A complete position description and a requested time frame should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The Volunteer Coordinator may withhold assignment of any volunteer until such time as the requesting unit is prepared to make effective use of volunteer resources.

348.2.3 SCREENING

All prospective volunteers should complete the volunteer application form. The Volunteer Coordinator or designee should conduct a face-to-face interview with the applicant.

A documented background investigation shall be completed on each volunteer applicant and shall include, but not necessarily be limited to, the following:

- (a) Traffic and criminal background check

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Volunteer Program

(b) Employment

(c) References

A volunteer whose assignment requires the use of, access to or places him/her in the vicinity of criminal histories, investigative files or information portals, shall require submission of prints and clearance through the Bureau of Criminal Apprehension (BCA).

348.2.4 SELECTION AND PLACEMENT

Service as a volunteer shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the Office, who will normally be the Volunteer Program Manager. No volunteer should begin performance of any position until he/she has been officially accepted for that position and completed all necessary screening and paperwork. At the time of final acceptance, each volunteer should complete all necessary enrollment paperwork and will receive a copy of the job description and agreement of service with the Office. All volunteers shall receive a copy of the volunteer handbook and shall be required to sign a volunteer agreement.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Office.

348.2.5 EMPLOYEES WORKING AS DEPUTIES

Qualified employees of this office, when authorized, may also serve as reserve deputies. However, the Office must not utilize the services of a or volunteer in such a way that it would violate employment laws or labor agreements (Example: a detention deputy working as a deputy for reduced or no pay). Therefore, the Coordinator should consult the Department of Human Resources prior to an employee serving in a volunteer capacity (29 CFR 553.30).

348.2.6 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the office, personnel, policies and procedures that have a direct impact on their work assignment.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator.

Depending on the assignment, Training may include:

- (a) Role of the volunteer.
- (b) Office policies.
- (c) Training specific to the procedure manual for the volunteer position.
- (d) Discrimination and harassment training.
- (e) CPR/first aid.
- (f) CERT/Citizens Emergency Response Training.

Volunteer Program

- (g) Search and rescue techniques.
- (h) Scenario-based searching methods.
- (i) Evidence preservation.
- (j) Basic traffic direction and control.
- (k) Roadway incursion safety.
- (l) Self-defense techniques.
- (m) Vehicle operations, including specialized vehicles.
- (n) Horsemanship.

Pursuant to Minn. Stat. § 626.8466, the Office may establish training, licensing and continuing education requirements for its reserve deputies.

Training should reinforce to volunteers that they should not intentionally represent themselves as, or by omission infer that they are licensed officers or other full-time members of the Office. They shall always represent themselves as volunteers.

All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Office. Whenever a rule, regulation or guideline in this manual refers to a licensed deputy, it shall also apply to a volunteer unless by its nature it is inapplicable.

348.2.7 FITNESS FOR DUTY

No volunteer shall report to work or be on-duty when his/her judgment or physical condition has been impaired by alcohol, medication, other substances, illness or injury.

Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

- (a) Driver's license
- (b) Medical condition
- (c) Arrests
- (d) Criminal investigations
- (e) All law enforcement contacts

All volunteers shall adhere to the guidelines set forth by this office regarding drug and alcohol use.

348.2.8 DRESS CODE

As representatives of the Office, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Volunteer Program

Volunteers shall conform to approved dress consistent with their duty assignment. Uniforms authorized for volunteers should be readily distinguishable from those worn by licensed deputies. No volunteer shall wear his/her uniform or identifiable parts of that uniform while off-duty.

Volunteers shall be required to return any issued uniform or office property at the termination of service.

348.3 SUPERVISION OF VOLUNTEERS

Each volunteer who is accepted to a position with the Office must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as, and act as a supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a paid staff member.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Following are some considerations to keep in mind while supervising volunteers:

- (a) Take the time to introduce volunteers to employees on all levels.
- (b) Ensure volunteers have work space and necessary office supplies.
- (c) Make sure the work is challenging. Do not hesitate to give them an assignment or task that will tap these valuable resources.

348.4 DATA PRACTICES

With appropriate security clearance, volunteers may have access to private and confidential information, such as criminal histories or investigative files. Unless otherwise directed by a supervisor, the duties of the position or office policy, all information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by office policy and supervisory personnel.

Each volunteer will receive training in data practices and be required to sign a nondisclosure agreement before being given an assignment with the Office. Subsequent unauthorized disclosure of any private or confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Office, or maintain that they represent the Office in such matters without permission from the proper office personnel.

Volunteer Program

348.5 PROPERTY AND EQUIPMENT

Volunteers will be issued an identification card that must be worn at all times while on-duty. Any fixed and portable equipment issued by the Office shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Office and shall be returned at the termination of service.

348.5.1 VEHICLE USE

Volunteers assigned to duties such as vacation house checks or other assignments that require the use of a vehicle must first complete the following:

- (a) A driving safety briefing.
- (b) Verification that the volunteer possesses a valid driver's license.
- (c) Verification that the volunteer carries current vehicle insurance.

The Volunteer Coordinator should ensure that all volunteers receive safety briefing updates and license and insurance verification at least once a year.

When operating a Office vehicle, volunteers shall obey all rules of the road, including seat belt requirements.

Volunteers should not operate a marked patrol car unless there is a prominently placed sign indicating that it is out of service and is being operated for maintenance purposes only; that it is operated during a POST-approved skills course; that it is being used to transport prisoners or equipment; or is being used to provide supplementary assistance under the direction of an on-duty licensed deputy (Minn. Stat. § 169.98 Subd. 1b). Volunteers are not authorized to operate a Office vehicle under emergency conditions (lights and siren).

348.5.2 RADIO AND MDC USAGE

Volunteers shall successfully complete state and federal database access training and radio procedures training prior to using the law enforcement radio or MDT and shall comply with all related provisions. The Volunteer Coordinator should ensure that radio and database access training is provided for volunteers whenever necessary.

348.6 DISCIPLINARY PROCEDURES/TERMINATION

A volunteer may be removed from the volunteer program at the discretion of the Sheriff or the Volunteer Coordinator. Volunteers shall have no property interests in their continued appointment.

Volunteers may resign from volunteer service with this office at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

348.6.1 EXIT INTERVIEWS

Exit interviews, where possible, should be conducted with volunteers who are leaving their positions. The interview should ascertain why the volunteer is leaving the position and solicit the

Volunteer Program

volunteer's suggestions on improving the position. When appropriate, the interview should also include a discussion on the possibility of involvement in some other capacity with the Office.

348.7 EVALUATION

An evaluation of the overall volunteer program will be conducted on an annual basis by the Volunteer Coordinator. Regular evaluations should be conducted with volunteers to ensure the best use of human resources available, to ensure personnel problems can be identified and dealt with promptly and fairly and to ensure optimum job satisfaction on the part of volunteers.

348.8 EMERGENCY CALL-OUT FOR VOLUNTEER PERSONNEL

The Volunteer Coordinator shall develop a plan outlining an emergency call-out procedure for volunteer personnel.

Internship Program

349.1 PURPOSE AND SCOPE

It is the mission of the Beltrami County Sheriff's Office Intern Program to educate and involve students in sheriff operations, to interest them in potential Law Enforcement careers, to build mutual understanding between the student population and sheriff's office and to develop interns as well-rounded, law abiding individuals.

The education aspect provides knowledge of law enforcement function in the community and university. The intern program offers the exposure and training necessary to facilitate successful entry into the law enforcement profession; furthermore, law enforcement interning seeks to instill a desire in its members to demonstrate law abiding habits, attitudes and practices as contributing citizens of our community.

349.1.1 THE INTERNSHIP PROGRAM/GOALS AND OBJECTIVES

- **Goals:**
 - To provide an opportunity for students to experience the routine and unique aspects of law enforcement.
 - To allow students to apply their academic experience in a professional field setting, while exploring a possible career choice.
 - To provide the Beltrami County Sheriff's Office an opportunity to partner with the area academic institutions to better serve the community and its citizen's.
- **Objectives:**
 - To build student understanding and awareness of law enforcement problems and objectives, while developing police/student relationships.
 - To provide the opportunity to broaden the student's understanding and firsthand knowledge of the challenges and job skills that make up the community's police service.
 - To provide the Law Enforcement community an opportunity for further investments in its own future by strengthening relationships with students having a strong interest in law enforcement as a career.

349.2 THE INTERN CANDIDATES

To be considered as a candidate for the Sheriff's Office Internship Program, the following criteria must be met:

Student is currently enrolled (in good standing) in a criminal justice or related program at an accredited college, university, or vocational/technical school; or

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Internship Program

Student is close to completing her/his academic requirements for POST, but has not yet been hired as a sworn police officer.

Student has an accumulated GPA of 2.5 or higher (student will be require to provide a current copy of their transcript during the application process.)

Student will successfully complete a background check

- Law Enforcement Center Records
- NCIC
- BCA
- Driver's License
- Warrants
- Local Jurisdiction

349.3 THE APPLICATION PROCESS

The following procedure will be followed in the selection of successful intern applicants:

- Intern candidates must complete a written application.
- Intern candidates must sign all required background release forms.
- Intern candidates must complete an interview process.
- Intern candidate must commit to the internship program schedule and requirements.

The Sheriff will provide final approval for accepting any interns into the Sheriff's Office Internship Program after the above process has been completed.

349.4 THE INTERNSHIP SCHEDULE

Interns will be required to participate on day shift, night shift and weekends. Interns will receive a tentative schedule describing work hours and assignments. The hours required to complete the internship program will be coordinated with the academic institution the student is attending. The intern schedule will be approved by the Office Program Coordinator.

349.5 INTERN EXPECTATIONS (COMMITMENT, CONDUCT AND DRESS)

349.5.1 COMMITMENT

Successful interns must make a commitment to both the prearranged schedule and scheduled hours of internship program participation. The internship schedule will mirror an actual workplace schedule. Attendance is expected at each and every scheduled time block. Any exception or emergencies must receive prior approval. This is a critical component of the internship experience and will be monitored closely. Successful interns will complete all requirements set forth by both their perspective academic institutions and the Beltrami County Sheriff's Office.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Internship Program

349.5.2 CONDUCT

All interns involved in the Sheriff's Office Internship program will be required to use good judgment concerning situations both while involved in intern activities and in the private lives. Interns will not represent themselves in any manner as a sworn Deputy of the Sheriff's Office. All interns involved in any internship activity while participating in the Office internship program will follow the same code of conduct and the same code of ethics that the Beltrami County Sheriff's Office Deputies follow. No intern shall release, convey or communicate in any manner any confidential law enforcement information to any party or person outside of the Sheriff's Office, further including but not limited to, spouses, friends, and relatives, etc. All interns will keep in strict confidence any and all information, details, identities, and etc, of any and activities and/or persons they are exposed to during the internship program. Interns will have access to private data throughout their internship programs, and this data must be protected and not disseminated in any manner at any time outside of the law enforcement experience. This is imperative, and will be closely monitored. If at any time this confidence is violated, the internship for that student will be "terminated" immediately. Interns will not carry weapons while serving in the Sheriff's Office Internship Program. Interns will be subject to discipline as per Sheriff's Office procedures and regulations.

349.5.3 DRESS

All interns shall be neat in appearance and well groomed while participating in any and all internship program activities. Every intern's manner of dress and demeanor must be professional at all times. The only exceptions will be planned occasions when interns are involved in special assignments that require unconventional dress and demeanor. Interns will wear designated uniforms and will be expected to provide their own footwear (black shoes or boots, dark brown pants as approved, and belt.)

349.6 SUCCESSFUL/UNSUCCESSFUL INTERNSHIPS

Interns will be monitored and assessed regularly. Anything detrimental to a successful internship program will be communicated to the intern immediately. Depending on the circumstances, communication will be made through the Internship Supervisor or another officer. In each case, a decision will be made concerning communicating the issue to the intern's academic institution.

Native American Graves Protection and Repatriation

350.1 PURPOSE AND SCOPE

This policy is intended ensure the protection and security of ancient or historic grave sites, including notification of personnel responsible for cultural items, in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) (25 USC § 3001 et seq.).

350.1.1 DEFINITIONS

Definitions related to this policy include (43 CFR 10.2):

Funerary objects and associated funerary objects - Objects that, as part of the death rite or ceremony of a culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains, or that were made exclusively for burial purposes or to contain human remains.

Native American human remains - The physical remains of the body of a person of Native American ancestry.

Objects of cultural patrimony - Objects having ongoing historical, traditional or cultural importance that is central to the Native American group or culture itself and therefore cannot be appropriated or conveyed by any individual, including members of the Native American group or Native Hawaiian organization. Such objects must have been considered inalienable by the Native American group at the time the object was separated from the group.

Sacred objects - Specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions.

350.2 POLICY

It is the policy of the Beltrami County Sheriff's Office that the protection of Native American human remains, funerary objects, associated funerary objects, sacred objects or objects of cultural patrimony is the responsibility of all members. Such protection includes minimizing destruction, contamination, inadvertent disruption or complicated custody transfer processes.

350.3 COMPLIANCE WITH THE NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT

Upon discovery or arrival upon a scene where it reasonably appears that a Native American grave, human remains, funerary objects, associated funerary objects, sacred objects or objects of cultural patrimony are exposed or otherwise unsecured, members shall secure the site in the same manner as a crime scene. All activity at the scene, other than scene preservation activity, must cease (43 CFR 10.4).

No photography or video recording may be permitted by the media or any group or individual who may wish to exhibit the remains.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Native American Graves Protection and Repatriation

Without delay, the appropriate agency or group shall be notified to respond and take control of the scene. These include the following (43 CFR 10.4):

- Federal land - Appropriate agency at the U.S. Department of the Interior.
- State land - State archaeologist (Minn. Stat. § 307.08, Subd. 7)
- Tribal land - Responsible Indian tribal official.

350.4 EVIDENCE AND PROPERTY

If the location has been investigated as a possible homicide scene prior to identification as a NAGPRA site, investigators shall work with other appropriate agencies and individuals to ensure the proper transfer and repatriation of any material collected. Members shall ensure that any remains or artifacts located at the site are expediently processed (43 CFR 10.6).

350.5 BURIAL GROUNDS

All human burials, human remains and human burial grounds shall be afforded equal treatment and respect for human dignity, regardless of ethnic origins, cultural backgrounds or religious affiliations (Minn. Stat. § 307.08, Subd. 1).

This office shall cooperate with other government agencies, the Minnesota Office of the State Archaeologist and the Minnesota Indian Affairs Council to carry out any provisions of state law (Minn. Stat. § 307.08, Subd. 9).

Leech Lake Tribal Court Civil/Regulatory Violations

351.1 PURPOSE AND SCOPE

It is the policy of the Sheriff's Office to charge members of the Minnesota Chippewa Tribe who commit civil regulatory offenses covered by tribal law with-in the boundaries of the Leech Lake Tribal Reservation as required by law.

351.2 PROCEDURE

Following the apprehension or arrest of a person within the boundaries of the Leech Lake Tribal Reservation, who identifies himself as a member of the Minnesota Chippewa Tribe, for an alleged violation of a civil/ regulatory offense, the arresting officer shall charge that case in the Leech Lake Tribal Court instead of District Court.

- (a) Officers who stop or detain persons for civil regulatory offenses (as outlined below) while with-in the boundaries of the Leech Lake Tribal Reservation shall inquire if that person is enrolled as a member of the Minnesota Chippewa Tribe. In any instance where Membership to the Minnesota Chippewa Tribe is claimed by a citizen, and the offense occurred within the Leech Lake Tribal reservation Boundaries, and the violation is Civil/ Regulatory in nature, that case shall be referred to the Leech Lake Tribal Court.
- (b) If that person states they are so enrolled the officer shall ask that person to produce a tribal ID and make note in the report which tribe the person belongs to. If the person cannot produce a tribal ID but claims membership in one of the Minnesota Chippewa Tribes, the officer shall make note of the statement in the report and proceed with filing charges in tribal court.
- (c) Any Civil/ Regulatory Offense is chargeable in Tribal Court including DNR regulation violation, Boat Safety Violations, etc.

351.2.1 OFFENSES COVERED BY LEECH LAKE TRIBAL LAW

Note- This is not an all inclusive list of violations. Any violation that is civil/ regulatory in nature should be charged in Tribal Court.

- **Leech Lake Tribal Codes (Traffic Only)**
 - Speed Ch200.208.A3
 - MV Registration Ch200.213.A&B
 - MV Insurance Ch200.214.A
 - No Proof of Insurance Ch200.214.C
 - No Driver's License Ch.200.215.A

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Leech Lake Tribal Court Civil/Regulatory Violations

- o Drive After Susp/Revoc. Ch.200.215.C
- o Seat Belt Ch.200.216.A
- o Child Restraint Ch200.216.B
- o Stop Sign or Light Ch.200.217.A
- o Fail to Yield Ch200.217.B
- o Fail to Yield (Emergency Vehicle) Ch200.217.C
- o Stop Arm Ch200.217.D
- o Fail to Comply/Obstruction Ch200.202
- o Defacement/Removal of Signs Ch200.203
- o Unreasonable Acceleration Ch200.220
- o Leave Scene of Acc. (injury) Ch200.204.A.1
- o Leave Scene of Acc. (no injury) Ch200.204.A.2
- o Fail to provide info/assistance Ch200.204.B
- o Leave Scene of collision/unattended vehicle Ch200.204.C
- o Fail to report Acc. (prop damage, injury) Ch.200.204.D
- o Open Bottle / Consume Ch200.205.A
- o Open Bottle / Allow Ch200.205.C
- o Careless Driving Ch200.206
- o Reckless Driving Ch200.207
- o Littering Ch200.211
- o Impeding Traffic Ch200.209
- o Follow to Close Ch200.217.H
- o Head Lights on Ch200.217.I
- o Fail to Signal Ch200.217.J
- o Muffler Ch200.217.K

Charges will be filed with:

- **Leech Lake Tribal Court Administration**
 - o **Mailing Address:** 115 Sixth Street NW, Suite E, Cass Lake, MN 56633
 - o **Physical Address:** Leech Lake Facilities Center, 16126 John Moose Dr. NW, Cass Lake, MN 56633

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Leech Lake Tribal Court Civil/Regulatory Violations

- **Telephone:** (218)335-4418 / (218)335-3682 FAX: (218)335-3685

Traffic court hearings are held at 1:00 p.m. every Tuesday of the month, except holidays

Off-Duty Law Enforcement Actions

352.1 PURPOSE AND SCOPE

The decision to become involved in a law enforcement action when off-duty can place a deputy as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for deputies of the Beltrami County Sheriff's Office with respect taking law enforcement action while off-duty.

352.2 POLICY

Deputies generally should not initiate law enforcement action while off-duty. Deputies should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

When the safety of the public or the prevention of major property damage requires immediate action, deputies should first consider reporting and monitoring the activity and only take direct action as a last resort.

Deputies are not expected to place themselves in unreasonable peril. However, any licensed member of this office who becomes aware of an incident or circumstance that the member reasonably believes would justify the use of deadly force or result in significant property damage may take reasonable action to minimize or eliminate the threat. See the Use of Force Policy for additional guidance.

352.3 FIREARMS

Deputies of this office may carry firearms while off-duty in accordance with federal regulations, state law and office policy. All firearms and ammunition must meet guidelines as described in the Firearms Policy. When carrying firearms while off-duty, deputies shall also carry their office-issued badge and identification.

Deputies should refrain from carrying firearms when the consumption of alcohol is likely or when the need to carry a firearm is outweighed by safety considerations. Firearms shall not be carried by any deputy who has consumed an amount of an alcoholic beverage or taken any drugs that would tend to adversely affect the deputy's senses or judgment.

352.4 DECISION TO INTERVENE

There is no legal requirement for off-duty deputies to take law enforcement action. However, should deputies decide to intervene, they must evaluate whether the action is necessary or desirable and should take into consideration:

- (a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.
- (b) The inability to communicate with responding units.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Off-Duty Law Enforcement Actions

- (c) The lack of equipment, such as handcuffs, Oleoresin Capsicum (OC) spray or a baton.
- (d) The lack of cover.
- (e) The potential for increased risk to bystanders if the off-duty deputy were to intervene.
- (f) Unfamiliarity with the surroundings.
- (g) The potential for the off-duty deputy to be misidentified by other peace officers or members of the public.

Deputies should consider waiting for on-duty uniformed deputies to arrive and gather as much accurate intelligence as possible instead of immediately intervening.

352.4.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary, the deputy should attempt to call or have someone else call 9-1-1 to request immediate assistance. The operator should be informed that an off-duty deputy is on-scene and should be provided a description of the deputy if reasonably possible.

Whenever reasonably practicable, the deputy should loudly and repeatedly identify him/herself as an Beltrami County Sheriff's Office deputy until acknowledged. Official identification should also be displayed.

352.4.2 INCIDENTS OF PERSONAL INTEREST

Deputies should refrain from handling incidents of personal interest (e.g., family or neighbor disputes) and should remain neutral. In such circumstances, deputies should call the responsible agency to handle the matter.

352.4.3 NON-LICENSED RESPONSIBILITIES

Non-licensed personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and reasonably practicable.

352.4.4 OTHER CONSIDERATIONS

When encountering a non-uniformed deputy in public, uniformed deputies should wait for acknowledgement by the non-uniformed deputy in case he/she needs to maintain an undercover capability.

352.5 REPORTING

Any deputy, prior to taking any off-duty law enforcement action, shall notify and receive approval of an Beltrami County Sheriff's Office supervisor (or other applicable enforcement authority if acting outside the jurisdiction of the Beltrami County Sheriff's Office). The Shift Sergeant shall determine whether a report should be filed by the employee.

Deputies should cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate.

Red Lake Reservation - Enforcement

353.1 PURPOSE AND SCOPE

Members of Red Lake Reservation are entitled to the same protection afforded all other citizens of Beltrami County, the State of Minnesota and the United States. The Sheriff's Office also recognizes the public safety responsibilities and liabilities of failing to apprehend offenders who have fled to the reservation for the purposes of evading arrest and prosecution. The Sheriff's Office recognizes that Red Lake members who are present upon the Red Lake Reservation and commit a crime do not fall under the jurisdiction of the state of Minnesota.

This policy is meant to clarify the authority of Beltrami County Sheriff's Office Deputies who are involved in the apprehension or investigation of members of the Red Lake Band who have committed crimes or offenses while off the reservation.

353.2 PURSUITS FROM BELTRAMI COUNTY TO THE RED LAKE RESERVATION BY BELTRAMI COUNTY DEPUTIES

Beltrami County Sheriff's Deputies who are pursuing a vehicle from Beltrami County onto the Red Lake Reservation may continue that pursuit and apprehend the individuals on the Reservation.

- (a) Officers shall immediately notify the Red Lake Tribal Police of the pursuit and yield the primary pursuit position to a responding Red Lake Police unit.
- (b) When offender is apprehended, he/she **may** be taken into custody and removed from the Reservation whether they are Native American or not Native American.
- (c) If there are pending criminal charges by the Red Lake authorities, the offender shall be identified, interviewed, and left in the custody of Red Lake Tribal authorities to be returned to Beltrami County upon conclusion of the tribal offenses.

Beltrami County Deputies shall submit all reports of the incident to the Red Lake Police Department. Beltrami County Deputies are also bound by all other sheriff's office policies pertaining to pursuits.

353.3 PURSUITS FROM THE RED LAKE RESERVATION TO BELTRAMI COUNTY BY RED LAKE TRIBAL POLICE OFFICERS

Red Lake Tribal Police Officers who are pursuing a vehicle from the Reservation to Beltrami County may follow the same procedure by pursuing the offender's vehicle off the Reservation until such time as Beltrami County Officers can assume the primary pursuit position. At that time, Red Lake pursuit vehicles shall yield that position to Beltrami County.

- (a) If the offender is Native American, Red Lake authorities will take offender into custody and transport to the Reservation unless the Beltrami County authorities have charges against the offender. In that case, the offender shall be held by Beltrami County until prosecution of those charges is complete and then returned to the Red Lake Tribal authorities.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Red Lake Reservation - Enforcement

- (b) If the offender is not Native American, the Red Lake Officer then may make the arrest pursuant to 629.37, 629.38, and 629.39, arrests by a private person. Once that arrest is made, Beltrami County authorities will take custody of the offender.

Red Lake Law Enforcement should submit all reports to the Beltrami County Sheriff's Office and Beltrami County Attorney's Office for review and prosecution.

353.4 CRIMINAL INVESTIGATIONS BY BELTRAMI COUNTY DEPUTIES INVOLVING RED LAKE RESERVATION RESIDENTS

When Beltrami County Sheriff's Office members are conducting an investigation involving Red Lake band members who reside on the Red Lake Reservation, the Beltrami County Sheriff's deputies will contact Red Lake Tribal Police and explain the situation to a police officer or investigator and request assistance conducting the interviews or follow up investigation on the reservation.

When search warrants are required, the Beltrami County Sheriff's members will provide probable cause affidavits to members of the Red Lake Tribal Police or provide the probable cause information to facilitate the affidavit for the Red Lake Tribal Police Officer.

353.5 CRIMINAL INVESTIGATIONS BY RED LAKE TRIBAL POLICE INVOLVING SUBJECTS OR WITNESSES WHO RESIDE OFF RESERVATION IN BELTRAMI COUNTY

Investigations being conducted by Red Lake Tribal Police members that involve subjects or witnesses who reside off the Red Lake Reservation in Beltrami County will be assisted by members of the Beltrami County Sheriff's Office.

Red Lake Tribal Police should contact Beltrami County Sheriff's Office and will be assigned a deputy or investigator to assist with their investigation.

If called for, Beltrami County Deputies will prepare and execute search warrants in furtherance of the Red Lake Police Investigation.

Beltrami County Sheriff's Office will seize evidence and submit all reports to the Red Lake Tribal Police.

353.6 CHARGES OF NON NATIVE AMERICAN PERSONS ON THE RESERVATION BY TRIBAL POLICE

If a Tribal Police Officer observes a violation of law by a non Native American on the Reservation, they may stop the offender, obtain all pertinent information, and submit a report outlining the circumstances of the incident to the Beltrami County Sheriff's Office.

This report shall be reviewed by a sergeant, and at that time the sergeant shall determine if:

- A citation should be issued
- Further investigation is needed
- Submit to the County Attorney for review or charges

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Red Lake Reservation - Enforcement

353.7 EMERGENCY LAW ENFORCEMENT ASSISTANCE

Beltrami County Sheriff's Office will assist Red Lake in the form of mutual aid during emergency situations when that assistance is requested by Red Lake Tribal Police.

353.8 ENTRY ONTO THE RED LAKE RESERVATION BY DEPUTIES

Whenever a Deputy enters the Red Lake Reservation for any reason, dispatch should notify Red lake Tribal Police that a Beltrami County Deputy is entering the reservation.

Members of the Task Forces are exempt from this requirement if operational security needs exist.

Boat and Water Safety Program

354.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for Deputies assigned or responding to water related incident and to regulate the use of public water resources within Beltrami County

354.1.1 DUTIES

The following are specific duties required of Deputies assigned to the Beltrami County Sheriff's Office water patrol:

- (a) Patrol waters of the Beltrami County enforcing Minnesota Statutes and Commissioner of natural Resources rules, and Beltrami County Ordinances relating to the Boat and Water Safety, game and fish laws under authority of Minnesota Statute § 86B.801
- (b) Mark navigable waters with buoys or markers, hazards to watercraft navigation or them. Minnesota Statute § 86B.105 & §86B.111
- (c) Supervise all search, rescue and recovery operations with the water of Beltrami County, both open water and ice covered.
- (d) Maintain a team of rescue/recovery divers, a combination of paid Deputies and volunteer personnel. Minnesota Statute §86B.105.
- (e) Inspect for safe condition all rental and lease, and for hire watercraft with Beltrami County. Minnesota Statute §86B.105 and Minnesota Rules 6110.1100 (a-g).
- (f) Inspect permits for hazards to navigation i.e. swing rafts, towers, mooring buoy and swimming areas. Minnesota Statute §86B.111 and all events on waters of Beltrami County.
- (g) Investigate and make report to the Commissioner of natural Resources on all watercraft accidents, water related incidents and drowning within Beltrami County. Minnesota Statute §86B.105.
- (h) Properly maintain all watercraft and vehicles assigned to Boat and Water Patrol.
- (i) Maintain a working knowledge of the water conditions of Beltrami County, of the depths of lakes, streams, currents, access points and available equipment whether it be private or a support agency i.e. rescue, fire, EMS.

354.1.2 WATERCRAFT OPERATION

Beltrami County Sheriff's Office personnel shall:

- (a) at all times use good judgment while in operation on the water.
- (b) when approaching another watercraft use slow or no wake speed from a down wind angle, taking into consideration the wind and wave conditions.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Boat and Water Safety Program

- (c) care should be taken not to bump into the other watercraft as to cause damage to either watercraft. Boat bumpers should be used to reduce damage.
- (d) care should be taken when reaching out to grasp onto a moving watercraft so as not to be injured between the watercraft.
- (e) personnel may choose to come along side each watercraft or if adverse conditions exist may verbally request the operator to show equipment.

354.1.3 PERSONAL FLOTATION DEVICES

The nature of our duties require us to be on or near the water. The Beltrami County Sheriff's Office is committed to supplying proper safety equipment for use by personnel. Personnel flotation devices (PFD's) are essential equipment for safety on the job. The Sheriff's Office requires that PFD's be worn at all times while on duty on the water.

When PFD's are worn they shall be zipped up and any safety straps fastened.

When a PFD's is not being worn it shall be stored with the zipper unzipped and the safety straps unfastened and placed in a storage compartment.

354.1.4 OTHER PROTECTIVE EQUIPMENT

Eye Protection:

- (a) During operation the watercraft operator should wear protective eye wear to prevent objects from hitting the eye and possibly causing an injury. Darkened lenses should be used during daytime hours to protect the eyes from UV rays and clear lenses shall be used during reduced light or dark conditions.
- (b) Skin protection is recommended to be used to protect from harmful UV rays. Re-application of the product should be conducted frequently to maintain protection. SPF (sun protection factor) rating of 30 or higher is recommended.

354.1.5 WATERCRAFT EMERGENCY RESPONSE

- (a) Any Deputy, when operating a watercraft in an emergency situation, shall operate in a safe, reasonable, and prudent manner. The operator of a Sheriff's Office watercraft, when responding to an emergency shall exercise judgment, and watercraft control with due regard to life and property in congested areas. When responding to an emergency in a watercraft, the Deputy shall maintain safe control of the watercraft and operate in such a manner so that the wash or wake of the patrol watercraft shall not threaten life or property.
- (b) any Deputy, when responding to a water related incident shall respond in a safe and expedient manner to the location of the water related incident.
- (c) Deputies shall not utilize red lights and siren unless warranted by the nature of any dispatched assignment, or when situations confront the deputy, that , in his/her best judgment, indicate the need for such use.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Boat and Water Safety Program

- (d) Only watercraft equipped with emergency lights shall be used as emergency vehicles.

354.1.6 CIVILIAN TRANSPORTATION

It is the policy of the Beltrami County Sheriff's office to ensure the safe transportation of citizens when necessary.

- (a) Deputies are responsible for the protection of citizens placed in their care, as well as citizens taken into custody.
- (b) Deputies shall always operate vehicles in a safe and prudent manner.
- (c) Citizens who are transported on a Sheriff's Office watercraft shall be required to wear a PFD and remain seated while underway.
- (d) Prisoners being transported on board a sheriff's Office watercraft shall be required to wear a PDF, remained seated and if practical, shall be handcuffed only in front, after a proper search for weapons.

354.1.7 WATERCRAFT TOWING

Beltrami County Deputies may be required to tow a disabled or impounded watercraft during the course of their duties. Whenever possible, Deputies should find an alternative to towing a watercraft. When towing, utmost care must be given to person property and the watercraft. A tow should only be made from on the lake to shore, not from a secure point on shore to another point on shore.

354.1.8 IMPOUNDING WATERCRAFT

The policy of the Beltrami County Sheriff's Office is to impound all watercraft, snowmobiles and all Terrain Vehicles (ATV's) abandoned upon public lands or waters that constitutes a hazard, is in need of safekeeping or is being held as for evidence preservation.

When not held as evidence Deputies should consider releasing the impounded item to a responsible persons at the scene, IF the defendant/owner authorizes that persons to take the unit.

Under no circumstances should a watercraft, snowmobile or ATV be impounded for punitive reasons.

354.1.9 CONDITIONS FOR IMPOUNDMENTS

When one or more of the following exists, the Deputy must consider the immediate alternatives to an impound. If none are readily available, the vehicle should be impounded:

- Traffic hazard/hazard to watercraft navigation
- Environmental hazard
- Preservation of evidence
- Safekeeping
- Unlawful parking (immediate hazards)

Boat and Water Safety Program

- Operator arrested
- Improper registration and/or not displayed
- Stolen property
- Abandoned
- Unsafe for further operation
- Accidents (serious personal injury or fatality)
- Request of another LE agency through TTY. The jurisdiction, ICR, and Officer assigned should accompany request.
- Other situations where appropriate

354.1.10 IMPOUNDMENT/INVENTORY FORM

When impounding a watercraft, the Deputy shall complete a vehicle report form as appropriate and complete an inventory of personal property within the watercraft.

354.1.11 TEMPORARY STRUCTURE PERMITS

The Beltrami County Sheriff's Office will maintain a program to issue permits for temporary structures and the process of inspecting the structures (Commissioners Orders 6110.1800) through the following guidelines:

- (a) All forms shall be completed in their entirety.
- (b) Upon successful completion of the application the Applicant will be issued a permit number.
- (c) The structure will be inspected for compliance for reflectors on all sides and its location to being a hazard to navigation and current.

354.1.12 WATER RELATED EVENTS

The Beltrami County Sheriff's Office issues permits for public events using the surface use of waters within Beltrami County. The events include:

- Fishing contests
- Races
- Business demonstrations of multiple watercraft

Consideration for the permit shall take into consideration, but not be limited to:

- Other traffic (watercraft, snowmobiles, other vehicles)
- Safety Conditions
- number of vehicles or persons on/in the water

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Boat and Water Safety Program

354.1.13 RENTAL WATERCRAFT INSPECTIONS

The Beltrami County Sheriff's Office will annually inspect all rental watercraft prior to or near the beginning of the rental season. Watercraft will be inspected for the following:

- General condition
- Structural soundness
- Registration
- Resort/Business markings
- Condition of oars
- Condition of transom
- Condition of all PFD's
- Condition of buoyancy Chambers

A copy of the inspection records will be given to the resort/business owner for any watercraft not meeting inspections guidelines and that are in need of repair prior to being eligible to be used as a rental watercraft. Original records of all watercraft inspections will be maintained the Beltrami County Sheriff's Office Records Management System.

354.1.14 ICE RESCUE

Every precaution shall be taken by the Deputy to insure adequate safety precautions. Personal physical condition, ice conditions, and the condition of the victim must be assessed. Use of support equipment (boat, hovercraft, ladders) should be a primary consideration for going into or onto the water/ice. The foremost concern of any rescue is rescuer safety. Any Deputy or support personnel on the ice or water's edge shall be wearing a PFD or a cold water exposure suit if necessary.

354.1.15 ANIMAL ICE RESCUE

Wild animal rescues are highly discouraged for rescuer safety. Extreme caution must be taken due to the excited condition of the animal as they do not understand the rescuers intentions. Consultation of a MN DNR Conservation Officer should be attempted.

Rescue of domestic animals (dog or cats) will be attempted. This is to prevent the animals' owners from attempting any rescue efforts on their own accord. Cold water/ice rescue resources should be used. Every precaution shall be taken by the Deputy to insure adequate safety precautions. The rescue will only be attempted if it appears that success is reasonably possible.

All-Terrain Vehicle Safety Program

355.1 PURPOSE AND SCOPE

It is the intent of this policy to provide sufficient training and operational procedures so that members of the Beltrami County sheriff's Office can safely operate any Beltrami County owned ATV.

355.1.1 DEFINITIONS

ATV is defined as an All-Terrain Vehicle, with an internal combustion engine, weighing less than 900 pounds and having three or more wheels.

355.1.2 REQUIRED SAFETY EQUIPMENT

All authorized personnel shall wear a protective DOT approved helmet while operating a Beltrami County Sheriff's Office approved ATV's except when the operator can reasonably articulate facts wearing a helmet would be detrimental to the assigned task.

Eye Protection shall be worn while operating a Beltrami County Sheriff's Office approved ATV's, except where the operator can reasonable articulate facts that warrant non-usage. A windshield that affords appreciable protection on the ATV does constitute eye protection.

Clothing shall be worn that is appropriate for the specific weather conditions. If the nature of the ATV use requires operation after dusk, reflective vest shall be worn unless the operator can reasonably articulate facts that wearing reflective clothing would be detrimental to the assigned task.

355.1.3 ATV USAGE

All authorized personnel shall operate Sheriff's Office approved ATV's in the safest manner and shall obey all laws of the State of Minnesota regarding ATV usage, unless, as allowed by Minnesota Statute , it is in the execution of a Peace officers duties and/or in the prevention of serious bodily harm or death or another person. any such exemptions shall be at the discretion of the individual Sheriff's Officer personnel that is in charge of the activity or scene. Such exemptions should be reported to a supervisor when feasible.

Riding with more than one person on an approved ATV is prohibited unless the ATV is designed to be operated with more than one persons or the operator can reasonably articulate facts that would constitute an exemption. Under no circumstances is more that one person allowed on an ATV, unless the ATV is designed to carry more than one person, on any paved roadway.

355.1.4 INJURY REPORTING

Anyone that is injured while operating , or as a result of the operation of an approved ATV, shall report the injury to their immediate supervisor and in accordance with the established first report of injury policy.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

All-Terrain Vehicle Safety Program

355.1.5 EQUIPMENT DAMAGE REPORTING

Any damage that is caused by or the result of the operation of an approved ATV shall be reported to a Supervisor as soon as practicable

Snowmobile Safety Education Program

356.1 PURPOSE AND SCOPE

The Beltrami County Sheriff's office, along with the Minnesota Department of Natural Resources is responsible for the patrol and enforcement of state and locals laws on the snowmobile trails and public lands in Beltrami county.

356.1.1 SNOWMOBILE OPERATION

The Beltrami County Sheriff's office currently has four snowmobiles available for patrol and rescue functions.

Prior to using a Sheriff's Office snowmobile all trained Deputies shall:

- (a) Make sure that they are familiar with the starting , stopping, and handling functions of that particular snowmobile.
- (b) Assure all trailer tie downs and trailer hitch pins are in place and properly secure to the tow vehicle.
- (c) Receive approval from the shift supervisor for snowmobile use if on normal shift, and not special snowmobile enforcement shift.
- (d) Make every effort to avoid areas of thin ice and open water.
- (e) Avoid crossing private property and park property not designated for snowmobiles, except when a situation confronts the Deputy that in their best judgment requires the need for operation in such areas.
- (f) Routinely advise the Beltrami County sheriff's Office Communications center with current location. Cold weather can effect a Deputies portable communication radio and battery, periodic communication will help insure equipment is working properly.
- (g) Record patrol hours on SSE Grant Time sheets. this applies to both snowmobile patrol enforcement as well as enforcement from a marked patrol vehicle. Grant time sheets will be competed and forwarded using normal time sheet policy.

356.1.2 SNOWMOBILE PATROL UNIFORM

Each Deputy patrolling on a snowmobile will wear issued or approved Sheriff's Office snowmobile gear. That gear shall consist of the following:

- High visibility external jacket or vest with Sheriff logo.
- Approved DOT helmet.
- External cold weather pants or bibs.
- Cold weather gloves
- Assigned duty handgun, two ammunition magazines, handcuffs and portable radio.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Snowmobile Safety Education Program

Deputies assigned to snowmobile safety enforcement may patrol from a marked squad car. Beltrami County Sheriff's Office duty uniform shall be worn in that situation.

356.1.3 SNOWMOBILE STORAGE

All Beltrami County Sheriff's Office snowmobiles will be stored as following during the seasonal use:

- Snowmobile and rescue toboggan will be stored secured on a trailer in the basement of the LEC.
- Shall be filled with premium grade fuel after any use.
- All others will be maintained and available for immediate use from the Sheriff's Office storage building at the Beltrami County Highway Department facilities

The Snowmobiles shall be maintained for emergency response readiness at all times. This shall require the scheduled inspection of the following equipment prior to use (if not emergency response):

- Oil levels checked and refilled after each use.
- Belts checked for wear and damage, with repair or replacement as needed.
- All lights and accessories.

At times the trailers and snowmobiles with need to be stored in the LEC basement garage for maintenance or thawing. It is the responsibility of the Deputy placing the equipment there to make arrangements for the removal of that equipment once the work or thawing is completed.

Office Use of Social Media

357.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Office is consistent with the office mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by office members (see the Employee Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this office (see the Investigation and Prosecution Policy).

357.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the office website or social networking services.

357.2 POLICY

The Beltrami County Sheriff's Office may use social media as a method of effectively informing the public about office services, issues, investigations and other relevant events.

Office members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

357.3 AUTHORIZED USERS

Only members authorized by the Sheriff or the authorized designee may utilize social media on behalf of the Office. Authorized members shall use only office-approved equipment during the normal course of duties to post and monitor office-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Sheriff may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over office social media by members who are not authorized to post should be made through the member's chain of command.

357.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the office mission and conforms to all office policies regarding the release of information may be posted.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Office Use of Social Media

Examples of appropriate content include:

- (a) Announcements.
- (b) Tips and information related to crime prevention.
- (c) Investigative requests for information.
- (d) Requests that ask the community to engage in projects that are relevant to the office mission.
- (e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.
- (f) Traffic information.
- (g) Press releases.
- (h) Recruitment of personnel.

357.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

357.5 PROHIBITED CONTENT

Content that is prohibited from posting includes, but is not limited to:

- (a) Content that is abusive, discriminatory, inflammatory or sexually explicit.
- (b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.
- (c) Any information that could compromise an ongoing investigation.
- (d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Beltrami County Sheriff's Office or its members.
- (e) Any information that could compromise the safety and security of office operations, members of the Office, victims, suspects or the public.
- (f) Any content posted for personal use.
- (g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this Office's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

357.5.1 PUBLIC POSTING PROHIBITED

Office social media sites shall be designed and maintained to prevent posting of content by the public.

The Office may provide a method for members of the public to contact office members directly.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Office Use of Social Media

357.6 MONITORING CONTENT

The Sheriff will appoint a supervisor to review, at least annually, the use of office social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

357.7 RETENTION OF RECORDS

The Administration Chief Deputy should work with the Custodian of Records to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

357.8 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on office sites.

Chapter 4 - Patrol Operations

Patrol Function

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the functions of the patrol unit of the Office to ensure intra-organization cooperation and information sharing.

400.1.1 FUNCTION

Deputies will generally patrol in clearly marked vehicles, patrol assigned jurisdictional areas of Beltrami County, respond to calls for assistance, act as a deterrent to crime, enforce state, local and, when authorized or empowered by agreement or statute, federal laws and respond to emergencies 24 hours per day, seven days per week.

Patrol will generally provide the following services within the limits of available resources:

- (a) Patrol that is directed at the prevention of criminal acts, traffic violations and collisions, the maintenance of public order and the discovery of hazardous situations or conditions.
- (b) Crime prevention activities, such as residential inspections, business inspections and community presentations.
- (c) Calls for service, both routine and emergency.
- (d) Investigation of both criminal and non-criminal acts.
- (e) The apprehension of criminal offenders.
- (f) Community Oriented Policing and problem-solving activities, such as citizen assists and individual citizen contacts of a positive nature.
- (g) The sharing of information between the Patrol and other division within the Office, as well as other government agencies.
- (h) The application of resources to specific problems or situations within the community that may be improved or resolved by Community Oriented Policing and problem-solving strategies.
- (i) Traffic direction and control.

400.1.2 TERRORISM

It is the goal of the Beltrami County Sheriff's Office to make every reasonable effort to accurately and appropriately gather and report any information that may relate to either foreign or domestic terrorism. Deputies should advise a supervisor as soon as practicable of any activity believed to be terrorism related and should document such incidents with a written report or Field Interview (FI). The supervisor should ensure that all terrorism-related reports and FIs are forwarded to the Chief Deputy and Sheriff in a timely fashion.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Patrol Function

400.2 PATROL INFORMATION SHARING PROCEDURES

The following guidelines are intended to develop and maintain intra-organization cooperation and information flow between the various divisions of the Beltrami County Sheriff's Office.

400.2.1 CRIME ANALYSIS UNIT

The Records Management System will be the central unit for information exchange. Criminal information and reports can be submitted to the Records Center for distribution to all divisions within the Office through daily and special bulletins.

400.2.2 CRIME REPORTS

A crime report may be completed by any patrol deputy who receives criminal information. The report will be processed and forwarded to the appropriate division for retention or follow-up investigation.

400.2.3 PATROL BRIEFINGS

Patrol supervisors, investigators and special unit staff (PBTF) are encouraged to share information as much as reasonably possible. All supervisors and/or deputies will be provided an opportunity to share information through daily patrol briefings, as time permits.

400.2.4 INFORMATION BOARDS

Several information boards will be maintained in the squad room and will be available for review by deputies from all divisions within the Office.

400.3 CROWDS, EVENTS AND GATHERINGS

Deputies may encounter gatherings of people, including but not limited to, civil demonstrations, civic, social and business events, public displays, parades and sporting events. Deputies should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Deputies responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action. Deputies are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

Deputies should consider enforcement of applicable state and local laws, when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to office members that affirms the Beltrami County Sheriff's Office's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the office's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

401.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement.

This includes use of racial or ethnic stereotypes as factors in selecting whom to stop and search. It does not include law enforcement's use of race or ethnicity to determine whether a person matches a specific description of a particular subject (Minn. Stat. § 626.8471).

401.2 POLICY

The Beltrami County Sheriff's Office is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this office to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group (Minn. Stat. § 626.8471, Subd. 3).

401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit a deputy from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

401.4 MEMBER RESPONSIBILITIES

Every member of this office shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Bias-Based Policing

401.4.1 REASON FOR CONTACT

Deputies contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report, Field Interview (FI) card), the involved deputy should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any deputy to document a contact that would not otherwise require reporting.

401.4.2 INFORMATION TO BE PROVIDED

Deputies shall (Minn. Stat. § 626.8471, Subd. 3):

- (a) Introduce or identify themselves and state the reason for a contact as soon as practicable unless providing the information could compromise deputy or public safety.
- (b) Attempt to answer questions the person may have regarding the contact, including relevant referrals to other agencies when appropriate.
- (c) Explain the reason for the contact if it is determined the reasonable suspicion was unfounded.
- (d) When requested, provide their name and badge number and identify this office during routine stops.
- (e) When requested, deputies should inform a member of the public of the process to file a misconduct complaint for bias-based policing against a member of the Office, and that bias-based policing complaints may be made by calling the Attorney General's office (Minn. Stat. § 626.9514).

401.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy.

- (a) Supervisors should discuss any issues with the involved deputy and his/her supervisor in a timely manner.
 1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review MAV recordings, portable audio/video recordings, Mobile Digital Computer (MDC) data and any other available resource used to document contact between deputies and the public to ensure compliance with this policy.
 1. Supervisors should document these periodic reviews.
 2. Recordings that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.

Bias-Based Policing

- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this office who discloses information concerning bias-based policing.

401.6 ADMINISTRATION

Each year, the Field Operations Chief Deputy should review the efforts of the Office to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Sheriff. The annual report should not contain any identifying information about any specific complaint, citizen or deputies. It should be reviewed by the Sheriff to identify any changes in training or operations that should be made to improve service.

Supervisors should review the annual report and discuss the results with those they are assigned to supervise.

401.7 TRAINING

Training on fair and objective policing and review of this policy should be conducted as directed by the Training Unit.

The Sheriff and supervisors should receive and review training materials prepared by the Board of Peace Officer Standards and Training (POST) (Minn. Stat. § 626.8471, Subd. 7).

Training should also include in-service training on recognizing and valuing community diversity and cultural differences, including implicit bias, as required by Minn. Stat. § 626.8469, Subd. 1.

Crime and Disaster Scene Integrity

402.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster.

402.2 POLICY

It is the policy of the Beltrami County Sheriff's Office to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

402.3 SCENE RESPONSIBILITY

The first deputy at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Deputies shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once a deputy has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, the deputy shall maintain the crime or disaster scene until he/she is properly relieved by a supervisor or other designated person.

402.4 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

- (a) Broadcast emergency information, including requests for additional assistance and resources.
- (b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.
- (c) Locate or identify suspects and determine whether dangerous suspects are still within the area.
- (d) Provide first aid to injured parties if it can be done safely.
- (e) Evacuate the location safely as required or appropriate.
- (f) Secure the inner perimeter.
- (g) Protect items of apparent evidentiary value.
- (h) Secure an outer perimeter.
- (i) Identify potential witnesses.
- (j) Start a chronological log noting critical times and personnel allowed access.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Crime and Disaster Scene Integrity

402.5 SEARCHES

Deputies arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once deputies are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Deputies should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

402.5.1 CONSENT

When possible, deputies should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

402.6 EXECUTION OF HEALTH ORDERS

Any licensed member of this office may assist in the enforcement of all directives of the local health officer issued for the purpose of preventing the spread of any contagious, infectious, or communicable disease (Minn. Stat. § 144.4195, Subd. 2(c)).

Ride-Along Policy

403.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for persons to experience the law enforcement function first hand. This policy provides the requirements, approval process and hours of operation for the Ride-Along Program.

403.1.1 ELIGIBILITY

The Beltrami County Sheriff's Office Ride-Along Program is offered to residents, students and those employed within the County. Every reasonable attempt will be made to accommodate interested persons. Any applicant may be disqualified with or without cause from participating in the program.

The following factors may be considered in disqualifying an applicant and are not limited to:

- Relationship to Deputy.
- Being under 18 years of age.
- Prior criminal history.
- Pending criminal action.
- Pending lawsuit against the Office.
- Denial by any supervisor.

Family Members: Family members and spouses of Deputies are encouraged to participate in the Ride Along Program. Spouses and family members may ride with their relative after seeking approval of the Shift Sergeant.

403.1.2 AVAILABILITY

The Ride-Along Program is available on most days of the week. The ride-along times are from 10:00 a.m. to 11:00 p.m. Exceptions to this schedule may be made as approved by the Sheriff, Chief Deputy or Shift Sergeant. The length of any given ride along should not exceed 4 hours unless specifically approved by the Sheriff, Chief Deputy or Shift Sergeant.

403.2 PROCEDURE TO REQUEST A RIDE-ALONG

Generally, ride-along requests will be scheduled by the Shift Sergeant. The participant will complete and sign a ride-along waiver form. Information requested will include a valid driver's license, address and telephone number.

The Shift Sergeant will schedule a date, based on availability, at least one week after the date of application. If approved, a copy of the ride-along waiver form will be forwarded to the respective Shift Sergeant as soon as possible for his/her scheduling considerations.

If the ride-along is denied after the request has been made, a representative of the Office will contact the applicant and advise him/her of the denial.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Ride-Along Policy

403.2.1 PROGRAM REQUIREMENTS

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception would apply to the following: interns, cadets, Explorers, RSVP, chaplains, Reserves, sheriff's applicants and all others with approval of the Shift Sergeant.

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the deputy's vehicle at a given time.

403.2.2 SUITABLE ATTIRE

Any person approved to ride-along is required to be suitably dressed in collared shirt, blouse or jacket, slacks and shoes. Sandals, T-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. Hats and ball caps will not be worn in the sheriff's vehicle. The Shift Sergeant or field supervisor may refuse a ride-along to anyone not properly dressed.

403.2.3 PEACE OFFICER RIDE-ALONGS

Off-duty members of this office or any other law enforcement agency will not be permitted to ride-along with on-duty deputies without the express consent of the Shift Sergeant. In the event that such a ride-along is permitted, the off-duty employee shall not be considered on-duty and shall not represent him/herself as a peace officer or participate in any law enforcement activity except as emergency circumstances may require.

403.2.4 RIDE-ALONG CRIMINAL HISTORY CHECK

All ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and a Minnesota Bureau of Criminal Apprehension Criminal History System check prior to approval (provided that the ride-along is not an employee of the).

403.3 DEPUTY'S RESPONSIBILITIES

The deputy shall advise the dispatcher that a ride-along is present in the vehicle before going into service. Deputies shall consider the safety of the ride-along at all times.

Deputies should use sound discretion when encountering a potentially dangerous situation, and if feasible, let the participant out of the vehicle in a well-lighted place of safety. The dispatcher will be advised of the situation and as soon as practicable have another sheriff's unit respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

Conduct by a person participating in a ride-along that results in termination of the ride or is otherwise inappropriate should be immediately reported to the Shift Sergeant.

The Shift Sergeant is responsible for maintaining and scheduling ride-alongs. Upon completion of the ride-along, a copy of the ride-along waiver form shall be returned to the Shift Sergeant with any comments that may be offered by the deputy.

403.3.1 RIDE-ALONG WAIVER AND DOCUMENTATION

Ride-Alongs will be presented with a "Ride-Along Waiver Form" which must be signed by the rider before they will be permitted to accompany a deputy on patrol. The deputy will take out a CFS and

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Ride-Along Policy

note the number on the Ride-Along Waiver Form. The deputy will note in the CFS any background or records checks conducted and any final notes -as necessary -about the citizen's suitability for future ride-along participation.

The CFS and Ride-Along Waiver Form will be forwarded to the shift Supervisor.

403.4 CONTROL OF RIDE-ALONG

The assigned employee shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit participation. These instructions should include:

- (a) The ride-along will follow the directions of the deputy.
- (b) The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects or handling any sheriff's equipment.
- (c) The ride-along may terminate the ride at any time and the deputy may return the observer to his/her home or to the station if the ride-along interferes with the performance of the deputy's duties.
- (d) The deputy may terminate the ride-along and return the observer to their home or to the station if the ride-along interferes with the performance of any deputy's duties.
- (e) Ride-alongs may be allowed to continue riding during the transportation and booking process provided this does not jeopardize their safety.
- (f) Deputies will not allow any ride-alongs to be present in any residence or situation that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other person.
- (g) Under no circumstance shall a civilian ride-along be permitted to enter a private residence with a deputy without the expressed consent of the resident or other authorized person.

403.5 MEDIA RIDE-ALONGS

Media ride-alongs allow members of the media to accompany law enforcement officers as they perform their duties. The administration of the Ride-Along Program is the responsibility of the Shift Sergeant and will handle all requests for permission, which must be pre-approved by the Chief Deputy.

When an applicant has been approved to participate in a ride-along, they will be required to fill out a Waiver of Liability form and a confidentiality form.

Employees shall not permit members of the media to accompany them onto private property nor will they assist in securing permission for access from property owners.

Hazardous Material Response

404.1 PURPOSE AND SCOPE

Hazardous materials present a potential harm to employees as a result of their exposure. To comply with Minnesota law, the following represents the policy of this office.

404.1.1 HAZARDOUS MATERIAL DEFINED

Hazardous material - Any refuse, sludge or other waste material or combinations of refuse, sludge or other waste materials in solid, semisolid, liquid or contained gaseous form, which, because of its quantity, concentration, or chemical, physical or infectious characteristics may (Minn. Stat. § 116.06 Subd. 11):

- (a) Cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness.
- (b) Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of or otherwise managed.

404.2 HAZARDOUS MATERIAL RESPONSE

Employees may encounter situations involving suspected hazardous materials, such as at the scene of a traffic collision, chemical spill or fire. When employees come into contact with a suspected hazardous material, certain steps should be taken to protect themselves and other persons.

The fire department is the agency trained and equipped to properly respond and mitigate most hazardous materials and biohazards.

Responders should not perform tasks or use equipment absent proper training. A responder entering the area may require decontamination before he/she is allowed to depart the scene and should be evaluated by appropriate technicians and medical professionals for signs of exposure.

The following steps should be considered at any scene involving suspected hazardous materials:

- (a) Attempt to identify the type of hazardous material. Identification can be determined by placard, driver's manifest or statements from the person transporting the material
- (b) Notify the appropriate fire department.
- (c) Provide first aid to injured parties if it can be done safely and without contamination.
- (d) Begin evacuation of the immediate and surrounding areas dependent on the material. Voluntary evacuation should be considered. Depending on the material, mandatory evacuation may be necessary.
- (e) Contact the Minnesota Duty Officer (800-422-0798).
- (f) Responders should remain uphill and upwind of the hazard until a zone of entry and a decontamination area are established.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Hazardous Material Response

404.3 REPORTING EXPOSURE(S)

Office personnel who believe that they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the employee in a first Report of Injury/Exposure packet. The packet shall be forwarded via chain of command to their Chief Deputy. Should the affected employee be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the First Report of Injury Packet.

Injury or illness caused or believed to be caused from exposure to hazardous materials shall be reported the same as any other on-duty injury or illness, in addition to a crime report or incident report.

404.3.1 SUPERVISOR RESPONSIBILITIES

When a supervisor has been informed that an employee has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to lessen the exposure.

To ensure the safety of employees, safety equipment is available through supervisory personnel. Safety items not maintained by the Office will be obtained through the appropriate fire department.

Hostage and Barricade Incidents

405.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where deputies have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the deputies by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that deputies encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or purport to recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

405.1.1 DEFINITIONS

Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.

405.2 POLICY

It is the policy of the Beltrami County Sheriff's Office to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

405.3 COMMUNICATION

When circumstances permit, initial responding deputies should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Deputies should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect's surrender.

When available, office-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands and the available resources.

405.3.1 EMERGENCY COMMUNICATION

A supervisor with probable cause to believe that a person is being unlawfully confined may order a telephone company to cut, reroute, or divert telephone lines for the purpose of establishing and controlling communications with a suspect (Minn. Stat. § 609.774).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Hostage and Barricade Incidents

405.4 FIRST RESPONDER CONSIDERATION

First responding deputies should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding deputy should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding deputy shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The deputy shall continually evaluate the situation, including the level of risk to deputies, to the persons involved and to bystanders, and the resources currently available.

The handling deputy should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

405.4.1 BARRICADE SITUATION

Unless circumstances require otherwise, deputies handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators. During the interim the following options, while not all-inclusive or in any particular order, should be considered:

- (a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.
- (b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.
- (c) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).
- (d) Provide responding emergency personnel with a safe arrival route to the location.
- (e) Evacuate non-injured persons in the immediate threat area if it is reasonably safe to do so.
- (f) Attempt or obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.
- (g) Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.
- (h) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.
- (i) Determine the need for and notify the appropriate persons within and outside the Office, such as command officers and the Public Information Officer.

Hostage and Barricade Incidents

- (j) If necessary and available, establish a tactical or exclusive radio frequency for the incident.
- (k) Establish a command post.

405.4.2 HOSTAGE SITUATION

Deputies presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that deputies react quickly to developing or changing threats. The following options while not all-inclusive or in any particular order, should be considered:

- Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.
- Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.
- Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).
- Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated if practicable pending further interview.
- Request additional personnel, resources and equipment as needed (e.g., canine team, air support).
- Provide responding emergency personnel with a safe arrival route to the location.
- Evacuate non-injured persons in the immediate threat area if it is reasonably safe to do so.
- Coordinate pursuit or surveillance vehicles and control of travel routes.
- Attempt or obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.
- Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.
- Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.
- Determine the need for and notify the appropriate persons within and outside the Office, such as command officers and the Public Information Officer.

Hostage and Barricade Incidents

- If necessary and available, establish a tactical or exclusive radio frequency for the incident.

405.5 SUPERVISOR RESPONSIBILITY

Upon being notified that a hostage or barricade situation exists, the supervisor should immediately respond to the scene, assess the risk level of the situation, establish a proper chain of command and assume the role of Incident Commander until properly relieved. This includes requesting a SWAT response if appropriate and apprising the SWAT Commander of the circumstances. In addition, the following options, listed here in no particular order, should be considered:

- (a) Ensure injured persons are evacuated and treated by medical personnel.
- (b) Ensure the completion of necessary first responder responsibilities or assignments.
- (c) Request crisis negotiators, specialized units, additional personnel, resources or equipment as appropriate.
- (d) Establish a command post location as resources and circumstances permit.
- (e) Designate assistants who can help with intelligence information and documentation of the incident.
- (f) If it is practicable to do so, arrange for video documentation of the operation.
- (g) Consider contacting utility and communication providers when restricting such services (e.g., restricting electric power, gas, telephone service).
- (h) Ensure adequate law enforcement coverage for the remainder of the County during the incident. The supervisor should direct non-essential personnel away from the scene unless they have been summoned by the supervisor or the Communications Center.
- (i) Identify a media staging area outside the outer perimeter and have the office Public Information Officer or a designated temporary media representative provide media access in accordance with the Media Relations Policy
- (j) Identify the need for mutual aid and the transition or relief of personnel for incidents of extended duration.
- (k) Debrief personnel and review documentation as appropriate.

405.6 CRISIS RESPONSE UNIT

It will be the Incident Commander's decision, with input from the SWAT Commander, whether to deploy the SWAT during a hostage or barricade situation. Once the Incident Commander authorizes deployment, the SWAT Commander or the authorized designee will be responsible for the tactical portion of the operation. The Incident Commander shall continue supervision of the command post operation, outer perimeter security and evacuation, media access and support for the SWAT. The Incident Commander and the SWAT Commander or the authorized designee shall maintain communications at all times.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Hostage and Barricade Incidents

405.7 REPORTING

Unless otherwise relieved by a supervisor or Incident Commander, the handling deputy at the scene is responsible for completion and/or coordination of incident reports.

Response to Bomb Calls

406.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the Beltrami County Sheriff's Office in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

406.2 POLICY

It is the policy of the Beltrami County Sheriff's Office to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

406.3 RECEIPT OF BOMB THREAT

Office members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established office evidence procedures.

The member receiving the bomb threat should ensure that the Shift Sergeant is immediately advised and informed of the details. This will enable the Shift Sergeant to ensure that the appropriate personnel are dispatched and, as appropriate, the threatened location is given an advance warning.

406.4 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

406.4.1 BELTRAMI COUNTY SHERIFF'S OFFICE FACILITY

If the bomb threat is against the Beltrami County Sheriff's Office facility, the Shift Sergeant will direct and assign deputies as required for coordinating a general building search or evacuation of the sheriff's office, as he/she deems appropriate.

406.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a county or municipal facility within the jurisdiction of the Beltrami County Sheriff's Office that is not the property of this office, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Shift Sergeant deems appropriate.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Response to Bomb Calls

406.4.3 FEDERAL BUILDING OR PROPERTY

If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility's security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

406.5 PRIVATE FACILITY OR PROPERTY

When a member of this office receives notification of a bomb threat at a location in the County of Beltrami, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

- (a) The location of the facility.
- (b) The nature of the threat.
- (c) Whether the type and detonation time of the device is known.
- (d) Whether the facility is occupied, and if so, the number of occupants currently on-scene.
- (e) Whether the individual is requesting sheriff's assistance at the facility.
- (f) Whether there are any internal facility procedures regarding bomb threats in place, such as:
 1. No evacuation of personnel and no search for a device.
 2. Search for a device without evacuation of personnel.
 3. Evacuation of personnel without a search for a device.
 4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Shift Sergeant is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

406.5.1 ASSISTANCE

The Shift Sergeant should be notified when sheriff's assistance is requested. The Shift Sergeant will make the decision whether the Office will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including sheriff's control over the facility.

Should the Shift Sergeant determine that the Office will assist or control such an incident, he/she will determine:

- (a) The appropriate level of assistance.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Response to Bomb Calls

- (b) The plan for assistance.
- (c) Whether to evacuate and/or search the facility.
- (d) Whether to involve facility staff in the search or evacuation of the building.
 - 1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.
 - 2. The safety of all participants is the paramount concern.
- (e) The need for additional resources, including:
 - 1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request sheriff's assistance to clear the interior of a building, based upon the circumstances and known threat, deputies may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

406.6 FOUND DEVICE

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

- (a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.
- (b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.
- (c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:
 - 1. Two-way radios
 - 2. Cell phones
 - 3. Other personal communication devices
- (d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.
- (e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.
- (f) A safe access route should be provided for support personnel and equipment.
- (g) Search the area for secondary devices as appropriate and based upon available resources.
- (h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.
- (i) Promptly relay available information to the Shift Sergeant including:
 - 1. The time of discovery.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Response to Bomb Calls

2. The exact location of the device.
3. A full description of the device (e.g., size, shape, markings, construction).
4. The anticipated danger zone and perimeter.
5. The areas to be evacuated or cleared.

406.7 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding deputies. As in other catastrophic events, a rapid response may help to minimize injury to victims, minimize contamination of the scene by gathering crowds, or minimize any additional damage from fires or unstable structures.

406.7.1 CONSIDERATIONS

Deputies responding to explosions, whether accidental or a criminal act, should consider the following actions:

- (a) Assess the scope of the incident, including the number of victims and extent of injuries.
- (b) Request additional personnel and resources, as appropriate.
- (c) Assist with first aid.
- (d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.
- (e) Assist with the safe evacuation of victims, if possible.
- (f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.
- (g) Preserve evidence.
- (h) Establish an outer perimeter and evacuate if necessary.
- (i) Identify witnesses.

406.7.2 NOTIFICATIONS

When an explosion has occurred, the following people should be notified as appropriate:

- Fire department
- Bomb squad
- Additional office personnel, such as investigators and forensic services
- Field supervisor
- Shift Sergeant
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Response to Bomb Calls

406.7.3 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

406.7.4 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Shift Sergeant should assign deputies to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be imbedded in nearby structures or hanging in trees and bushes.

Civil Commitments

407.1 PURPOSE AND SCOPE

This policy provides guidelines for when deputies may place an individual in protective custody and request a 72-hour hold under the Minnesota Commitment and Treatment Act (Minn. Stat. § 253B.051).

407.2 POLICY

It is the policy of the Beltrami County Sheriff's Office to protect the public and individuals through legal and appropriate use of the 72-hour hold process.

407.3 AUTHORITY

A deputy, having probable cause to believe that any individual because of mental illness, chemical dependency, or public intoxication is in danger of injuring him/herself or others if not immediately detained, may take, or cause to be taken, the individual to an appropriate treatment facility for a 72-hour evaluation (Minn. Stat. § 253B.051, Subd. 1).

The deputy shall make written application for admission of the individual to an appropriate treatment facility. The application shall contain the deputy's reasons for and circumstances under which the individual was taken into custody. If danger to specific individuals is a basis for the requested emergency hold, the statement must include identifying information for those individuals to the extent reasonably practicable. The deputy shall also provide the office contact information for purposes of receiving notice if the individual is released prior to the 72-hour admission or leaves the facility without consent. The facility shall make a copy of the statement available to the individual taken into custody (Minn. Stat. § 253B.051, Subd. 1).

407.3.1 VOLUNTARY EVALUATION

If a deputy encounters an individual who may qualify for a 72-hour hold, he/she may inquire as to whether the person desires to voluntarily be evaluated at an appropriate facility. If the individual so desires, the deputies should:

- (a) Transport the individual to an appropriate facility that is able to conduct the evaluation and admit the person pursuant to the Minnesota Commitment and Treatment Act.
- (b) If at any point the individual changes his/her mind regarding voluntary evaluation, deputies should proceed with the application for a 72-hour hold, if appropriate.
- (c) Document the circumstances surrounding the individual's desire to pursue voluntary evaluation and/or admission.

407.4 CONSIDERATIONS AND RESPONSIBILITIES

Any deputy handling a call involving an individual who may qualify for a 72-hour hold should consider, as time and circumstances reasonably permit:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Civil Commitments

- (a) Available information that might assist in determining the cause and nature of the individual's action or stated intentions.
- (b) Community or neighborhood mediation services.
- (c) Conflict resolution and de-escalation techniques.
- (d) Community or other resources available to assist in dealing with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade deputies from taking reasonable action to ensure the safety of the deputies and others.

407.5 TRANSPORTATION

When transporting any individual for a 72-hour hold, the transporting deputy should have the Communications Center notify the receiving facility of the estimated time of arrival, the level of cooperation of the individual and whether any special medical care is needed.

Deputies may transport individuals in a patrol unit and shall secure them in accordance with the Handcuffing and Restraints Policy. Should the detainee require transport in a medical transport vehicle and the safety of any person, including the detainee, requires the presence of a deputy during the transport, Shift Sergeant approval is required before transport commences.

407.5.1 TYPE OF TRANSPORTATION

When transporting any individual on a Minn. Stat. § 253B.051 admission, and if reasonably practicable, deputies should not be in uniform and should not use a vehicle visibly marked as a law enforcement vehicle (Minn. Stat. § 253B.051, Subd. 1(e)).

407.6 TRANSFER TO APPROPRIATE FACILITY

Upon arrival at the facility, the deputy will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the deputy should provide the staff member with the written application for a 72-hour hold and remain present to provide clarification of the grounds for detention, upon request.

Absent exigent circumstances, the transporting deputy should not assist facility staff with the admission process, including restraint of the individual. However, if the individual is transported and delivered while restrained, the deputy may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. Under normal circumstances, deputies will not apply facility-ordered restraints.

407.7 DOCUMENTATION

The deputy should complete an application for emergency admission, provide it to the facility staff member assigned to that patient and retain a copy of the application for inclusion in the case report.

The deputy should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

Civil Commitments

407.8 CRIMINAL OFFENSES

Deputies investigating an individual who is suspected of committing a minor criminal offense and who is being taken into custody for purposes of a 72-hour hold should resolve the criminal matter by issuing a warning or a citation, as appropriate.

When an individual who may qualify for a 72-hour hold has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the deputy should:

- (a) Arrest the individual when there is probable cause to do so.
- (b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the 72-hour hold.
- (c) Facilitate the individual's transfer to jail.
- (d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for a 72-hour hold.

In the supervisor's judgment, the individual may instead be arrested or booked and transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this office to regain custody of the individual, office resources (e.g., posting a guard) and other relevant factors in making this decision.

407.9 FIREARMS AND OTHER WEAPONS

Whenever an individual is taken into custody for a 72-hour hold, the handling deputies should seek to determine if the individual owns or has access to any firearm or other deadly weapon. Deputies should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent).

Deputies are cautioned that a search warrant may be needed before entering a residence or other place to search unless lawful warrantless entry has already been made (e.g., exigent circumstances, consent). A warrant may also be needed before searching for or seizing weapons.

The handling deputies should further advise the individual of the procedure for the return of any firearm or other weapon that has been taken into custody.

407.10 TRAINING

This office will endeavor to provide office-approved training on interaction with mentally disabled persons, 72-hour holds and crisis intervention.

Citation Releases

408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the Beltrami County Sheriff's Office with guidance on when to release adults who are suspected offenders on a citation for a criminal offense, rather than having the person held in custody for a court appearance or released on bail.

This policy also provides guidance on when a court orders that a person be released.

Additional release restrictions may apply to those detained for domestic violence, as outlined in the Domestic Abuse Policy.

408.2 POLICY

The Beltrami County Sheriff's Office will consider its resources and its mission of protecting the community when exercising any discretion to release suspected offenders on a citation, when authorized to do so.

408.3 RELEASE

A suspected offender shall be released on issuance of a citation:

- (a) When the offender has been arrested without a warrant and either a prosecutor or district court judge orders that the offender should be released (Minn. R. Crim. P. 4.02; Minn. R. Crim. P. 6.01).
 - 1. Release is not required if a reviewing supervisor determines that the offender should be held pursuant to Minn. R. Crim. P. 6.01 Subd. 1.
- (b) When the offender is charged with a petty or fine-only misdemeanor (Minn. R. Crim. P. 6.01).
- (c) In misdemeanor cases unless it reasonably appears to the arresting deputy that the offender will (Minn. R. Crim. P. 6.01):
 - 1. Cause bodily injury to him/herself or another if he/she is not detained.
 - 2. Continue engaging in criminal conduct.
 - 3. Not respond to a citation.
- (d) When the offender is from another state which has a reciprocal agreement with Minnesota unless the offense is (Minn. Stat. § 169.91):
 - 1. One which would result in the revocation of the offender's driver's license under Minnesota law upon conviction.
 - 2. A violation of a highway weight limitation.
 - 3. A violation of a law governing the transportation of hazardous materials.
 - 4. That the offender was driving without a valid driver's license.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Citation Releases

408.4 PROHIBITIONS

The release of a suspected offender on a citation is not permitted when:

- (a) The offender has committed a driving while impaired (DWI) offense (Minn. Stat. § 169A.40; Minn. Stat. § 169.91).
- (b) The offender is arrested for a violation of state law or an ordinance related to the operation or registration of a vehicle punishable as a misdemeanor or felony and (Minn. Stat. § 169.91):
 1. The offender demands an immediate appearance before a judge.
 2. The offender is charged with:
 - (a) An offense involving an accident that resulted in injury or death.
 - (b) Criminal vehicular homicide.
 - (c) Failure to stop after being involved in an accident that resulted in death, personal injuries or damage to property.
 3. There is reasonable cause to believe that the offender may leave the state.

See the Domestic Abuse Policy for release restrictions related to those investigations.

408.5 FISH AND GAME AND ENVIRONMENT-RELATED OFFENSES

In the case of game and fish laws or other environment-related offenses, as specified in Minn. Stat. § 97A.211, deputies should release the offender unless there is reason to believe that criminal conduct will continue or that the offender will not respond as required by the citation (Minn. Stat. § 97A.211).

Foreign Diplomatic and Consular Representatives

409.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Beltrami County Sheriff's Office extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

409.2 POLICY

The Beltrami County Sheriff's Office respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

409.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

- (a) Notify a supervisor.
- (b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.
- (c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.
- (d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll free at 866-217-2089, or at another current telephone number and inform the center of the circumstances.
- (e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Foreign Diplomatic and Consular Representatives

409.4 ENFORCEMENT ACTION

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

- (a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.
- (b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.
- (c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.
 1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.
- (d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:
 1. Diplomatic-level staff of missions to international organizations and recognized family members
 2. Diplomatic agents and recognized family members
 3. Members of administrative and technical staff of a diplomatic mission and recognized family members
 4. Career consular officers, unless the person is the subject of a felony warrant
- (e) The following persons may generally be detained and arrested:
 1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents.
 2. Support staff of missions to international organizations.
 3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries.
 4. Honorary consular officers.

409.5 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

409.6 DIPLOMATIC IMMUNITY TABLE

Reference table on diplomatic immunity:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Foreign Diplomatic and Consular Representatives

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No (note b)	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Member of Admin and Tech Staff	No (note b)	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes (note a)	Yes	Yes	Yes	No for official acts Yes otherwise (note a)	No immunity or inviolability (note a)
Career Consul Officer	Yes if for a felony and pursuant to a warrant (note a)	Yes (note d)	Yes	Yes	No for official acts Yes otherwise (note a)	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise	No immunity or inviolability
Consulate Employees	Yes (note a)	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise (note a)	No immunity or inviolability (note a)
Int'l Org Staff (note b)	Yes (note c)	Yes (note c)	Yes	Yes (note c)	No for official acts Yes otherwise (note c)	No immunity or inviolability
Diplomatic-Level Staff of Missions to Int'l Org	No (note b)	No	Yes	No	No	Same as sponsor (full immunity & inviolability)

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Foreign Diplomatic and Consular Representatives

Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability
--	-----	-----	-----	-----	---------------------------------------	------------------------------

Notes for diplomatic immunity table:

- (a) This table presents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.
- (b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or in the prevention of serious criminal acts.
- (c) A small number of senior officers are entitled to be treated identically to diplomatic agents.
- (d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

Rapid Response and Deployment

410.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist deputies in situations that call for rapid response and deployment.

410.2 POLICY

The Beltrami County Sheriff's Office will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those that are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Office in protecting themselves or others from death or serious injury.

410.3 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding deputies should consider reasonable options to reduce, prevent or eliminate the threat. Deputies must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, deputies should take immediate action, if reasonably possible, while requesting additional assistance.

Deputies should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to other incidents at other locations.

When deciding on a course of action deputies should consider:

- (a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be based on information known or received at the time.
- (b) Whether to wait for additional resources or personnel. This does not preclude an individual deputy from taking immediate action.
- (c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.
- (d) Whether the suspect can be contained or denied access to victims.
- (e) Whether the deputies have the ability to effectively communicate with other personnel or resources.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Rapid Response and Deployment

- (f) Whether planned tactics can be effectively deployed.
- (g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In a case of a barricaded suspect with no hostages and no immediate threat to others, deputies should consider summoning and waiting for additional assistance (special tactics and/or hostage negotiation team response).

410.4 CONSIDERATIONS

When dealing with a crisis situation members should:

- (a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.
- (b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.
- (c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.
- (d) Attempt, if feasible and based upon the suspect's actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

410.5 PLANNING

The Field Operations Chief Deputy should coordinate critical incident planning. Planning efforts should consider:

- (a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.
- (b) Availability of building plans and venue schematics of likely critical incident target sites.
- (c) Communications interoperability with other law enforcement and emergency service agencies.
- (d) Training opportunities in critical incident target sites, including joint training with site occupants.
- (e) Evacuation routes in critical incident target sites.
- (f) Patrol first-response training.
- (g) Response coordination and resources of emergency medical and fire services.
- (h) Equipment needs.
- (i) Mutual aid agreements with other agencies.
- (j) Coordination with private security providers in critical incident target sites.

Rapid Response and Deployment

410.6 TRAINING

The Training Officer should include rapid response to critical incidents in the training plan. This training should address:

- (a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.
- (b) Communications interoperability with other law enforcement and emergency service agencies.
- (c) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.
- (d) First aid, including gunshot trauma.
- (e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

Immigration Violations

411.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Beltrami County Sheriff's Office relating to immigration and interacting with federal immigration officials.

411.2 POLICY

It is the policy of the Beltrami County Sheriff's Office that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this office in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

411.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and not in any way that would violate the United States or Minnesota constitutions.

411.4 DETENTIONS

A deputy should not detain any individual, for any length of time, for a civil violation of federal immigration laws.

A deputy who has a reasonable suspicion that an individual already lawfully contacted or detained has committed a criminal violation of federal immigration law may detain the person for a reasonable period of time in order to contact federal immigration officials to verify whether an immigration violation is a federal civil violation or a criminal violation. If the violation is a criminal violation, the deputy may continue to detain the person for a reasonable period of time if requested by federal immigration officials (8 USC § 1357(g)(10)). No individual who is otherwise ready to be released should continue to be detained only because questions about the individual's status are unresolved.

If the deputy has facts that establish probable cause to believe that a person already lawfully detained has committed a criminal immigration offense, he/she may continue the detention and may request a federal immigration official to respond to the location to take custody of the detained person (8 USC § 1357(g)(10)).

A deputy is encouraged to forgo detentions made solely on the basis of a misdemeanor offense when time limitations, availability of personnel, issues of officer safety, communication capabilities, or the potential to obstruct a separate investigation outweigh the need for the detention.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Immigration Violations

A deputy should notify a supervisor as soon as practicable whenever an individual is being detained for a criminal immigration violation.

411.4.1 SUPERVISOR RESPONSIBILITIES

When notified that a deputy has detained an individual and established reasonable suspicion or probable cause to believe the person has violated a criminal immigration offense, the supervisor should determine whether it is appropriate to:

- (a) Transfer the person to federal authorities.
- (b) Lawfully arrest the person for a criminal offense or pursuant to a judicial warrant (see the Law Enforcement Authority Policy).

411.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT

Generally, a deputy should not notify federal immigration officials when booking arrestees at a county jail facility. Any required notification will be handled according to jail operation procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification.

411.6 FEDERAL REQUESTS FOR ASSISTANCE

Requests by federal immigration officials for assistance from this office should be directed to a supervisor. The Office may provide available support services, such as traffic control or peacekeeping efforts.

411.7 INFORMATION SHARING

No member of this office will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373):

- (a) Sending information to, or requesting or receiving such information from federal immigration officials
- (b) Maintaining such information in office records
- (c) Exchanging such information with any other federal, state, or local government entity

411.7.1 IMMIGRATION DETAINERS

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 unless the person has been charged with a federal crime or the detainer is accompanied by a warrant, affidavit of probable cause, or removal order. Notification to the federal authority issuing the detainer should be made prior to the release.

411.8 U VISA AND T VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Immigration Violations

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Investigation Division supervisor assigned to oversee the handling of any related case. The Investigation Division supervisor should:

- (a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.
- (b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.
- (c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.
 - 1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.
- (d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

411.9 TRAINING

The Training Officer should ensure deputies receive training on this policy.

Training should include:

- (a) Identifying civil versus criminal immigration violations.
- (b) Factors that may be considered in determining whether a criminal immigration offense has been committed.

Emergency Utility Service

412.1 PURPOSE AND SCOPE

The County Public Works Department has personnel available to handle emergency calls 24 hours per day. Calls for service during non-business hours are frequently directed to the Sheriff's Office. Requests for such service received by this office should be handled in the following manner.

412.1.1 ELECTRICAL LINES

County Public Works does not maintain electrical lines to street light poles. When a power line poses a hazard, a deputy should be dispatched to protect against personal injury or property damage that might be caused by power lines. The electric company or Public Works should be promptly notified, as appropriate.

412.1.2 EMERGENCY NUMBERS

A current list of emergency personnel who are to be called for municipal utility emergencies will be maintained by the Communications Center.

412.2 TRAFFIC SIGNAL MAINTENANCE

The County of Beltrami contracts with a private maintenance company to furnish maintenance for all traffic signals within the County, other than those maintained by the Minnesota Department of Transportation (Mn/DOT).

412.2.1 DEPUTY'S RESPONSIBILITIES

Upon observing a damaged or malfunctioning signal, the deputy will advise the Communications Center of the location and problem with the signal. The dispatcher should make the necessary notification to the proper maintenance agency.

Patrol Rifles

413.1 PURPOSE AND SCOPE

To more effectively and accurately address the increasing level of firepower and body armor utilized by criminal suspects, the Beltrami County sheriff's Office will make patrol rifles available to qualified deputies as an additional and more immediate tactical resource.

413.2 PATROL RIFLE

413.2.1 DEFINITION

Patrol Rifle - An authorized weapon which is owned by the Beltrami County Sheriff's Office and which is made available to properly trained and qualified deputies as a supplemental resource to their duty handgun or shotgun. No personally owned rifles may be carried for patrol duty unless designated and authorized by the Sheriff.

413.2.2 AUTHORIZED FIREARM FORM

No personally owned weapon will be carried on duty unless the Deputy completes an Authorized Firearm Form showing documentation that the weapon was inspected by an Armorer, the Deputy qualified with the weapon and the Sheriff has authorized use of that weapon.

413.3 SPECIFICATIONS

Only weapons and ammunition that meet agency authorized specifications, approved by the Sheriff and issued by the Office, may be used by deputies in their law enforcement responsibilities. The authorized patrol rifles issued by the Office are the M-16/M-4/AR-15 family of rifles or others designated by the Sheriff.

413.4 RIFLE MAINTENANCE

- (a) Primary responsibility for maintenance of patrol rifles shall fall on the Rangemaster or armorer, who shall inspect and service each patrol rifle on a monthly basis.
- (b) Each patrol deputy carrying a patrol rifle may be required to field strip and clean an assigned patrol rifle as needed.
- (c) Each patrol deputy shall be responsible for promptly reporting any damage or malfunction of an assigned patrol rifle to a supervisor, the Rangemaster or armorer.
- (d) Any patrol rifle found to be unserviceable shall also be clearly identified as non-serviceable, including details regarding the unserviceable condition.
- (e) Each patrol rifle shall be subject to inspection by a supervisor, the Rangemaster or armorer at any time.
- (f) No modification shall be made to any patrol rifle without prior written authorization from the Rangemaster or armorer.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Patrol Rifles

413.5 TRAINING

Deputies shall not carry or utilize the patrol rifle unless they have successfully completed Office training. This training shall consist of an initial eight-hour patrol rifle user's course and qualification score with a certified patrol rifle instructor. Deputies shall thereafter be required to successfully complete quarterly training and yearly firearms proficiency qualification conducted by a certified patrol rifle instructor.

Any deputy who fails to qualify or who fails to successfully complete two or more Office-sanctioned training/qualification sessions within a calendar year will no longer be authorized to carry the patrol rifle without successfully retaking the initial patrol deputies user's course and qualification.

413.6 DEPLOYMENT OF THE PATROL RIFLE

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

- (a) Situations where the deputy reasonably anticipates an armed encounter.
- (b) When a deputy is faced with a situation that may require the delivery of accurate and effective fire at long range.
- (c) Situations where a deputy reasonably expects the need to meet or exceed a suspect's firepower.
- (d) When a deputy reasonably believes that there may be a need to deliver fire on a barricaded suspect or a suspect with a hostage.
- (e) When a deputy reasonably believes that a suspect may be wearing body armor.
- (f) When authorized or requested by a supervisor.
- (g) When appropriate to aid in the dispatch of an animal.

413.7 DISCHARGE OF THE PATROL RIFLE

The discharge of the patrol rifle shall be governed by the Use of Force Policy and the Shooting Policy.

413.8 PATROL READY

Any qualified deputy carrying a patrol rifle in the field shall maintain the weapon in a patrol ready condition until deployed. A rifle is considered in a patrol ready condition when it has been inspected by the assigned deputy, the fire selector switch is in the safe position, the chamber is empty and a fully loaded magazine is inserted into the magazine well.

413.9 RIFLE STORAGE

- (a) When not in use, patrol rifles will be stored in the Office armory in rifle racks.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Patrol Rifles

- (b) In-service patrol rifles should be secured in the vehicle gun lock or case.

Aircraft Accidents

414.1 PURPOSE AND SCOPE

The purpose of this policy is to provide office members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Operations Plan and Hazardous Material Response policies.

414.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

414.2 POLICY

It is the policy of the Beltrami County Sheriff's Office to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

414.3 ARRIVAL AT SCENE

Deputies or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

- (a) Protect persons and property.
- (b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.
- (c) Preserve ground scars and marks made by the aircraft.
- (d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.
- (e) Maintain a record of persons who enter the accident site.
- (f) Consider implementation of an Incident Command System (ICS).

414.4 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

Aircraft Accidents

414.5 NOTIFICATIONS

When an aircraft accident is reported to this office, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

- (a) Fire department
- (b) Appropriate airport tower
- (c) Emergency medical services (EMS)

414.6 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

- (a) FAA.
- (b) Fire department, EMS or other assisting law enforcement agencies.
- (c) Coroner.
- (d) Air Carrier/Operators investigative teams with NTSB approval.
- (e) Appropriate branch of the military, when applicable.
- (f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this office will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene office supervisor should ensure the accident is still appropriately investigated and documented.

414.7 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

- (a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.
- (b) Pressure vessels, compressed gas bottles, accumulators and tires.

Aircraft Accidents

- (c) Fluids, batteries, flares and igniters.
- (d) Evacuation chutes, ballistic parachute systems and composite materials.

414.8 DOCUMENTATION

All aircraft accidents occurring within the County of Beltrami shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of BCSO members deployed to assist; other County resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

414.8.1 WRECKAGE

When reasonably safe, members should:

- (a) Obtain the aircraft registration number (N number) and note the type of aircraft.
- (b) Attempt to ascertain the number of casualties.
- (c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.
 - 1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).
- (d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.
- (e) Acquire copies of any recordings from security cameras that may have captured the incident.

414.8.2 WITNESSES

Members tasked with contacting witnesses should obtain:

- (a) The location of the witness at the time of his/her observation relative to the accident site.
- (b) A detailed description of what was observed or heard.
- (c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.
- (d) The names of all persons reporting the accident, even if not yet interviewed.
- (e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

414.9 MEDIA RELATIONS

The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Aircraft Accidents

be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The PIO should coordinate with other involved entities before the release of information.

Obtaining Air Support

415.1 PURPOSE AND SCOPE

The use of air support can be invaluable in certain situations. This policy specifies potential situations where the use of air support may be requested and the responsibilities for making a request.

415.2 REQUEST FOR AIR SUPPORT ASSISTANCE

If a supervisor or deputy in charge of an incident determines that the use of air support would be beneficial, a request to obtain air support assistance may be made.

415.2.1 REQUEST FOR ASSISTANCE FROM ANOTHER AGENCY

After consideration and approval of the request for air support, the Shift Sergeant or designee will call the closest agency having air support available. The Shift Sergeant will apprise that agency of the specific details of the incident prompting the request.

415.2.2 CIRCUMSTANCES UNDER WHICH AID MAY BE REQUESTED

Law enforcement air support may be requested under any of the following conditions:

- (a) When the aircraft is activated under existing mutual aid agreements.
- (b) Whenever the safety of law enforcement personnel is in jeopardy and the presence of the aircraft may reduce such hazard.
- (c) When the use of aircraft will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to the community.
- (d) When an aircraft is needed to locate a person who has strayed or is lost and whose continued absence constitutes a serious health or safety hazard.
- (e) Vehicle pursuits (Minn. Stat. § 626.8458).
- (f) When the Shift Sergeant or equivalent authority determines a reasonable need exists.

While it is recognized that the availability of air support will generally provide valuable assistance to ground personnel, the presence of air support will rarely replace the need for deputies on the ground.

Contacts and Temporary Detentions

416.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

416.1.1 DEFINITIONS

Definitions related to this policy include:

Consensual encounter - When a deputy contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the deputy is voluntary.

Field interview (FI) - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the deputy's suspicions.

Field photographs - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Video Recorder (MVR) system, body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

Pat-down search - A type of search used by deputies in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the [officer_deputy], the detainee, or others.

Reasonable suspicion - When, under the totality of the circumstances, a deputy has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Temporary detention - When a deputy intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when a deputy actually restrains a person's freedom of movement.

416.2 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, a deputy may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the deputy's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Beltrami County Sheriff's Office to strengthen community involvement, community awareness, and problem identification.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Contacts and Temporary Detentions

416.2.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the deputy should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

- (a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act.
- (b) Actions suggesting that he/she is engaged in a criminal activity.
- (c) Presence in an area at an inappropriate hour of the day or night.
- (d) Presence in a particular area is suspicious.
- (e) Carrying of suspicious objects or items.
- (f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon.
- (g) Location in proximate time and place to an alleged crime.
- (h) Physical description or clothing worn that matches a suspect in a recent crime.
- (i) Prior criminal record or involvement in criminal activity as known by the deputy.

416.3 PAT-DOWN SEARCHES

Once a valid stop has been made, and consistent with the deputy's training and experience, a deputy may pat a suspect's outer clothing for weapons if the deputy has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover evidence of a crime, but to allow the deputy to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:

- (a) The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.
- (b) Where more than one suspect must be handled by a single deputy.
- (c) The hour of the day and the location or area where the stop takes place.
- (d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.
- (e) The actions and demeanor of the suspect.
- (f) Visual indications which suggest that the suspect is carrying a firearm or other dangerous weapon.

Whenever practicable, a pat-down search should not be conducted by a lone deputy. A cover deputy should be positioned to ensure safety and should not be involved in the search.

416.4 FIELD PHOTOGRAPHS

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the deputy shall carefully consider, among other things, the factors listed below.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Contacts and Temporary Detentions

416.4.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT

Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent. When taking a consensual photograph, the deputy should have the individual read and sign the appropriate form accompanying the photograph.

416.4.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT

Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The deputy must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the deputy's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports shall be submitted to a supervisor and retained in compliance with this policy.

416.4.3 DISPOSITION OF PHOTOGRAPHS

All detainee photographs must be adequately labeled and submitted to the Shift Sergeant with either an associated FI card or other documentation explaining the nature of the contact. If an individual is photographed as a suspect in a particular crime, the photograph should be submitted as an evidence item in the related case, following standard evidence procedures.

If a photograph is not associated with an investigation where a case number has been issued, the Shift Sergeant should review and forward the photograph to one of the following locations:

- (a) If the photograph and associated FI or documentation is relevant to criminal organization/enterprise enforcement, the Shift Sergeant will forward the photograph and documents to the designated criminal intelligence system supervisor. The supervisor will ensure the photograph and supporting documents are retained as prescribed in the Criminal Organizations Policy.
- (b) Photographs that do not qualify for retention in a criminal intelligence system or temporary information file shall be forwarded to the Records Center.

When a photograph is taken in association with a particular case, the investigator may use such photograph in a photo lineup. Thereafter, the individual photograph should be retained as a part of the case file. All other photographs shall be retained in accordance with the established records retention schedule.

416.4.4 SUPERVISOR RESPONSIBILITIES

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken. Field photographs shall be classified as law enforcement data under Minn. Stat. § 13.82, and shall be collected, maintained,

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Contacts and Temporary Detentions

and disseminated consistent with the Minnesota Government Data Practices Act. Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

416.5 POLICY

The Beltrami County Sheriff's Office respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the deputy, the decision to temporarily detain a person and complete an FI, pat-down search, or field photograph shall be left to the deputy based on the totality of the circumstances, officer safety considerations, and constitutional safeguards.

416.6 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, deputies should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

- (a) Identifying all persons present at the scene and in the immediate area.
 1. When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.
 2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, deputies should attempt to identify the witness prior to his/her departure.
- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by office members.
 1. A written, verbal, or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if reasonably available, prior to transport.

Criminal Organizations

417.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the Beltrami County Sheriff's Office appropriately utilizes criminal intelligence systems and temporary information files to support investigations of criminal organizations and enterprises.

417.1.1 DEFINITIONS

Definitions related to this policy include:

Criminal intelligence system - Any record system that receives, stores, exchanges or disseminates information that has been evaluated and determined to be relevant to the identification of a criminal organization or enterprise, its members or affiliates. This does not include temporary information files.

417.2 POLICY

The Beltrami County Sheriff's Office recognizes that certain criminal activities, including but not limited to gang crimes and drug trafficking, often involve some degree of regular coordination and may involve a large number of participants over a broad geographical area.

It is the policy of this office to collect and share relevant information while respecting the privacy and legal rights of the public.

417.3 CRIMINAL INTELLIGENCE SYSTEMS

No office member may create, submit to or obtain information from a criminal intelligence system unless the Sheriff has approved the system for office use.

Any criminal intelligence system approved for office use should meet or exceed the standards of 28 CFR 23.20.

A designated supervisor will be responsible for maintaining each criminal intelligence system that has been approved for office use. The supervisor or the authorized designee should ensure the following:

- (a) Members using any such system are appropriately selected and trained.
- (b) Use of every criminal intelligence system is appropriately reviewed and audited.
- (c) Any system security issues are reasonably addressed.

417.3.1 SYSTEM ENTRIES

It is the designated supervisor's responsibility to approve the entry of any information from a report, FI, photo or other relevant document into an authorized criminal intelligence system. If entries are made based upon information that is not on file with this office, such as open or public source documents or documents that are on file at another agency, the designated supervisor should ensure copies of those documents are retained by the Records Center. Any supporting

Criminal Organizations

documentation for an entry shall be retained by the Records Center in accordance with the established records retention schedule and for at least as long as the entry is maintained in the system.

The designated supervisor should ensure that any documents retained by the Records Center are appropriately marked as intelligence information. The Records Supervisor may not purge such documents without the approval of the designated supervisor.

417.3.2 ENTRIES INTO CRIMINAL GANG INVESTIGATIVE DATA SYSTEM

It is the designated supervisor's responsibility to approve the entry of any information into the criminal gang investigative data system maintained by the Minnesota Bureau of Criminal Apprehension and authorized by Minn. Stat. § 299C.091. Entries may be made if the individual is 14 years of age or older and the Office documents the following:

- (a) The Office has reasonable suspicion to believe that the individual has met at least three of the criteria or identifying characteristics of gang membership, developed by the Violent Crime Coordinating Council.
- (b) The individual has been convicted of a gross misdemeanor or felony, or has been adjudicated or has a stayed adjudication as a juvenile for an offense that would be a gross misdemeanor or felony if committed by an adult.

417.4 TEMPORARY INFORMATION FILE

No member may create or keep files on individuals that are separate from the approved criminal intelligence system. However, members may maintain temporary information that is necessary to actively investigate whether a person or group qualifies for entry into the office-approved CIS only as provided in this section. Once information qualifies for inclusion, it should be submitted to the supervisor responsible for consideration of CIS entries.

417.4.1 FILE CONTENTS

A temporary information file may only contain information and documents that, within one year, will have a reasonable likelihood to meet the criteria for entry into an authorized criminal intelligence system.

Information and documents contained in a temporary information file:

- (a) Must only be included upon documented authorization of the responsible office supervisor.
- (b) Should not be originals that would ordinarily be retained by the Records Center or Property and Evidence Section, but should be copies of, or references to, retained documents such as copies of reports, field interview (FI) forms, the Communications Center records or booking forms.
- (c) Shall not include opinions. No person, organization or enterprise shall be labeled as being involved in crime beyond what is already in the document or information.

Criminal Organizations

- (d) May include information collected from publicly available sources or references to documents on file with another government agency. Attribution identifying the source should be retained with the information.

417.4.2 FILE REVIEW AND PURGING

The contents of a temporary information file shall not be retained longer than one year. At the end of one year, the contents must be purged or entered in an authorized criminal intelligence system, as applicable.

The designated supervisor shall periodically review the temporary information files to verify that the contents meet the criteria for retention. Validation and purging of files is the responsibility of the supervisor.

417.5 INFORMATION RECOGNITION

Office members should document facts that suggest an individual, organization or enterprise is involved in criminal activity and should forward that information appropriately. Examples include, but are not limited to:

- (a) Gang indicia associated with a person or residence.
- (b) Information related to a drug-trafficking operation.
- (c) Vandalism indicating an animus for a particular group.
- (d) Information related to an illegal gambling operation.

Office supervisors who utilize an authorized criminal intelligence system should work with the Training Officer to train members to identify information that may be particularly relevant for inclusion.

417.6 RELEASE OF INFORMATION

Office members shall comply with the rules of an authorized criminal intelligence system regarding inquiries and release of information.

Information from a temporary information file may only be furnished to office members and other law enforcement agencies on a need-to-know basis and consistent with the Records Maintenance and Release Policy.

When an inquiry is made by the parent or guardian of a juvenile as to whether that juvenile's name is in a temporary information file, such information should be provided by the supervisor responsible for the temporary information file, unless there is good cause to believe that the release of such information might jeopardize an ongoing criminal investigation.

417.7 CRIMINAL STREET GANGS

The Investigation Division supervisor should ensure that there are an appropriate number of office members who can:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Criminal Organizations

- (a) Testify as experts on matters related to criminal street gangs, and maintain an above average familiarity with identification of criminal street gangs, criminal street gang members and patterns of criminal gang activity.
- (b) Coordinate with other agencies in the region regarding criminal street gang crimes and information.
- (c) Train other members to identify gang indicia and investigate criminal street gang-related crimes.

417.8 TRAINING

The Training Officer should provide training on best practices in the use of each authorized criminal intelligence system to those tasked with investigating criminal organizations and enterprises. Training should include:

- (a) The protection of civil liberties.
- (b) Participation in a multi-agency criminal intelligence system.
- (c) Submission of information into a multi-agency criminal intelligence system or the receipt of information from such a system, including any governing federal and state rules and statutes.
- (d) The type of information appropriate for entry into a criminal intelligence system or temporary information file.
- (e) The review and purging of temporary information files.

Shift Sergeants

418.1 PURPOSE AND SCOPE

Each patrol shift must be directed by supervisors who are capable of making decisions and communicating in a manner consistent with Office policies, procedures, practices, functions and objectives. To accomplish this goal, a Sergeant heads each watch.

418.2 DESIGNATION AS ACTING SHIFT SERGEANT

When a Sergeant is unavailable for duty as Shift Sergeant, in most instances the senior qualified senior deputy shall be designated as acting Shift Sergeant. This policy does not preclude designating a less senior senior deputy as an acting Shift Sergeant when operational needs require or training permits.

Mobile Video Recorders

419.1 PURPOSE AND SCOPE

The Beltrami County Sheriff's Office has equipped marked patrol cars with Mobile Video Recording (MVR) systems to provide records of events and assist deputies in the performance of their duties. This policy provides guidance on the use of these systems.

419.1.1 DEFINITIONS

Definitions related to this policy include:

Activate - Any process that causes the MVR system to transmit or store video or audio data in an active mode.

In-car camera system and Mobile Video Recorder (MVR) - Synonymous terms - that refer to any system that captures audio and video signals that is capable of installation in a vehicle and that includes at minimum, a camera, microphone, recorder and monitor.

Law Enforcement Operator (LEO) - Primarily a licensed peace officer but on occasion may be a non-licensed representative of the Office who is authorized and assigned to operate MVR-equipped vehicles to the extent consistent with Minn. Stat. § 169.98.

MGDPA - The Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.

MVR technician - Personnel certified or trained in the operational use and repair of MVRs, duplicating methods, storage and retrieval methods and procedures, and who possess a working knowledge of video forensics and evidentiary procedures.

Recorded media - Audio-video signals recorded or digitally stored on a storage device or portable media.

419.1.2 INSTALLATION

- (a) Audio/video recorders shall be installed within the occupant compartment of the police vehicle so as to present neither a safety hazard nor vision impairment to the driver.
- (b) Audio/video recorders will be securely mounted to the police vehicle and placed so that objects within the vehicle do not restrict the vista of the camera.
- (c) Digital recording equipment, (i.e. squad car interior, windshield mounted mirrors) shall be installed per manufacturer's recommendations. The camera lens will be mounted in a manner that does not create vision impairment to the driver of the squad car.

419.2 POLICY

It is the goal of the Beltrami County Sheriff's Office to use mobile video recorder (MVR) technology to more effectively fulfill the office's mission and to ensure these systems are used securely and efficiently.

Mobile Video Recorders

419.3 DEPUTY RESPONSIBILITIES

Prior to going into service each deputy will properly equip him/herself to record audio and video in the field. At the end of the shift each deputy will follow the established procedures for providing to the Office any recordings or used media and any other related equipment. Each deputy should have adequate recording media for the entire duty assignment. In the event a deputy works at a remote location and reports in only periodically additional recording media may be issued. Only Beltrami County Sheriff's Office identified and labeled media with tracking numbers is to be used.

At the start of each shift, deputies should test the MVR system operation in accordance with manufacturer specifications and office operating procedures and training.

419.4 ACTIVATION OF THE MVR

The MVR system is designed to turn on whenever the unit's emergency lights are activated. The system remains on until it is turned off manually. The audio portion is independently controlled and should be activated manually by the deputy whenever appropriate. When audio is being recorded the video will also record.

Operators are encouraged to narrate events using the audio recording so as to provide the best documentation for pretrial and courtroom presentation.

419.4.1 REQUIRED ACTIVATION OF THE MVR

This policy is not intended to describe every possible situation in which the MVR system may be used, although there are many situations where its use is appropriate. A deputy may activate the system any time the deputy believes its use would be appropriate and/or valuable to document an incident.

In some circumstances it is not possible to capture images of the incident due to conditions or the location of the camera. However the audio portion can be valuable evidence and is subject to the same activation requirements as the MVR. The MVR system should be activated in any of the following situations:

- (a) All field contacts involving actual or potential criminal conduct within video or audio range:
 - 1. Traffic stops (to include, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
 - 2. Priority responses
 - 3. Vehicle pursuits
 - 4. Suspicious vehicles
 - 5. Arrests
 - 6. Vehicle searches
 - 7. Physical or verbal confrontations or use of force

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Mobile Video Recorders

8. Prisoner transports
 9. Non-custody transports
 10. Pedestrian checks
 11. DWI investigations including field sobriety tests
 12. Consensual encounters
 13. Crimes in progress
 14. Responding to an in-progress call
 15. Medical incidents attended to by members of the Office
- (b) All self-initiated activity in which a deputy would normally notify the Communications Center
- (c) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect:
1. Family violence calls
 2. Disturbance of peace calls
 3. Offenses involving violence or weapons
- (d) Any other contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording
- (e) Any other circumstance where the deputy believes that a recording of an incident would be appropriate

419.4.2 CESSATION OF RECORDING

Once activated the MVR system should remain on until the incident has concluded. For purposes of this section conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. If there are multiple Deputies at the scene, prior to the cessation of recording, the shift sergeant on scene or the deputy in charge of the investigation will determine, with narration when the deputy will cease recording. The holder of the recording device or deputy will also narrate the intent to cease the recording before doing so. Recording may cease if a deputy is simply waiting for a tow truck or a family member to arrive, or in other similar situations.

419.4.3 WHEN ACTIVATION IS NOT REQUIRED

Activation of the MVR system is not required when exchanging information with other deputies or during breaks, lunch periods, when not in service or actively on patrol.

No member of this office may surreptitiously use County equipment to record a conversation of any other member of this office except with a court order or when lawfully authorized by the Sheriff or the authorized designee for the purpose of conducting a criminal or administrative investigation.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Mobile Video Recorders

419.4.4 SUPERVISOR RESPONSIBILITIES

Supervisors should determine if vehicles with non-functioning MVR systems should be placed into service. If these vehicles are placed into service, the appropriate documentation should be made, including notification of the Communications Center.

At reasonable intervals, supervisors should validate that:

- (a) Beginning and end-of-shift recording procedures are followed.
- (b) Logs reflect the proper chain of custody, including:
 1. The tracking number of the MVR system media.
 2. The date it was issued.
 3. The law enforcement operator or the vehicle to which it was issued.
 4. The date it was submitted.
 5. Law enforcement operators submitting the media.
 6. Holds for evidence indication and tagging as required

When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, peace officer-involved shootings, office-involved collisions), a supervisor shall respond to the scene and ensure that the appropriate supervisor, MVR technician or crime scene investigator properly retrieves the recorded media. The media may need to be treated as evidence and should be handled in accordance with current evidence procedures for recorded media. Copies may be distributed to investigators as appropriate to the investigation.

Supervisors may activate the MVR system remotely to monitor a developing situation such as a chase, riot or an event that may threaten public safety, officer safety or both, when the purpose is to obtain tactical information to assist in managing the event.

419.5 REVIEW OF MVR RECORDINGS

All recording media, recorded images and audio recordings are the property of the agency and subject to the provisions of the MGDPA. Dissemination outside of the agency is strictly prohibited except to the extent permitted or required under the MGDPA, Peace Officer Disciplinary Procedures Act or other applicable law.

To prevent damage to, or alteration of, the original recorded media, it shall not be copied, viewed or otherwise inserted into any device not approved by the office MVR technician or forensic media staff. When reasonably possible a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.

Recordings may be reviewed in any of the following situations.

- (a) For use when preparing reports or statements
- (b) By a supervisor investigating a specific act of deputy conduct
- (c) By a supervisor to assess deputy performance
- (d) To assess proper functioning of MVR systems

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Mobile Video Recorders

- (e) By office investigators, after approval of a supervisor, who are participating in an official investigation such as a personnel complaint, administrative inquiry or a criminal investigation
- (f) By office personnel who request to review recordings
- (g) By a deputy who is captured on or referenced in the video or audio data and reviews and uses the data for any purpose relating to his/her employment
- (h) By court personnel through proper process or with permission of the Sheriff or the authorized designee
- (i) By the media through proper process or with an MGDPA request (Minn. Stat. § 13.01 et seq.)
- (j) To assess possible training value
- (k) Recordings may be shown for staff or public safety training purposes. If an involved deputy objects to showing a recording, his/her objection will be submitted to the staff to determine if the training value outweighs the deputy's objection

Employees desiring to view any previously uploaded or archived MVR recording should submit a request in writing to the Shift Sergeant. Approved requests should be forwarded to the MVR technician for processing.

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any employee.

419.6 DOCUMENTING MVR USE

If any incident is recorded with either the video or audio system, the existence of that recording shall be documented in the deputy's report. If a citation is issued, the deputy shall make a notation on the citation indicating that the incident was recorded.

419.7 RECORDING MEDIA STORAGE AND INTEGRITY

Once submitted for storage all recording media will be labeled and stored in a designated secure area. All recording media that is not booked in as evidence will be retained for a minimum of 90 days and disposed of in compliance with the established records retention schedule.

419.7.1 COPIES OF ORIGINAL RECORDING MEDIA

Original recording media shall not be used for any purpose other than for initial review by a supervisor. Upon proper request a copy of the original recording media will be made for use as authorized in this policy.

Original recording media may only be released in response to a court order or upon approval by the Sheriff or the authorized designee. In the event an original recording is released to a court a copy shall be made and placed in storage until the original is returned.

419.7.2 CUSTODY, CONTROL AND REUSE

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Mobile Video Recorders

- (a) Supervisors are the exclusive officer to remove the memory card from the mirror recording unit and then to "upload" the files on the server. Any officer may reinstall the memory card back into the recording device (mirror) and the card security door must be closed and locked at all times. When a memory card is "uploaded", all files will be deleted from the card prior to the card being reinstalled in to the recording unit. All memory cards are "squad specific" and shall be reinstalled into the same squad car that the card came out of.
- (b) To avoid using all the "memory" capability of the computer the Sheriff and/or the Chief Deputy will direct the number of days that each "Event ID" will be retained on the server. The computer will automatically delete "Events" off the hard drive as the number of days to retain is exhausted.
- (c) Officers must make a notation within their report narratives if an event was recorded utilizing the digital camera.

419.7.3 MVR RECORDINGS AS EVIDENCE

Deputies who reasonably believe that an MVR recording is likely to contain evidence relevant to a criminal offense, potential claim against the deputy or against the Beltrami County Sheriff's Office should indicate this in an appropriate report. Deputies should ensure relevant recordings are preserved.

419.7.4 EVENT DESCRIPTION AND RETENTION PERIOD

The following retention periods apply to the following recorded video event descriptions before the videos are purged from the system whether it is the network server or evidence room.

Event Description Retention Period

1. Junk -----	90 days
2. Traffic Stop Warning -----	90 days
3. Traffic Stop Citation -----	90 days
4. DWI -----	365 days
5. Pursuit -----	365 days
6. Arrest -----	Until Case is resolved
7. Accident-----	90 days
8. Audio domestic-----	365 days
9. Homicide/Sex Assault/Forever -----	Forever
10. Evidence -----	Until Case is resolved
11. Medical -----	90 days
12. Statutory 6 Year Req -----	6 years

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Mobile Video Recorders

- (a) Data that documents the use of deadly force by a peace officer, or force of a sufficient type or degree to require a use of force report or supervisory review.
- (b) Data documenting circumstances that have given rise to a formal complaint against an officer.
- (a) Upon written request by a BWC and SCVC data subject, the agency shall retain a recording pertaining to that subject for an additional time period requested by the subject of up to 180 days. The agency will notify the requestor at the time of the request that the data will then be destroyed unless a new written request is received.

419.8 SYSTEM OPERATIONAL STANDARDS

- (a) MVR system vehicle installations should be based on officer safety requirements and vehicle and device manufacturer recommendations.
- (b) The MVR system should be configured to minimally record for 30 seconds prior to an event.
- (c) The MVR system may not be configured to record audio data occurring prior to activation.
- (d) To prevent bleed-over and/or noise from other MVRs in systems using low band transmitters (analog) only the primary LEO initiating the contact shall activate his/her audio recorder.
- (e) LEOs using digital transmitters that are individually synchronized to their individual MVR shall activate both audio and video recordings when responding in a support capacity in order to obtain additional perspectives of the incident scene.
- (f) With the exception of law enforcement radios or other emergency equipment other electronic devices should not be used within the law enforcement vehicle in order to intentionally interfere with the capability of the MVR system to record audio data.
- (g) LEOs shall not erase, alter, reuse, modify or tamper with MVR recordings. Only a supervisor, MVR technician or other approved designee may erase and reissue previously recorded recordings and may only do so pursuant to the provisions of this policy.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Mobile Video Recorders

- (h) To prevent damage original recordings shall not be viewed on any equipment other than the equipment issued or authorized by the MVR technician.

419.9 MVR TECHNICIAN RESPONSIBILITIES

The MVR technician is responsible for:

- (a) Ordering, issuing, retrieving, storing, erasing and duplicating of all recorded media.
- (b) Collecting all completed media for oversight and verification of wireless downloaded media. Once collected the MVR technician:
 - 1. Ensures it is stored in a secured location with authorized controlled access.
 - 2. Makes appropriate entries in the chain of custody log.
- (c) Erasing of media:
 - 1. Pursuant to a court order.
 - 2. In accordance with established records retention policies, including reissuing all other media deemed to be of no evidentiary value.
- (d) Assigning all media an identification number prior to issuance to the field.
 - 1. Maintaining a record of issued media.
- (e) Ensuring that an adequate supply of recording media is available.
- (f) Managing the long-term storage of media that has been deemed to be of evidentiary value in accordance with the office evidence storage protocols and the records retention schedule.

419.10 TRAINING

Users of the MVR systems and supervisors shall successfully complete an approved course of instruction prior to being deployed with MVR systems in operational settings.

Mobile Digital Computer Use

420.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Digital Computer (MDC) system in order to ensure appropriate access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between office members and the Communications Center.

420.2 SECURITY

- (a) Deputies and other users are responsible for maintaining the security of their password. They shall not share this password with anyone other than a Beltrami County Sheriff's Office supervisor or Beltrami County Sheriff's Office MIS person, upon request.
- (b) Deputies and other users shall not display, record or store passwords in a manner that would pose a security risk of unauthorized access.
- (c) Deputies and other users shall not attempt to gain access to the system by using another member's user ID or password.
- (d) Deputies and other users shall take precautions to secure the MDC in a manner that prohibits unauthorized access when away from the vehicle.

420.3 DATA ENTRY

- (a) Traffic Stops - When practical and safe a deputy should enter driver/passenger information, Disposition, and pertinent comments related to the stop. Upon completion of the traffic stop deputies will verify the Master Name file contains the most current personal information for drivers and passengers (address, DL numbers, etc)
- (b) Calls for service - Deputies upon completion of the Call for Service deputies will verify the Master Name file contains the most current personal information for parties involved in the call for service (Phone numbers, address, DL numbers, etc) .

420.4 TRAINING

- (a) The MDC Deputy Liaison shall train Deputies and other users of the functionality of the MDC, capabilities and other aspects of the system.
- (b) As additional features are added to the MDC system, additional training shall be provided.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Mobile Digital Computer Use

420.5 POLICY

Beltrami County Sheriff's Office members using the MDC shall comply with all appropriate federal and state rules and regulations and shall use the MDC in a professional manner, in accordance with this policy.

420.6 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any office technology system (see the Information Technology Use Policy for additional guidance).

420.7 RESTRICTED ACCESS AND USE

MDC use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDC system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDC by another member to their supervisors or Shift Sergeants.

Use of the MDC system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Office. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

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

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDC system unless directed to do so by a supervisor. Members are required to log off the MDC or secure the MDC when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

420.7.1 USE WHILE DRIVING

Use of the MDC by the vehicle operator should be limited to times when the vehicle is stopped. Information that is required for immediate enforcement, investigative, tactical or safety needs should be transmitted over the radio.

In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

420.8 DOCUMENTATION OF ACTIVITY

Except as otherwise directed by the Shift Sergeant or other office-established protocol, all calls for service assigned by a dispatcher should be communicated by voice over the sheriff's radio and electronically via the MDC unless security or confidentiality prevents such broadcasting.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Mobile Digital Computer Use

MDC and voice transmissions are used to document the member's daily activity. To ensure accuracy:

- (a) All contacts or activity shall be documented at the time of the contact.
- (b) Whenever the activity or contact is initiated by voice, it should be documented by a dispatcher.
- (c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDC.

420.8.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the sheriff's radio or through the MDC system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDC while the vehicle is not in motion.

420.8.2 EMERGENCY ACTIVATION

If there is an emergency activation and the member does not respond to a request for confirmation of the need for emergency assistance or confirms the need, available resources will be sent to assist in locating the member. If the location is known, the nearest available deputy should respond in accordance with the Deputy Response to Calls Policy.

Members should ensure a field supervisor and the Shift Sergeant are notified of the incident without delay.

Deputies not responding to the emergency shall refrain from transmitting on the sheriff's radio until a no-further-assistance broadcast is made or if they are also handling an emergency.

420.9 EQUIPMENT CONSIDERATIONS

420.9.1 MALFUNCTIONING MDC

Whenever possible, members will not use vehicles with malfunctioning MDCs. Whenever members must drive a vehicle in which the MDC is not working, they shall notify the Communications Center. It shall be the responsibility of the dispatcher to document all information that will then be transmitted verbally over the sheriff's radio.

420.9.2 BOMB CALLS

When investigating reports of possible bombs, members should not communicate on their MDCs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDC could cause some devices to detonate.

Portable Audio/Video Recorders

421.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this office while in the performance of their duties (Minn. Stat. § 626.8473). Portable audio/video recording devices include all recording systems whether body-worn, handheld or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Beltrami County Sheriff's Office facility, undercover operations, wiretaps or eavesdropping (concealed listening devices) unless captured by a portable recording system.

421.1.1 DEFINITIONS

Definitions related to this policy include:

Portable recording system - A device worn by a member that is capable of both video and audio recording of the member's activities and interactions with others or collecting digital multimedia evidence as part of an investigation and as provided in Minn. Stat. § 13.825.

421.2 POLICY

The Beltrami County Sheriff's Office shall provide members with access to portable recorders for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Office by accurately capturing contacts between members of the Office and the public. Members of the Beltrami County Sheriff's Office that violate this policy will be subject to progressive discipline.

421.3 MEMBER PRIVACY EXPECTATION

All recordings made by members on any office-issued device at any time or while acting in an official capacity of this office, regardless of ownership of the device, shall remain the property of the Office. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

421.4 MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder issued by the Office, and that the recorder is in good working order (Minn. Stat. § 13.825). At the beginning of a member's shift they will turn on the portable recorder and insure it turns on, boots up, goes into stand by mode, and is capable of being activated to initiate a recording. Deputies will periodically check to insure the device is recording and offloading to the portable recorder server. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor, create a case in RMS documenting the serial number of the device and the nature of the failure, and obtain a functioning device as soon as reasonably practicable. Uniformed

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Portable Audio/Video Recorders

members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable (Minn. Stat. § 626.8473).

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a portable recorder, the assigned member shall record his/her name, employee number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording (Minn. Stat. § 626.8473). Members should include the reason for deactivation.

421.5 ACTIVATION OF THE AUDIO/VIDEO RECORDER

This policy is not intended to describe every possible situation in which the recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The recorder should be activated in any of the following situations:

- (a) All enforcement and investigative contacts including stops and field interview (FI) situations
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops
- (c) Self-initiated activity in which a member would normally notify the Communications Center
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

Deputies will not activate or record with a Portable recording device in the Beltrami County Jail Control Rooms or Administrative offices.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Portable Audio/Video Recorders

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

421.5.1 CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident. When ceasing the recording, the Deputy shall narrate the intent and reason, if applicable, the ending the recording.

421.5.2 SURREPTITIOUS RECORDINGS

Minnesota law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (Minn. Stat. § 626A.02).

Members of the Office may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another office member without a court order unless lawfully authorized by the Sheriff or the authorized designee.

421.5.3 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

421.6 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members should download, tag or mark the recordings in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim or witness has requested non-disclosure.
- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an under-cover officer or confidential informant.
- (g) The recording or portions of the recording may be protected under the Minnesota Data Practices Act.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Portable Audio/Video Recorders

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

421.7 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings as a resource (See the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance.

Sergeants will periodically conduct spot checks (audits) of Deputies Body Worn Camera footage and insure that Deputies are compliant with this policy.

Recorded files may also be reviewed:

- (a) Upon approval by a supervisor, by any member of the Office who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.
- (b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (c) In compliance with the Minnesota Data Practices Act request, if permitted or required by the Act, including pursuant to Minn. Stat. § 13.82, Subd. 15, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (See the Records Maintenance and Release Policy). Recordings that are clearly offensive to common sensibilities should not be publicly released unless disclosure is required by law or order of the court (Minn. Stat. § 13.82, Subd. 7; Minn. Stat. § 13.825, Subd. 2).

421.8 COORDINATOR

The Sheriff or the authorized designee should designate a coordinator responsible for (Minn. Stat. § 626.8473; Minn. Stat. § 13.825):

- (a) Establishing procedures for the security, storage and maintenance of data and recordings.
 - 1. The coordinator should work with the Custodian of Records and the member assigned to coordinate the use, access and release of protected information to ensure that procedures comply with requirements of the Minnesota Government Data Practices Act (MGDPA) and other applicable laws (Minn. Stat. § 13.01 et seq.) (See the Protected Information and the Records Maintenance and Release policies).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Portable Audio/Video Recorders

- (b) Establishing procedures for accessing data and recordings.
 - 1. These procedures should include the process to obtain written authorization for access to non-public data by BCSO members and members of other governmental entities and agencies.
- (c) Establishing procedures for logging or auditing access.
- (d) Establishing procedures for transferring, downloading, tagging or marking events.
- (e) Establishing an inventory of portable recorders including:
 - 1. Total number of devices owned or maintained by the Beltrami County Sheriff's Office.
 - 2. Daily record of the total number deployed and used by members and, if applicable, the precinct or district in which the devices were used.
 - 3. Total amount of recorded audio and video data collected by the devices and maintained by the Beltrami County Sheriff's Office.
- (f) Preparing the biennial audit required by Minn. Stat. § 13.825, Subd. 9.
- (g) Notifying the Bureau of Criminal Apprehension (BCA) in a timely manner when new equipment is obtained by the Beltrami County Sheriff's Office that expands the type or scope of surveillance capabilities of the office's portable recorders.

421.9 PROHIBITED USE OF AUDIO/VIDEO RECORDERS

Members are prohibited from using office-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with office-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate office business purposes. All such recordings shall be retained at the Office.

For security purposes members will turn off their Portable recorders when entering the secure footprint of the Beltrami County Jail.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

421.10 RETENTION OF RECORDINGS

All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 90 days.

If an individual captured in a recording submits a written request, the recording may be retained for additional time period. The coordinator should be responsible for notifying the individual prior to destruction of the recording (Minn. Stat. § 13.825).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Portable Audio/Video Recorders

The following retention periods apply to the following recorded video event descriptions before the videos are purged from the system whether it is the network server or evidence room.

Event Description Retention Period

1. Junk -----	90 days
2. Traffic Stop Warning -----	90 days
3. Traffic Stop Citation -----	90 days
4. DWI -----	365 days
5. Pursuit -----	365 days
6. Arrest -----	Until Case is resolved
7. Accident-----	90 days
8. Audio domestic-----	365 days
9. Homicide/Sex Assault/Forever -----	Forever
10. Evidence -----	Until Case is resolved
11. Medical -----	90 days
12. Statutory 6 Year Req -----	6 years

- Data that documents the use of deadly force by a peace officer, or force of a sufficient type or degree to require a use of force report or supervisory review including the use of force by a Deputy that results in substantial bodily harm
- Data that documents the discharge of a firearm by a Deputy in the course of his duties
- Data documenting circumstances that have given rise to a formal complaint against an officer

Upon written request by a BWC and SCVC data subject, the agency shall retain a recording pertaining to that subject for an additional time period requested by the subject of up to 180 days. The agency will notify the requestor at the time of the request that the data will then be destroyed unless a new written request is received.

421.10.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

421.10.2 ACCESS TO RECORDINGS

Except as provided by Minn. Stat. § 13.825, Subd. 2, audio/video recordings are considered private or nonpublic data.

Any person captured in a recording may have access to the recording. If the individual requests a copy of the recording and does not have the consent of other non-law enforcement individuals captured on the recording, the identity of those individuals must be blurred or obscured sufficiently

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Portable Audio/Video Recorders

to render the subject unidentifiable prior to release. The identity of on-duty peace officers may not be obscured unless their identity is protected under Minn. Stat. § 13.82, Subd. 17.

421.11 ACCOUNTABILITY

Any member who accesses or releases recordings without authorization may be subject to discipline (See the Standards of Conduct and the Protected Information policies) (Minn. Stat. § 626.8473).

Foot Pursuits

422.1 PURPOSE AND SCOPE

This policy provides guidelines to assist deputies in making the decision to initiate or continue the pursuit of suspects on foot.

422.2 DECISION TO PURSUE

The safety of office members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Deputies must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and office members.

Deputies may be justified in initiating a foot pursuit of any individual the deputy reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity shall not serve as the sole justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual's involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that a deputy must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits potentially place office members and the public at significant risk. Therefore, no deputy or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, a deputy should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as the following:

- (a) Containment of the area.
- (b) Saturation of the area with law enforcement personnel, including assistance from other agencies.
- (c) A canine search.
- (d) Thermal imaging or other sensing technology.
- (e) Air support.
- (f) Apprehension at another time, when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to

Foot Pursuits

immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

422.3 GENERAL GUIDELINES

When reasonably practicable, deputies should consider alternatives to engaging in or continuing a foot pursuit when:

- (a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory.
- (b) The deputy is acting alone.
- (c) Two or more deputies become separated, lose visual contact with one another or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single deputy keep the suspect in sight from a safe distance and coordinate the containment effort.
- (d) The deputy is unsure of his/her location and direction of travel.
- (e) The deputy is pursuing multiple suspects and it is not reasonable to believe that the deputy would be able to control the suspect should a confrontation occur.
- (f) The physical condition of the deputies renders him/her incapable of controlling the suspect if apprehended.
- (g) The deputy loses radio contact with the Communications Center or with assisting or backup deputies.
- (h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient deputies to provide backup and containment. The primary deputy should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.
- (i) The deputy becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to deputies or the public.
- (j) The deputy reasonably believes that the danger to the pursuing deputies or public outweighs the objective of immediate apprehension.
- (k) The deputy loses possession of his/her firearm or other essential equipment.
- (l) The deputy or a third party is injured during the foot pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.
- (m) The suspect's location is no longer known.
- (n) The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there is no

Foot Pursuits

immediate threat to Office personnel or the public if the suspect is not immediately apprehended.

- (o) The deputy's ability to safely continue the pursuit is impaired by inclement weather, darkness or other environmental conditions.

422.4 RESPONSIBILITIES IN FOOT PURSUITS

422.4.1 INITIATING DEPUTY RESPONSIBILITIES

Unless relieved by another deputy or a supervisor, the initiating deputy shall be responsible for coordinating the progress of the pursuit. When acting alone and when practicable, the initiating deputy should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient deputies are present to safely apprehend the suspect.

Early communication of available information from the involved deputies is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Deputies initiating a foot pursuit should broadcast the following information as soon as it becomes practicable and available:

- (a) Location and direction of travel
- (b) Call sign identifier
- (c) Reason for the foot pursuit, such as the crime classification
- (d) Number of suspects and description, to include name if known
- (e) Whether the suspect is known or believed to be armed with a dangerous weapon

Deputies should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any deputy unable to promptly and effectively broadcast this information should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the deputy will notify the Communications Center of his/her location and the status of the foot pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for deputies, suspects or members of the public.

422.4.2 ASSISTING DEPUTY RESPONSIBILITIES

Whenever any deputy announces that he/she is engaged in a foot pursuit, all other deputies should minimize nonessential radio traffic to permit the involved deputies maximum access to the radio frequency.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Foot Pursuits

422.4.3 SUPERVISOR RESPONSIBILITIES

Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever reasonably possible. The supervisor does not, however, need to be physically present to exercise control over the foot pursuit. The supervisor should continuously assess the situation in order to ensure the foot pursuit is conducted within established office guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing deputies or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor should promptly proceed to the termination point to direct the post-pursuit activity.

422.4.4 THE COMMUNICATIONS CENTER RESPONSIBILITIES

Upon notification or becoming aware that a foot pursuit is in progress, the dispatcher is responsible for:

- (a) Clearing the radio channel of non-emergency traffic.
- (b) Coordinating pursuit communications of the involved deputies.
- (c) Broadcasting pursuit updates as well as other pertinent information as necessary.
- (d) Ensuring that a field supervisor is notified of the foot pursuit.
- (e) Notifying and coordinating with other involved or affected agencies as practicable.
- (f) Notifying the Shift Sergeant as soon as practicable.
- (g) Assigning an incident number and logging all pursuit activities.

422.5 REPORTING

The initiating deputy shall complete the appropriate crime/arrest reports documenting, at minimum:

- (a) Date and time of the foot pursuit.
- (b) Initial reason and circumstances surrounding the foot pursuit.
- (c) Course and approximate distance of the foot pursuit.
- (d) Alleged offenses.
- (e) Involved vehicles and deputies.
- (f) Whether a suspect was apprehended as well as the means and methods used.
 - 1. Any use of force shall be reported and documented in compliance with the Use of Force Policy.
- (g) Arrestee information, if applicable.
- (h) Any injuries and/or medical treatment.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Foot Pursuits

- (i) Any property or equipment damage.
- (j) Name of the supervisor at the scene or who handled the incident.

Assisting deputies taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

The supervisor reviewing the report will make a preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

In any case in which a suspect is not apprehended and there is insufficient information to warrant further investigation, a supervisor may authorize that the initiating deputy need not complete a formal report.

422.6 POLICY

It is the policy of this office that deputies, when deciding to initiate or continue a foot pursuit, must continuously balance the objective of apprehending the suspect with the risk and potential for injury to office members, the public or the suspect.

Deputies are expected to act reasonably, based on the totality of the circumstances.

Criminal Conduct on School Buses

423.1 PURPOSE AND SCOPE

Criminal conduct on school buses has been identified by the legislature as a critical component for the safety and security of the community. The primary purpose of this policy is to provide deputies guidance in responding to reports of alleged criminal conduct on school buses. This office, in cooperation with any other law enforcement agency that may have concurrent jurisdiction over the alleged offense, is responsible for responding to all reports of criminal misconduct on school buses in this jurisdiction.

This policy is not intended to interfere with or replace school disciplinary policies that relate to student misconduct on school buses (Minn. Stat. § 169.4581).

423.2 COMMUNITY COOPERATION

The Beltrami County Sheriff's Office shall work with and consult with school officials, transportation personnel, parents and students to respond to these incidents to protect student safety and deal appropriately with those who violate the law.

423.3 PROCEDURE

This office shall respond to all criminal misconduct on school buses within the jurisdiction of this office regardless of the source of the report. Deputies should take reasonable actions to complete the following:

- (a) Provide for the safety of any person involved in the incident or present at the incident.
- (b) Coordinate any appropriate care.
- (c) Investigate reports of crimes committed on school buses using the same procedures as followed in other criminal investigations as appropriate for juveniles and/or adults.
- (d) Issue citations, release pending further investigation, or apprehend and transport individuals committing crimes on school buses to the extent authorized by law.
- (e) Submit reports regarding the incident for review, approval and consideration for prosecution.
- (f) Complete follow-up and additional investigation as reasonably necessary to prepare a case pertaining to criminal conduct on school buses as required for prosecution.
- (g) Provide information to the relevant school regarding the incident as required or authorized by law.

Public Recording of Law Enforcement Activity

424.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this office. In addition, this policy provides guidelines for situations where the recordings may be evidence.

424.2 POLICY

The Beltrami County Sheriff's Office recognizes the right of persons to lawfully record members of this office who are performing their official duties. Members of this office will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Deputies should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

424.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

- (a) Recordings may be made from any public place or any private property where the individual has the legal right to be present.
- (b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:
 - 1. Tampering with a witness or suspect.
 - 2. Inciting others to violate the law.
 - 3. Being so close to the activity as to present a clear safety hazard to the deputies.
 - 4. Being so close to the activity as to interfere with a deputy's effective communication with a suspect or witness.
- (c) The individual may not present an undue safety risk to the deputies, him/herself or others.

424.4 DEPUTY RESPONSE

Deputies should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, deputies should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Whenever practicable, deputies or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or

Public Recording of Law Enforcement Activity

behavior to be unlawful. Accompanying the warnings should be clear directions on what an individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, a deputy could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, deputies shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

424.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the deputy and:

- (a) Request any additional assistance as needed to ensure a safe environment.
- (b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.
- (c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.
- (d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.
- (e) Explain alternatives for individuals who wish to express concern about the conduct of office members, such as how and where to file a complaint.

424.6 SEIZING RECORDINGS AS EVIDENCE

Deputies should not seize recording devices or media unless (42 USC § 2000aa):

- (a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.
 1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.
- (b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.
- (c) The person consents.
 1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.
 2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Public Recording of Law Enforcement Activity

the evidence is to transmit a copy of the recording from a device to a office-owned device.

Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Section Policy.

Medical Aid and Response

425.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

425.2 POLICY

It is the policy of the Beltrami County Sheriff's Office that all deputies and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

425.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact the Communications Center and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide the Communications Center with information for relay to EMS personnel in order to enable an appropriate response, including:

- (a) The location where EMS is needed.
- (b) The nature of the incident.
- (c) Any known scene hazards.
- (d) Information on the person in need of EMS, such as:
 - 1. Signs and symptoms as observed by the member.
 - 2. Changes in apparent condition.
 - 3. Number of patients, sex, and age, if known.
 - 4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
 - 5. Whether the person is showing signs or symptoms of excited delirium or other agitated chaotic behavior.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Medical Aid and Response

425.4 TRANSPORTING ILL AND INJURED PERSONS

Except in extraordinary cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Deputies should search any person who is in custody before releasing that person to EMS for transport.

A deputy should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

425.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, a deputy shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the deputy should consider proceeding with a 72-hour hold in accordance with the Civil Commitments Policy.

If a deputy believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The deputy may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person who is in custody still refuses, the deputy will require the person to be transported to the nearest medical facility. In such cases, the deputy should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

425.6 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Conducted Energy Device policies.

425.7 AIR AMBULANCE

Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or other known delays will affect the EMS response.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Medical Aid and Response

The Field Operations Chief Deputy should develop guidelines for air ambulance landings or enter into local operating agreements for the use of air ambulances, as applicable. In creating those guidelines, the Office should identify:

- Responsibility and authority for designating a landing zone and determining the size of the landing zone.
- Responsibility for securing the area and maintaining that security once the landing zone is identified.
- Consideration of the air ambulance provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the air ambulance provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas, or roadways.
- Responsibility for notifying the appropriate highway or transportation agencies if a roadway is selected as a landing zone.
- Procedures for ground personnel to communicate with flight personnel during the operation.

One office member at the scene should be designated as the air ambulance communications contact. Headlights, spotlights, and flashlights should not be aimed upward at the air ambulance. Members should direct vehicle and pedestrian traffic away from the landing zone.

Members should follow these cautions when near an air ambulance:

- Never approach the aircraft until signaled by the flight crew.
- Always approach the aircraft from the front.
- Avoid the aircraft's tail rotor area.
- Wear eye protection during landing and take-off.
- Do not carry or hold items, such as IV bags, above the head.
- Ensure that no one smokes near the aircraft.

425.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

425.8.1 AED USER RESPONSIBILITY

Members who are issued AEDs for use in office vehicles should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the Training Officer who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Medical Aid and Response

Any member who uses an AED should contact the Communications Center as soon as possible and request response by EMS.

425.8.2 AED REPORTING

Any member using an AED will complete an incident report detailing its use.

425.8.3 AED TRAINING AND MAINTENANCE

The Training Officer should ensure appropriate training is provided to members authorized to use an AED.

The Training Officer is responsible for ensuring AED devices are appropriately maintained and will retain records of all maintenance in accordance with the established records retention schedule.

425.9 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION

Only members who receive training in the recognition of signs of opiate overdose in the use of opiate antagonists may administer opioid overdose medication. Members may administer opioid overdose medication in accordance with protocol specified by the attending medical director for use by members (Minn. Stat. § 151.37; Minn Stat. §604A.04).

425.9.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES

Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store, and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service in given to the shift Sergeant will make notification to the Supervisor assigned to procuring medical equipment for a replacement.

425.9.2 OPIOID OVERDOSE MEDICATION REPORTING

Any member administering opioid overdose medication should detail its use in an appropriate report.

425.9.3 OPIOID OVERDOSE MEDICATION TRAINING

The FTO Coordinator should ensure training is provided to members authorized to administer opioid overdose medication (Minn Stat. § 151.37).

425.10 TOURNIQUET USE

Only personnel who receive training in the use and application of tourniquets in accordance with protocol established by the Beltrami County Sheriff's Office medical director may utilize them in medical situations. If personnel respond to a medical emergency where a tourniquet is used, will complete an incident report detailing its' use.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Medical Aid and Response

425.11 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the deputy has reason to believe the arrestee is feigning injury or illness, the deputy should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the deputy should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

Arrestees who appear to have a serious medical issue should be transported by ambulance. Deputies shall not transport an arrestee to a hospital without a supervisor's approval.

Nothing in this section should delay a deputy from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the deputy's training.

425.12 ADMINISTRATION OF EPINEPHRINE

The office may obtain epinephrine auto-injectors from licensed pharmacies to be administered by trained members in accordance with Minn. Stat. § 144.999.

425.12.1 EPINEPHRINE USER RESPONSIBILITIES

Members who are qualified to administer epinephrine should handle, store, and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Training Officer.

Any member who administers epinephrine should contact the Communications Center as soon as possible and request response by EMS.

425.12.2 EPINEPHRINE REPORTING

Any member administering epinephrine should detail its use in an appropriate report.

425.12.3 EPINEPHRINE TRAINING

The Training Officer should ensure that training is provided to members authorized to administer epinephrine.

Training shall be conducted by an authorized provider and be completed every two years (Minn. Stat. § 144.999).

425.13 FIRST AID TRAINING

Subject to available resources, the Training Officer should ensure deputies receive periodic first aid training appropriate for their position.

Suspicious Activity Reporting

426.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting and investigating suspicious and criminal activity.

426.1.1 DEFINITIONS

Definitions related to this policy include:

Involved party - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

Suspicious activity - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity may include but are not limited to:

- Suspected pre-operational surveillance or intelligence gathering (e.g., photographing security features, asking questions about sensitive security-related subjects).
- Tests of security measures and response to incidents (e.g., "dry run," creating false alarms, attempts to enter secure areas without authorization).
- Suspicious purchases (e.g., purchasing large quantities of otherwise legal items, such as fertilizer, that could be used to create an explosive or other dangerous device).
- An individual in possession of such things as a hoax explosive or dispersal device, sensitive materials (e.g., passwords, access codes, classified government information), or coded or ciphered literature or correspondence.

Suspicious Activity Report (SAR) - An incident report used to document suspicious activity.

426.2 POLICY

The Beltrami County Sheriff's Office recognizes the need to protect the public from criminal conduct and acts of terrorism and shall lawfully collect, maintain and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections.

426.3 RESPONSIBILITIES

The Investigation Chief Deputy and authorized designees will manage SAR activities. Authorized designees should include supervisors who are responsible for office participation in criminal intelligence systems as outlined in the Criminal Organizations Policy.

The responsibilities of the Investigation Chief Deputy include, but are not limited to:

- (a) Remaining familiar with those databases available to the Office that would facilitate the purpose of this policy.

Suspicious Activity Reporting

- (b) Maintaining adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.
- (c) Ensuring a process is available that would allow members to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.
- (d) Ensuring that members are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the Office.
- (e) Ensuring that SAR information is appropriately disseminated to members in accordance with their job responsibilities.
- (f) Coordinating investigative follow-up, if appropriate.
- (g) Coordinating with any appropriate agency or fusion center.
- (h) Ensuring that, as resources are available, the Office conducts outreach that is designed to encourage members of the community to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).

426.4 REPORTING AND INVESTIGATION

Any office member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request for tactical response or immediate notification of specialized entities, when applicable. Any non-licensed member who receives such information should ensure that it is passed on to a deputy in a timely manner.

If the suspicious activity is not directly related to a reportable crime, the member should prepare a SAR and include information about involved parties and the circumstances of the incident. If, during any investigation, a deputy becomes aware of suspicious activity that is unrelated to the current investigation, the information should be documented separately in a SAR and not included in the original incident report. The report number of the original incident should be included in the SAR as a cross reference. A SAR should be processed as any other incident report.

426.5 HANDLING INFORMATION

The Records Center will forward copies of SARs, in a timely manner, to the following:

- Investigation Division supervisor
- Crime Analysis Unit
- Other authorized designees

Crisis Intervention Incidents

427.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires a deputy to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

427.1.1 DEFINITIONS

Definitions related to this policy include:

Person in crisis - A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; non-compliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

427.2 POLICY

The Beltrami County Sheriff's Office is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Office will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

427.3 SIGNS

Members should be alert to any of the following possible signs of mental health issues or crises:

- (a) A known history of mental illness
- (b) Threats of or attempted suicide
- (c) Loss of memory
- (d) Incoherence, disorientation or slow response
- (e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas
- (f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt
- (g) Social withdrawal
- (h) Manic or impulsive behavior, extreme agitation, lack of control
- (i) Lack of fear
- (j) Anxiety, aggression, rigidity, inflexibility or paranoia

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Crisis Intervention Incidents

Members should be aware that this list is not exhaustive. The presence or absence of any of these should not be treated as proof of the presence or absence of a mental health issue or crisis.

427.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS

The Sheriff should designate an appropriate Chief Deputy to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources to guide office interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

427.5 FIRST RESPONDERS

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to deputies; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit a deputy's authority to use reasonable force when interacting with a person in crisis.

Deputies are reminded that mental health issues, mental health crises and unusual behavior alone are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

A deputy responding to a call involving a person in crisis should:

- (a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.
- (b) Request available backup deputies and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.
- (c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.
- (d) Attempt to determine if weapons are present or available.
- (e) Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the deputy.
- (f) Secure the scene and clear the immediate area as necessary.
- (g) Employ tactics to preserve the safety of all participants.
- (h) Determine the nature of any crime.
- (i) Request a supervisor, as warranted.
- (j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.
- (k) If circumstances reasonably permit, consider and employ alternatives to force.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Crisis Intervention Incidents

427.6 DE-ESCALATION

Deputies should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm, courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (e.g., summarize the person's verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding deputies generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

427.7 INCIDENT ORIENTATION

When responding to an incident that may involve mental illness or a mental health crisis, the deputy should request that the dispatcher provide critical information as it becomes available. This includes:

- (a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.
- (b) Whether there have been prior incidents, suicide threats/attempts, and whether there has been previous sheriff's response.
- (c) Contact information for a treating physician or mental health professional.

Additional resources and a supervisor should be requested as warranted.

427.8 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene of any interaction with a person in crisis. Responding supervisors should:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Crisis Intervention Incidents

- (a) Attempt to secure appropriate and sufficient resources.
- (b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).
- (c) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.
- (d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.
- (e) Conduct an after-action tactical and operational debriefing, and prepare an after-action evaluation of the incident to be forwarded to the Chief Deputy.
- (f) Evaluate whether a critical incident stress management debriefing for involved members is warranted.

427.9 INCIDENT REPORTING

Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to office reporting procedures or other official mental health or medical proceedings.

427.9.1 DIVERSION

Individuals who are not being arrested should be processed in accordance with the Civil Commitments Policy.

427.10 NON-LICENSED INTERACTION WITH PEOPLE IN CRISIS

Non-licensed members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request, and animal control issues.

- (a) Members should treat all individuals equally and with dignity and respect.
- (b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.
- (c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

If a person's behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person may be harmful to him/herself or others, a deputy should be promptly summoned to provide assistance.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Crisis Intervention Incidents

427.11 EVALUATION

The Chief Deputy designated to coordinate the crisis intervention strategy for this office should ensure that a thorough review and analysis of the office response to these incidents is conducted annually. The report will not include identifying information pertaining to any involved individuals, deputies or incidents and will be submitted to the Sheriff through the chain of command.

427.12 TRAINING

In coordination with the mental health community and appropriate stakeholders, the Office will develop and provide comprehensive education and training to all office members to enable them to effectively interact with persons in crisis.

Additionally, the Training Officer will provide deputies, including part-time deputies, with in-service training in crisis intervention and mental illness crisis as required by Minn. Stat. § 626.8469 and Minn. Stat. § 626.8474.

First Amendment Assemblies

428.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

428.2 POLICY

The Beltrami County Sheriff's Office respects the rights of people to peaceably assemble. It is the policy of this office not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

428.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills, leafleting and loitering. However, deputies shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors deputies may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential. The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Deputies should not:

- (a) Engage in assembly or demonstration-related discussion with participants.
- (b) Harass, confront or intimidate participants.
- (c) Seize the cameras, cell phones or materials of participants or observers unless a deputy is placing a person under lawful arrest.

Supervisors should continually observe office members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

First Amendment Assemblies

428.3.1 PHOTOGRAPHS AND VIDEO RECORDINGS

Photographs and video recording, when appropriate, can serve a number of purposes, including support of criminal prosecutions by documenting criminal acts; assistance in evaluating office performance; serving as training material; recording the use of dispersal orders; and facilitating a response to allegations of improper law enforcement conduct.

428.4 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding deputy should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)
- Any initial indicators of unlawful or disruptive activity
- Indicators that lawful use of public facilities, streets or walkways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to the Communications Center, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

428.5 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

428.5.1 INFORMATION GATHERING AND ASSESSMENT

In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.
- The potential time, duration, scope and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

First Amendment Assemblies

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or the race, ethnicity, national origin or religion of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

428.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for the following:

- (a) Command assignments, chain of command structure, roles and responsibilities
- (b) Staffing and resource allocation
- (c) Management of criminal investigations
- (d) Designation of uniform of the day and related safety equipment (e.g., helmets, shields)
- (e) Deployment of specialized resources
- (f) Event communications and interoperability in a multijurisdictional event
- (g) Liaison with demonstration leaders and external agencies
- (h) Liaison with County government and legal staff
- (i) Media relations
- (j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation
- (k) Traffic management plans
- (l) First aid and emergency medical service provider availability
- (m) Prisoner transport and detention
- (n) Review of policies regarding public assemblies and use of force in crowd control
- (o) Parameters for declaring an unlawful assembly
- (p) Arrest protocol, including management of mass arrests
- (q) Protocol for recording information flow and decisions
- (r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force
- (s) Protocol for handling complaints during the event
- (t) Parameters for the use of body-worn cameras and other portable recording devices.

428.5.3 MUTUAL AID AND EXTERNAL RESOURCES

The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums

First Amendment Assemblies

of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

428.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

428.7 USE OF FORCE

Use of force is governed by current office policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and TASER (TM) devices should be considered only when the participants' conduct reasonably appears to present the potential to harm deputies, themselves or others, or will result in substantial property loss or damage (see the Control Devices and the Conducted Energy Device policies).

Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this office shall be documented promptly, completely, and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

First Amendment Assemblies

428.8 ARRESTS

The Beltrami County Sheriff's Office should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been, or reasonably appear likely to be, unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

- (a) Reasonable measures to address the safety of deputies and arrestees.
- (b) Dedicated arrest, booking and report writing teams.
- (c) Timely access to medical care.
- (d) Timely access to legal resources.
- (e) Timely processing of arrestees.
- (f) Full accountability for arrestees and evidence.
- (g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Citation Releases Policy).

428.9 MEDIA RELATIONS

The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences and social media to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

428.10 DEMOBILIZATION

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

428.11 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

- (a) Operational plan
- (b) Any incident logs
- (c) Any assignment logs

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

First Amendment Assemblies

- (d) Vehicle, fuel, equipment and supply records
- (e) Incident, arrest, use of force, injury and property damage reports
- (f) Photographs, audio/video recordings, the Communications Center records/tapes
- (g) Media accounts (print and broadcast media)

428.11.1 AFTER-ACTION REPORTING

The Incident Commander should work with County legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used including the following:

- (a) Date, time and description of the event
- (b) Actions taken and outcomes (e.g., injuries, property damage, arrests)
- (c) Problems identified
- (d) Significant events
- (e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

428.12 TRAINING

Office members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Office should, when practicable, train with its external and mutual aid partners.

Civil Disturbance

429.1 PURPOSE AND SCOPE

The office shall respond to the report of all, civil disturbances, and take action to maintain the peace, or restore order. All licensed deputy shall be responsible for following these procedures and take action as directed by office supervisors.

429.2 DEFINITIONS

Riot: When three or more persons assembled disturbed public piece by an intentional act or threat of unlawful force or violence to person or property. (Minnesota statute 609.71)

Unlawful Assembly: When three or more persons assemble with intent to commit any unlawful act by force, or engage in conduct which will disturb or threaten the public peace. (Minnesota statute 609.705)

429.3 PROCEDURES

- (a) Deputies who are dispatched to the report of a civil disturbance will proceed to the scene and assess the situation to determine:
 1. The purpose of the persons assembled as indicated by their conduct, signs, placards, etc.
 2. The general mood of the persons assembled.
 3. The number of people involved and weapons, if present.
 4. Any unlawful acts which have been perpetrated or are in progress.
 5. If any additional assistance or equipment is required.
- (b) The shift commander will proceed to the scene and take the following actions:
 1. Assess the need for additional assistance, and/or equipment such as:
 - (a) Additional Sheriff's personnel.
 - (b) Assistance from other agencies.
 - (c) Air support.
 - (d) K-9 teams.
 2. The shift commander shall notify the Chief Deputy.
 3. Coordinate the response of assisting units:
 - (a) Direct responding units to form a perimeter.
 - (b) Designate a standby location for fire and ambulance units.
 - (c) Designate a command post/assembly area.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Civil Disturbance

- (c) At the scene of peaceful civil disputes where no criminal activity is expected, the Sheriff's office may maintain a visible presence to preserve the peace and maintain order.
- (d) Based on the crowd behavior and law enforcement personnel available the shift commander may take the following actions:
 - 1. Isolate the area and contain the crowd.
 - 2. Block the crowd from sensitive targets, such as:
 - (a) Gun shops
 - (b) Drugstores
 - (c) Liquor stores
 - (d) Gas stations
 - (e) Banks
 - 3. Disperse the crowd:
 - (a) Use a public address system to order the crowd to disperse prior to taking enforcement action.
 - (b) Measure the enforcement response required to avoid panic in the crowd.
 - (c) Structure an escape route which will allow the crowd to peacefully leave the disturbance.
- (e) At the scene of disturbance where enforcement action is required and the crowd is on manageable the patrol Sgt. will take the following actions:
 - 1. Property Crimes:
 - (a) Establish a perimeter in standby for assisting units.
 - (b) Announced to the crowd that they must disperse or they may be charged with "Presence at an Unlawful Assembly", and announcement should be given, if scene allows, three times.
 - (c) Instruct deputies to record all vehicle license numbers, present, and make observations to identify offenders for later criminal action.
 - (d) Assign a person and/or set squad video to record the area.
 - 2. Persons Crimes: based on the tactical situation, the shift commander and deputies must intervene to prevent personal injury and protect life.
- (f) In cases where an inadequate number of law enforcement personnel are available, the crowd should be monitored pending appropriate response.
 - 1. Negotiations should be attempted when the crowd spokesperson can be identified
 - 2. Photographs and audio/video recording should be made of violators.
 - 3. Deputy should attempt to identify the primary agitators.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Civil Disturbance

- (g) The shift commander shall assume command of the situation. Upon arrival and have the authority to order the use of riot control agents and high-pressure water hoses.
 - 1. Adequate medical personnel should be available at a staging area.
 - 2. High-pressure water hoses should be employed with a high trajectory. A flat trajectory should be used only when necessary to repel an attack.
 - 3. An escape route shall be available and open for the crowd to peacefully leave the disturbance.
- (h) The SWAT (special weapons and tactics team) should be reserved for special threats and may be used for:
 - 1. Counter sniper operations.
 - 2. Arrest teams.
 - 3. Special reaction force.
 - 4. Chemical agent dispersing.
- (i) Once order has been restored the Sheriff's Office should remain in the area with adequate personnel to ensure the no further disturbances occur.
- (j) Upon completion of a Civil Disturbance operation. The deputy assigned to the initial report call will completed offense report. All of the deputies who have an active role in the incident, or if pertinent information regarding the incident shall prepare supplemental reports.

ORDER FOR DISPERSAL

430.1 ORDER FOR DISPERSAL-PUBLIC PROPERTY

I am Deputy (rank and name) of the Beltrami County Sheriff's Office. Due to the unlawful conduct and threat to the public peace, I hereby declare this to be an unlawful assembly under Minnesota Statute §609.705. I am now issuing a public safety order to disperse and I command all those assembled at (specific location) to immediately disperse, which means leave this area. If you do not do so, you may be arrested or subject to other police action. Other police action could include the use of chemical agents or less-lethal munitions, which may inflict significant pain or result in serious injury. If you remain in the area just described, regardless of your purpose, you will be in violation of state law. The following routes of dispersal are available: (routes). You have (reasonable amount of time) minutes to disperse.

430.2 ORDER FOR DISPERSAL-PRIVATE PROPERTY

I am (rank and name) of the Beltrami County Sheriff's Office. This area is private property and the lawful possessor of the property demands that you leave their property immediately. I am now issuing a public safety order to disperse and I command all of those assembled at (specific location) to immediately disperse, which means leave this area. If you do not do so, you may be arrested for subject to other police action. Other police action could included the use of chemical agents or less-lethal munitions, which may inflict significant pain or result in serious injury. If you remain in the area just described, regardless of your purpose, you will be in violation of Minnesota statute §609.605 Trespass. The following routes of dispersal are available: (routes). You have (reasonable amount of time) minutes to disperse.

430.3 ORDER FOR DISPERSAL-PASSIVE RESISTANT IMMOBILIZED ON PRIVATE PROPERTY

I am Deputy (rank and name) of the Beltrami County Sheriff's Office. This area is private property and the lawful possessor of the property demands that you leave their property immediately. I am now issuing a public safety order to disperse and I command all those assembled at (specific location) to immediately disperse, which means leave this area. If you do not do so, you may be arrested or subject to other police action. Other police action could include the use of chemical agents or less-lethal munitions, which may inflict significant pain or result in serious injury. If you remain in the area just described, regardless of your purpose, you will be in violation of Minnesota statute §609.605 Trespass. Additionally, if you do not remove the immobilization device yourself, officials will remove the devices which may subject you to burns, cuts or other injuries. You will also be charged a fee of \$5000. The following routes of dispersal are available (routes). You have (reasonable amount of time) minutes to disperse.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

ORDER FOR DISPERSAL

430.4 ORDER FOR DISPERSAL-PASSIVE RESISTANT IMMOBILIZED ON PUBLIC PROPERTY

I am Deputy (rank and name) of the Beltrami County Sheriff's Office. Due to the unlawful conduct and threat to the public peace, I hereby declare this to be an unlawful assembly under Minnesota statute §609.705. I am now issuing a public safety order to disperse and I command all those assembled at (specific location) to immediately disperse, which means leave this area. If you do not do so, you may be arrested or subject to other police action. Other police action could include the use of chemical agents or less-lethal munitions, which may inflict significant pain or result in serious injury. If you remain in the area just described, regardless of your purpose, you will be in violation of state law. Additionally, if you do not remove the immobilization device yourself, officials will remove the devices which subject you to burns, cuts or other injuries. You will also be charged a fee of \$5000. The following routes of dispersal area available: (routes). You have (reasonable amount of time) minutes to disperse.

Mobile Field Force Extrication

431.1 PURPOSE

The Beltrami County Sheriff's Office Mobile Field Force Extrication Team (MFFE) will respond to civil unrest, riotous behavior or other similar events or activity to effectively extricate persons from known protester devices in a safe and professional manner.

431.2 ORGANIZATION AND RESPONSIBILITIES

SHERIFF:

The Sheriff or his designee with supervise the MFFE Team of the Beltrami County Sheriff's Office. The Sheriff or his designee are responsible for overseeing administrative issues which include, but are not limited to selecting the unit commanders, unit funding, staffing, unit activation guidelines, mutual aid agreements or the MFFU both in and outside Beltrami County, liability claims, coordination or investigation arising out of a MFFE response and resolution of an conflicts not stated in this policy.

UNIT COMMANDER:

Unit commander(s) is selected by the Sheriff or his designee. The commander(s) report to the Sheriff or designee and is responsible for administrative duties which include, but are not limited to: training requirements, policy, budget, and recommendation of personnel selection, personnel assignments, and year-end reports which covers MFFE uses. The commander(s) will coordinate and work with the on duty supervisor to insure that any support services, traffic control, command post security, etc., are provided.

EXTRICATION TEAM MEMBER:

An extrication Team member is a qualified MFFE member who is trained through FDMA CDP field force extraction tactics course and/or other approve course. The extrication team members will be responsible for the safe extrication of persons from known protester devices. MFFE team members will be responsible for the care and maintenance of their personal protective equipment print the (PPE)s and tools.

431.3 MFFE ACTIVATION

When the Beltrami County Sheriff's office MFFE unit or personnel are activated must be approved by the Beltrami County Sheriff or his designee. The MFFE commander will advise the Sheriff or his designee. It will be the duty of the MFFE commander to initiate activation of the MFFE members or team.

LIMITED USE:

There are occasions where it may be preferable to use certain teams or member personnel from the MFFE team based upon their specific training and/or experience. The unit

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Mobile Field Force Extrication

commander or their designee will determine the appropriate team or member personnel and will arrange for their notification of the selected team or member personnel.

FULL MFFE ACTIVATION:

The Sheriff or designee will have in place a policy designating who in the agency is authorized to request a call out of the MFFE. Those individual so assigned have the authority to initiate the call out through means available, radio, phone, pager, etc.

431.4 MFFE CONSIDERATIONS

PERSONAL PROTECTIVE EQUIPMENT:

Efforts will be made to ensure all persons needing extrication are provided with eye and hearing protection. In addition, dust mask, protective blankets and know Mike's hoods may be used depending on the environment.

VIDEO TAPING:

If possible, all extrication's will be videotaped for evidentiary, liability and training purposes.

CUSTODY;

Persons who are extricated from devices are under arrest and will be cared for as any other in custody arrest. Persons requiring extrication from a device will be asked before extrication begins if they will voluntarily release. This will occur throughout the process to minimize the hazards associated with extrication.

TRAINING:

The MFFE members will conduct training five hours semi-annually. The MFFE unit will train on appropriate subjects related to the mission of the MFFE team. These trains include but are not limited to extra traction team training and co-agency training. All trainings will be documented and training records will be maintained on file, noting specifically what staff attended the training. Extrication team members will wear specifically fire resistant uniforms, hearing protection and eye protection during FFE operations.

Nothing in this policy shall prohibit the use of force, including deadly force by any MFFE member is authorized under Minnesota statute 609.06, 609.066, 609.32, 629.33, or departmental policy.

Civil Disputes

432.1 PURPOSE AND SCOPE

This policy provides members of the Beltrami County Sheriff's Office with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Abuse Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Minnesota law.

432.2 POLICY

The Beltrami County Sheriff's Office recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this office will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

432.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

- (a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.
- (b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.
- (c) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.
- (d) Members are reminded that they shall not enter a residence or other non-public location without legal authority including valid consent.
- (e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

Civil Disputes

432.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for a deputy to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating deputy should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating deputy should document the following:

- (a) The person's knowledge of the court order or whether proof of service exists.
- (b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

432.5 VEHICLES AND PERSONAL PROPERTY

Deputies may be faced with disputes regarding possession or ownership of vehicles or other personal property. Deputies may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, deputies should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

432.6 REAL PROPERTY

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

Medical Cannabis

433.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this office with guidelines for investigating the possession or use of medical cannabis under Minnesota's medical cannabis laws.

433.1.1 DEFINITIONS

Definitions related to this policy include (Minn. Stat. § 152.22):

Medical cannabis - Any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins in the form of a liquid, oil, pill, or dried raw cannabis that is properly packaged and labeled with:

- (a) The name and address of the authorized manufacturer.
- (b) The patient's registry identification number, name, date of birth, and address.
- (c) The chemical composition of medical cannabis.
- (d) Recommended dosage.
- (e) Directions for use.
- (f) Batch number.
- (g) Date of manufacture.

Edibles are not included.

Patient - A Minnesota resident who has been diagnosed with a qualifying medical condition by a health care practitioner and who has met any other requirements for patients under Minn. Stat. § 152.22 et seq.

Caregiver - A person who has been approved by the Minnesota Commissioner of Health to assist a patient who is unable to self-administer medication or acquire medical cannabis from a distribution facility, and who is authorized to assist the patient with the use of medical cannabis.

433.2 POLICY

It is the policy of the Beltrami County Sheriff's Office to prioritize resources to avoid making arrests related to medical cannabis that the arresting deputy reasonably believes would not be prosecuted by state or federal authorities.

Minnesota medical cannabis laws are intended to provide protection from prosecution to those who use or possess medical cannabis for medical purposes. The Beltrami County Sheriff's Office will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under Minnesota law and the resources of the Office.

433.3 INVESTIGATION

Investigations involving the possession or use of cannabis generally fall into one of two categories:

- (a) Investigations when no person makes a medicinal claim.

Medical Cannabis

- (b) Investigations when a person claims to be a patient or caregiver.

433.3.1 INVESTIGATIONS WITH NO MEDICAL CLAIM

In any investigation involving the possession, delivery, production or use of a cannabis product or drug paraphernalia where no person claims that the cannabis is used for medicinal purposes, the deputy should proceed with a criminal investigation. A medicinal claim may be raised at any time, so deputies should document any statements and observations that may be relevant to whether the cannabis was possessed or produced for medicinal purposes.

433.3.2 INVESTIGATIONS INVOLVING A PATIENT OR CAREGIVER

Arrest shall not be made for the possession of medical cannabis by a patient, a caregiver or the parent or legal guardian of a patient (Minn. Stat. § 152.32).

Possession of medical cannabis properly packaged and labeled by an authorized manufacturer should suffice for verification of a person's status as a patient. The possession of medical cannabis registry verification from the Minnesota Department of Health should also suffice for verification a person's status as a patient or caregiver (Minn. Stat. § 152.22; Minn. Stat. § 152.27).

433.3.3 EXCEPTIONS

This policy does not apply to the following offenses. Deputies may take enforcement action if the person (Minn. Stat. § 152.23):

- (a) Possesses or engages in the use of medical cannabis on a school bus or van, on the grounds of any preschool or primary or secondary school, in any correctional facility, or on the grounds of any child care facility or home daycare.
- (b) Vaporizes or smokes medical cannabis on any form of public transportation, where the vapor or smoke would be inhaled by a non-patient minor child, or in any public place or a place of employment.
- (c) Operates any motor vehicle, aircraft, train, or motorboat, or works on transportation property, equipment, or facilities while under the influence of medical cannabis.

433.4 FEDERAL LAW ENFORCEMENT

Deputies should provide information regarding a medical cannabis investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities or whenever the deputy believes those authorities would have a particular interest in the information.

433.5 PROPERTY AND EVIDENCE SECTION SUPERVISOR RESPONSIBILITIES

The Property and Evidence Section supervisor shall ensure that medical cannabis, drug paraphernalia or other related property seized from a person engaged or assisting in the use of medical cannabis is not destroyed. Upon the prosecutor's decision to forgo prosecution, or the dismissal of charges or an acquittal, the Property and Evidence Section supervisor shall as soon as practicable return to the person from whom it was seized any medical cannabis, drug paraphernalia or other related property.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Medical Cannabis

The Property and Evidence Section supervisor may not destroy medical cannabis except upon receipt of a court order.

The Property and Evidence Section supervisor may release medical cannabis to federal law enforcement authorities upon presentation of a valid court order or by a written order of the Investigation Division supervisor.

433.6 REPORTING

Deputies aware of a person experiencing a negative medical condition or a death related to a cannabis overdose, including as a result of an unauthorized access to medical cannabis, must contact the Minnesota Department of Health's Office of Medical Cannabis within five business days. If discovered as part of an ongoing investigation, the report must be made within 72 hours of the conclusion of the investigation (Minn. R. 4770.4002; Minn. R. 4770.4004).

Deputies having reasonable suspicion of unauthorized possession of medical cannabis or of violations of cannabis laws by individuals authorized to possess medical cannabis, must report to the Office of Medical Cannabis using the designated online form. Reports related to unauthorized possession must be submitted within 72 hours, unless discovered as part of an ongoing investigation, in which case reporting must be made within 72 hours of the conclusion of the investigation. Reports of violations by persons authorized to possess medical cannabis must be submitted within 15 days (Minn. R. 4770.4010).

Chapter 5 - Traffic Operations: Traffic enforcement, towing, abandoned vehicles

Traffic Function and Responsibility

500.1 PURPOSE AND SCOPE

The ultimate goal of traffic law enforcement is to reduce traffic collisions. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventative patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on collision data, enforcement activity records, traffic volume and traffic conditions. This office provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in collision situations but also in terms of traffic-related needs.

500.2 TRAFFIC DEPUTY DEPLOYMENT

Several factors are considered in the development of deployment schedules for deputies of the Beltrami County Sheriff's Office. Information provided by the Minnesota Office of Traffic Safety (OTS) is a valuable resource for traffic collision occurrences and therefore deputy deployment. Some of the factors for analysis include:

- Location
- Time
- Day
- Violation factors

All deputies assigned to patrol or traffic enforcement functions will emphasize enforcement of collision-causing violations during periods of high-collision incidence and at locations of occurrence. All deputies will take directed enforcement action on request, and random enforcement action when appropriate, against violators as a matter of routine. All deputies shall maintain high visibility while working general enforcement, especially at high-collision incidence locations.

Other factors to be considered for deployment are citizen requests, construction zones or special events.

500.3 ENFORCEMENT

Enforcement actions are commensurate with applicable laws and take into account the degree and severity of the violation committed. This office does not establish ticket quotas and the number of citations issued by any deputy shall not be used when evaluating deputy performance (Minn. Stat. § 169.985; Minn. Stat. § 299D.08). The visibility and quality of a deputy's work effort will be commensurate with the philosophy of this policy. Several methods are effective in the reduction of collisions:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Traffic Function and Responsibility

500.3.1 WARNINGS

Warnings or other non-punitive enforcement actions should be considered in each situation and substituted for arrests or citations when circumstances warrant.

500.3.2 TRAFFIC CITATIONS

Traffic citations may be issued when a deputy believes it is appropriate. It is essential that deputies fully explain the rights and requirements imposed on motorists upon issuance of a citation for a traffic violation. Deputies should provide the following information at a minimum:

- (a) Explanation of the violation or charge.
- (b) Court appearance procedure, including the optional or mandatory appearance by the motorist.
- (c) Notice of whether the motorist can enter a plea and pay the fine by mail or at the court.
- (d) The court contact information.

500.3.3 TRAFFIC CITATION COURT JURISDICTION

A deputy who issues a traffic citation shall ensure that the citation is properly directed to the court having jurisdiction (Minn. Stat. § 169.91 Subd. 3).

500.3.4 PHYSICAL ARREST

Physical arrest can be made on a number of criminal traffic offenses. These physical arrest cases usually deal with, but are not limited to (Minn. Stat. § 169.91):

- (a) Negligent homicide.
- (b) Driving under the influence of alcohol/drugs.
- (c) Hit-and-run resulting in serious injury or death.
- (d) Hit-and-run resulting in damage to any vehicle or property.

500.4 HIGH-VISIBILITY VESTS

The Office has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of office members who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601; Minn. R. 5205.0030).

Although intended primarily for use while performing traffic-related assignments, high-visibility vests should be worn at any time increased visibility would improve the safety or efficiency of the member.

500.4.1 REQUIRED USE

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn at any time it is anticipated that an employee will be exposed to the hazards of approaching traffic or construction and recovery equipment. Examples of when high-visibility vests should be worn include traffic control duties, collision investigations,

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Traffic Function and Responsibility

lane closures and while at disaster scenes, or any time high visibility is desirable. When emergency conditions preclude the immediate donning of the vest, deputies should retrieve and wear the vest as soon as conditions reasonably permit. Use of the vests shall also be mandatory when directed by a supervisor.

Vests maintained in the investigation units may be used any time a plain clothes deputy might benefit from being readily identified as a deputy.

500.4.2 CARE AND STORAGE OF HIGH-VISIBILITY VESTS

High-visibility vests shall be maintained in the trunk of each patrol and investigation unit, in the side box of each sheriff's motorcycle and in the saddlebag or gear bag of each sheriff's bicycle. Each vest should be stored inside the resealable plastic bag provided to protect and maintain the vest in a serviceable condition. Before going into service each employee shall ensure a serviceable high-visibility vest is properly stored.

A supply of high-visibility vests will be maintained in the equipment room for replacement of damaged or unserviceable vests. The Training Officer should be promptly notified whenever the supply of vests in the equipment room needs replenishing.

Traffic Enforcement Contacts

501.1 PURPOSE AND SCOPE

It is the policy of the Beltrami County Sheriff's Office for Deputies to conduct themselves in a uniform, professional and consistent manner during enforcement contacts with the public.

Whenever practical, Deputies will use the Seven Step Violator Contact Method when conducting Enforcement Actions with members of the Public.

- (a) Traffic stops and other enforcement contacts are a necessary enforcement tool for officers conducting pro-active police operations. Any type of enforcement contact with citizens should be conducted in a uniform, consistent and professional manner.
- (b) Beltrami County Sheriff's Office members shall use the Seven Step Violator Contact Method when engaging citizens for the purpose of making a traffic stop or any type of enforcement contact. The Seven Step Violator Contact Method may be modified by the Deputy on a case by case basis as the situation develops. However, every effort should be made to adhere to the spirit and intention of the Method to project a uniform, consistent and professional approach to each enforcement contact.

501.1.1 SEVEN STEP VIOLATOR CONTACT METHOD

- (a) The seven-step violator contact method:
 - 1. Greeting and identification of the police agency: (required by MS 626.8471, Sub 4) The greeting may be accomplished in the most natural way for the officers. They may introduce themselves, or use only a "Sheriff's Office", "Good Morning," "How do you do?" or other natural greeting. This is a courtesy we owe to every citizen stopped or encountered. Regardless of whether the officers are in a marked car and in uniform, they should identify themselves and name the agency. The objectives in the greeting are to employ business courtesy, to help make the subject feel at ease, and to establish a common ground free of unnatural actions, superiority, or deference. Smile and speak in a quiet voice. Remember there are many citizens and a great number may not reside in the locale and therefore do not recognize the uniforms. A greeting and identification of the agency represented are important, not only to the violator, but to the success of the contact.
 - 2. Statement of violation committed: (required by MS 626.8471, Sub 4) The officers owe the driver the courtesy of telling him/her at once the reason s/he has been stopped. This step should emphasize the seriousness of the violation and serve to create a proper effect upon the violator. A statement such as "You have been stopped today for running a stop sign," or something similar is appropriate. If the case is one of speeding, the officers should ascertain whether attending circumstances might morally justify such speed to a normal, prudent person.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Traffic Enforcement Contacts

After being told of the violation for which s/he has been stopped, the question, "Is there any reason for your excessive rate of speed?", offers the subject an opportunity to justify his/her actions if a reason exists, and if none, places him/her in a position of admitting the violation. However, with the above exception, one should refrain from asking questions concerning the subject's knowledge of the violation committed. Remarks made by the officer should be in the form of a statement rather than a question. In the case of an enforcement contact which is not the result of a traffic stop, the Deputy will endeavor to determine the nature of the call, or offense committed and once that crime or violation of law has been determined, advise the violator of the nature of the offense committed.

3. Identification of citizen/ driver and check of conditions of violator & vehicle: The officer should identify every violator stopped by requesting his/her driver's license. If the subject does not have license, the officer should ask for other identification, preferably one which carries the subject's description. If the subject has none, the officer should write down a brief description of the person: age, height, weight, eyes, hair, marks, and address. The officer, after identifying the subject, should call him/her by name during the remainder of the interview. Should a violator hand an operator's license to the officer in a purse or billfold, have him/her remove the license him-/herself so that no accusations can be made about loss of money or important papers. A close comparison should be made between the description of the individual and the description of the subject on the driver's license. Run any necessary computer database checks for warrants, conditions of probation/ release, Driver License Status, Etc. In the case of an enforcement contact use this step to conduct any follow-up investigation, searches and interviews of witnesses to gather information to aid in the decision making process regarding potential charges and custody arrest decisions.
4. Statement of action to be taken: The officer should make a clear statement, in a firm but calm manner that will leave no doubt as to the action planned. Example: "You will be charged with the offense of speeding in District Court in Bemidji. You will be given seven (7) days (Specify Procedure) in which to answer this charge. "You are going to be charged with the offense of passing with insufficient clearance. You will be warned for the violation, which you have committed. A record of this violation has been made and we ask that you cooperate by driving your vehicle in compliance with traffic regulations." "You are under arrest and will be taken into custody at this time." Note- Deputies should practice the technique of refraining from using the word "I" during the violator interview. Place the emphasis on the violator and the violation committed, by using the word "you". When the deputy states that, "I am going to...", the action shifts from the violation committed to the action to be taken by the officer and affords the violator an opportunity to shift the blame from the offense committed to the action

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Traffic Enforcement Contacts

taken by the arresting officer. When the "you" technique is practiced, much unpleasantness is avoided.

5. Take that action: Issue the citation, take the violator into custody, or call his/her attention to the seriousness of the violation and possible consequences (warning), therefore performing the action in the manner the Deputy has decided.
6. Explain what the violator must do: Explain to the violator exactly what action s/he must take. That is, s/he must get into the squad car, follow the squad car, appear at a certain court by a certain time, or refrain from repeating the violation. A short explanation serves to dispel much uncertainty in the mind of the violator. Make the explanation clear and be sure the violator understands. Remember, s/he may not be familiar with the courts and the locations involved as you are. A little extra time here may result in more appearances on time and less warrant service.
7. Leave: Closing the contact with the violator is awkward for many officers. It is an opportunity to create a feeling of friendliness if the proper technique is used. Gloating attitude should be avoided. An expression of real friendliness by the officer and an attitude of helpfulness and service is desired. Do not overdo it, however; the officer should never give the subject any reason to think that s/he is sorry for giving the violator a ticket and that s/he now wishes to "oil the water". The leave taking should be as firm and impersonal as the approach. A "Good Afternoon" or "Good Luck" spoken in a sincere, yet business-like tone, is sufficient. When the violator contact has been broken, immediately return to the squad car.

Traffic Collisions

502.1 PURPOSE AND SCOPE

This policy provides guidelines for responding to and investigating traffic collisions.

502.2 POLICY

It is the policy of the Beltrami County Sheriff's Office to respond to traffic collisions and render or summon aid to injured victims as needed. The Office will investigate and prepare reports according to the established minimum reporting requirements with the goal of reducing the occurrence of collisions by attempting to identify the cause of the collision and through enforcing applicable laws. Unless restricted by law, traffic collision reports will be made available to the public upon request.

502.3 RESPONSE

Upon arriving at the scene, the responding member should assess the need for additional resources and summon assistance as appropriate. Generally, the member initially dispatched to the scene will be responsible for the investigation and report, if required, unless responsibility is reassigned by a supervisor.

A supervisor should be called to the scene when the incident:

- (a) Is within the jurisdiction of this office and there is:
 - 1. A life-threatening injury.
 - 2. A fatality.
 - 3. A County vehicle involved.
 - 4. A County official or employee involved.
 - 5. Involvement of an on- or off-duty member of this office.
- (b) Is within another jurisdiction and there is:
 - 1. A County of Beltrami vehicle involved.
 - 2. A County of Beltrami official involved.
 - 3. Involvement of an on-duty member of this office.

502.3.1 MEMBER RESPONSIBILITIES

Upon arriving at the scene, the responding member should consider and appropriately address:

- (a) Traffic direction and control
- (b) Proper placement of emergency vehicles, cones, roadway flares or other devices if available to provide protection for members, the public and the scene.
- (c) First aid for any injured parties if it can be done safely.
- (d) The potential for involvement of hazardous materials.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Traffic Collisions

- (e) The need for additional support as necessary (e.g., traffic control, emergency medical services, fire department, HAZMAT, tow vehicles).
- (f) Clearance and cleanup of the roadway.

502.4 NOTIFICATION

If a traffic collision involves a life-threatening injury or fatality, the responding deputy shall notify a supervisor, or if unavailable, the Shift Sergeant. The Shift Sergeant or any supervisor may assign a traffic investigator or other appropriate personnel to investigate the incident. The Shift Sergeant will ensure notification is made to the Shift Sergeant, office command staff and County Administrator in accordance with the Major Incident Notification Policy.

502.4.1 NOTIFICATION OF FAMILY

In the event of a life-threatening injury or fatality, the supervisor responsible for the incident should ensure notification of the victim's immediate family or coordinate such notification with the Coroner, office chaplain or another suitable person. Notification should be made as soon as practicable following positive identification of the victim.

The identity of any person seriously injured or deceased in a traffic collision should not be released until notification is made to the victim's immediate family.

502.5 MINIMUM REPORTING REQUIREMENTS

A collision report shall be taken when:

- (a) A fatality, any injury (including complaint of pain), impaired driving or hit and run is involved.
- (b) An on-duty member of the County of Beltrami is involved.
- (c) The collision results in any damage to any County-owned or leased vehicle.
- (d) The collision involves any other public agency driver or vehicle.
- (e) There is damage to public property.
- (f) There is damage to any vehicle to the extent that towing is required.
- (g) Prosecution or follow-up investigation is contemplated.
- (h) Directed by a supervisor.

502.5.1 PRIVATE PROPERTY

Generally, reports should not be taken when a traffic collision occurs on private property unless there is an injury or fatality, a hit-and-run violation or other traffic law violation involved. Members may provide assistance to motorists as a public service, such as exchanging information and arranging for the removal of the vehicles.

502.5.2 COUNTY VEHICLE INVOLVED

A traffic collision report shall be taken when a County vehicle is involved in a traffic collision that results in property damage or injury.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Traffic Collisions

A general information report may be taken in lieu of a traffic collision report at the direction of a supervisor when the incident occurs entirely on private property or does not involve another vehicle.

Whenever there is damage to a County vehicle, a vehicle damage report shall be completed and forwarded to the appropriate Chief Deputy. The traffic investigator or supervisor at the scene should determine what photographs should be taken of the scene and the vehicle damage.

502.5.3 INJURED ANIMALS

Office members should refer to the Animal Control Policy when a traffic collision involves the disposition of an injured animal.

502.6 INVESTIGATION

When a traffic collision meets minimum reporting requirements the investigation should include, at a minimum:

- (a) Identification and interview of all involved parties.
- (b) Identification and interview of any witnesses.
- (c) A determination of whether a violation of law has occurred and the appropriate enforcement action.
- (d) Identification and protection of items of apparent evidentiary value.
- (e) Documentation of the incident as necessary (e.g., statements, measurements, photographs, collection of evidence and reporting) on the appropriate forms.

502.6.1 INVESTIGATION BY OUTSIDE LAW ENFORCEMENT AGENCY

The Shift Sergeant should request that the Minnesota State Patrol or other outside law enforcement agency investigate and complete a traffic collision investigation when a life-threatening injury or fatal traffic collision occurs within the jurisdiction of the Beltrami County Sheriff's Office and involves:

- (a) An on- or off-duty member of the Office.
 - 1. The involved member shall complete the office traffic collision form. If the member is unable to complete the form, the supervisor shall complete it.
- (b) An on-or off-duty official or employee of the County of Beltrami.

Office members shall promptly notify a supervisor when any office vehicle is involved in a traffic collision. The collision investigation and report shall be completed by the agency having jurisdiction.

502.6.2 COMMERCIAL VEHICLE COLLISIONS

Commercial vehicle collisions additionally require notification to the Minnesota State Patrol if the collision results in (Minn. Stat. § 169.783):

- (a) A fatality.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Traffic Collisions

- (b) Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the collision.
- (c) One or more vehicles incurring disabling damage as a result of the collision, requiring the vehicle to be transported away from the scene by tow truck or other motor vehicle.

A waiver or inspection by a state trooper or other authorized person is required before a person may drive a commercial motor vehicle that was involved in such a collision (Minn. Stat. § 169.783).

502.7 ENFORCEMENT ACTION

After a thorough investigation in which physical evidence or independent witness statements indicate that a violation of a traffic law contributed to the collision, authorized members should issue a citation or arrest the offending driver, as appropriate.

More serious violations, such as driving under the influence of drugs or alcohol, vehicular manslaughter or other felonies, shall be enforced. If a driver who is subject to enforcement action is admitted to a hospital, a supervisor shall be contacted to determine the best enforcement option.

502.8 REPORTS

Office members shall utilize forms approved by the Minnesota Department of Public Safety as required for the reporting of traffic collisions (Minn. Stat. § 169.09, Subd. 9). All such reports shall be forwarded to the Shift Sergeant for approval and filing.

502.8.1 REPORT MODIFICATION

A change or modification of a written report that alters a material fact in the report may be made only by the member who prepared the report, and only prior to its approval and distribution. Once a report has been approved and distributed, corrections shall only be made by way of a written supplemental report. A written supplemental report may be made by any authorized member.

502.8.2 SHIFT SERGEANT RESPONSIBILITIES

The responsibilities of the Shift Sergeant include, but are not limited to:

- (a) Ensuring the monthly and quarterly reports on traffic collision information and statistics are forwarded to the Field Operations Chief Deputy or other persons as required.
- (b) Forwarding the traffic collision report to the Department of Public Safety within 10 days of the collision investigation (Minn. Stat. § 169.09, Subd. 8).
- (c) Ensuring completion and submission of a Department of Public Safety Fatality Report when a collision results in a fatality.

Vehicle Towing

510.1 PURPOSE AND SCOPE

This policy provides the procedures for towing a vehicle by or at the direction of the Beltrami County Sheriff's Office and under the authority of Minn. Stat. § 168B.035.

510.1.1 VEHICLES THAT SHALL BE IMPOUNDED BY THE SHERIFF'S OFFICE

- (a) As allowed under Minnesota § 168B.04;
- (b) They cannot be safeguarded;
- (c) Stolen and recovered;
- (d) Unattended on public property with no/stolen/altered plates;
- (e) The operator has been lawfully arrested;
- (f) The operator is impaired and there is no qualified driver immediately available who the owner will authorize to drive the vehicle.
- (g) The driver/owner is without proper insurance as required in Minnesota §§ 65B, the vehicle should be towed to a place of safety by a reputable towing service who will be able to respond to the scene in a reasonable time period (See Private Tows);
- (h) Evidence related to the commission of a crime;
- (i) In violation of Minnesota §169.041 or per Minnesota §169.33; or
- (j) Subject to forfeiture under law.
- (k) In the interest of public safety because of fire, storm, snow or other emergency reasons.
- (l) Vehicles will not be impounded for punitive reasons.

510.1.2 PRIVATE TOWS

If an owner is present at the scene who makes arrangements with the tow operator and there is no criminal violations other than no insurance, it is a private tow.

510.2 STORAGE AND IMPOUNDS

Vehicles may be towed for violations of Minn. Stat. § 168B.035, including parking, registration and snow emergency violations.

Vehicles may be moved or removed from a highway when in violation of Minn. Stat. § 169.32(a) or when left unattended upon any street or highway or upon any bridge or causeway or in any tunnel where such vehicle constitutes an obstruction to traffic (Minn. Stat. § 169.33)

Vehicles that are towed and impounded as evidence of a crime will be held as long as needed for the criminal case to be completed. Upon completion of the criminal proceeding the vehicle will be

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Vehicle Towing

processed for release as stated in this policy. If the evidence is not claimed it will be considered abandoned and the will be disposed of as stated elsewhere in this policy.

The responsibilities of those employees storing or impounding a vehicle are as follows:

510.2.1 COMPLETION OF VEHICLE IMPOUND AND INVENTORY REPORT

Office members requesting towing of a vehicle shall complete a Vehicle Impound and Inventory Report, including a description of property within the vehicle. A copy is to be given to the tow truck operator and the original is to be submitted to the Records Center as soon as practicable after the vehicle is stored.

The Records Center shall promptly enter pertinent data from the completed Vehicle Impound and Inventory Report into the Minnesota Justice Information Services (MNJIS) and return the form to the Shift Sergeant for approval.

Approved Vehicle Impound and Inventory Report forms shall be promptly placed into the auto-file so that they are immediately available for release or for information, should inquiries be made.

Within 48 hours, excluding weekends and holidays, of the towing of any such vehicle, it shall be the responsibility of the Records Center to determine through MNJIS the names and addresses of any individuals having an interest in the vehicle. Notice to all such individuals shall be sent by certified mail within five business days of impound (Minn. Stat. § 168B.06 Subd. 1).

510.2.2 REMOVAL OF VEHICLE DISABLED IN A TRAFFIC COLLISION

When a vehicle has been involved in a traffic collision and must be removed from the scene, the deputy shall have the driver select a towing company, if reasonably possible, and shall relay the request for the specified towing company to the dispatcher. When there is no preferred company requested, a company will be selected from the rotational list of towing companies in the Communications Center.

If the owner is incapacitated or for any reason it is necessary for the Office to assume responsibility for a vehicle involved in a collision, the deputy shall request the dispatcher to call a company selected from the rotational list of towing companies. The deputy will then conduct an inventory and store the vehicle using a Vehicle Impound and Inventory Report.

510.2.3 DRIVING A NON-CITY VEHICLE

Vehicles that have been towed by or at the direction of the Beltrami County Sheriff's Office should not be driven by sheriff's personnel unless it is necessary to move a vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or to comply with posted signs.

510.2.4 DISPATCHER'S RESPONSIBILITIES

Upon receiving a request for towing, the dispatcher shall promptly telephone the specified authorized towing service. The deputy shall be advised when the request has been made and the towing service has been dispatched.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Vehicle Towing

When there is no preferred company requested, the dispatcher shall call the next firm in rotation from the list of approved towing companies and shall make appropriate entries on that form to ensure the next firm is called.

510.2.5 RECORDS CENTER RESPONSIBILITIES

Records Center personnel shall promptly enter pertinent data from the completed Vehicle Impound and Inventory Report form into the stolen vehicle system. Approved forms shall be promptly filed so that they are immediately available for release or review should inquiries be made.

Within 48 hours of recovering a stolen vehicle or receiving notification that a vehicle reported stolen through this office has been recovered, the Records Center shall make a reasonable and good faith effort to notify the victim of the recovery. The notice must specify when the recovering law enforcement agency expects to release the vehicle to the owner and where the owner may pick up the vehicle. Upon recovery of a vehicle reported stolen to another agency, the Records Center is to promptly inform the agency that the vehicle is recovered, where it is located and when it can be released to the owner (Minn. Stat. § 169.042 Subd. 1).

510.2.6 SUBSECTION TITLE

510.3 TOWING AT ARREST SCENES

Whenever a person in charge or in control of a vehicle is arrested, it is the policy of this office to provide reasonable safekeeping by towing the arrestee's vehicle subject to the exceptions described below. However, a vehicle shall be towed whenever it is needed for the furtherance of an investigation or prosecution of the case, or when the community caretaker doctrine would reasonably suggest that the vehicle should be towed. For example, the vehicle would present a traffic hazard if it were not removed, or the vehicle is located in a high-crime area and is susceptible to theft or damage if left at the scene.

The following are examples of situations where consideration should be given to leaving a vehicle at the scene in lieu of towing, provided the vehicle can be lawfully parked and left in a reasonably secured and safe condition:

- Traffic-related warrant arrest.
- Situations where the vehicle was not used to further the offense for which the occupant was arrested nor may be subject to forfeiture proceedings.
- Whenever the vehicle otherwise does not need to be stored and the owner requests that it be left at the scene.

In such cases, the handling employee shall note in the report that the owner was informed that the Office will not be responsible for theft or damages.

510.3.1 VEHICLES SUBJECT TO FORFEITURE

All vehicles impounded which are subject to forfeiture shall be inventoried and placed into the impound lot. The vehicles mileage will be documented on the vehicle impound report. Appropriate

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Vehicle Towing

vehicle reports and forfeiture documents shall be filled out and served on the driver and registered owner as required. Arresting deputy is responsible to insure that documents are prepared and executed in a timely manner. Information on forfeiture is to be immediately forwarded to officer in charge of vehicle.

The Sheriff will designate an officer to maintain the database of vehicles in storage, which will be periodically checked for long-term storage and checks for stolen status.

510.4 VEHICLE INVENTORY

All property in a stored or impounded vehicle shall be inventoried and listed on the vehicle storage form. This includes the trunk and any compartments or containers, even if they are closed and/or locked. Members conducting inventory searches should be as thorough and accurate as practicable in preparing an itemized inventory. These inventory procedures are for the purpose of protecting an owner's property while the owner is in sheriff's custody, to provide for the safety of deputies and the public, and to protect the Office against fraudulent claims of lost, stolen or damaged property.

510.5 PRESERVATION OF EVIDENCE

A deputy who removes a vehicle pursuant to Minn. Stat. § 168B.035 is required to take reasonable and necessary steps to preserve evidence. If there is probable cause to believe that a vehicle or its contents constitute any evidence which tends to show that a criminal offense has been committed, or that a particular person has committed a criminal offense, deputies shall ensure that all legally required and reasonably necessary efforts are taken to preserve the evidence. Such evidence is to be provided safe storage and preserved until released to the owner or otherwise disposed of according to law.

510.6 SECURITY OF VEHICLES AND PROPERTY

Unless it would cause an unreasonable delay in the completion of a vehicle impound/storage or create an issue of officer safety, deputy should make reasonable accommodations to permit a driver/owner to retrieve small items of value or personal need (e.g., cash, jewelry, cellular telephone, prescriptions) that are not considered evidence or contraband.

If a search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, personnel conducting the search shall take such steps as are reasonably necessary to secure and/or preserve the vehicle or property from such hazards.

510.6.1 RELEASE OF VEHICLES

Vehicles that are towed can be released to the Registered Owner with proof of current insurance and valid driver's license.

If the Registered Owner is not available, a signed notarized note can be brought (faxed) to Records giving permission to release the vehicle to a specific person.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Vehicle Towing

The requirement for proof of insurance will be waived if a licensed tow company is towing the vehicle out of the impound lot.

If the Registered Owner does not have a valid license, a valid driver must accompany the Registered Owner to Records. The vehicle will be released to the valid driver. The valid driver's name will be noted on the release form and highlighted. The tow company will release the vehicle only to the valid driver on the release form.

510.7 SHERIFF'S OFFICE APPROVED TOW COMPANIES

See Policy #803

Impaired Driving

514.1 PURPOSE AND SCOPE

This policy provides guidance to those office members who play a role in the detection and investigation of driving while impaired (DWI).

514.2 POLICY

The Beltrami County Sheriff's Office is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of Minnesota's impaired driving laws.

514.3 INVESTIGATIONS

Deputies should not enforce DWI laws to the exclusion of their other duties unless specifically assigned to DWI enforcement. All deputies are expected to enforce these laws with due diligence.

The Shift Sergeant will develop and maintain, in consultation with the prosecuting attorney, report forms with appropriate checklists to assist investigating deputies in documenting relevant information and maximizing efficiency. Any DWI investigation will be documented using these forms. Information documented elsewhere on the form does not need to be duplicated in the report narrative. Information that should be documented includes, at a minimum:

- (a) The field sobriety tests (FSTs) administered and the results.
- (b) The deputy's observations that indicate impairment on the part of the individual, and the deputy's health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).
- (c) Sources of additional information (e.g., reporting party, witnesses) and their observations.
- (d) Information about any audio and/or video recording of the individual's driving or subsequent actions.
- (e) The location and time frame of the individual's vehicle operation and how this was determined.
- (f) Any prior related convictions in Minnesota or another jurisdiction.

514.4 FIELD TESTS

The Shift Sergeant should identify standardized FSTs and any approved alternate tests for deputies to use when investigating violations of DWI laws.

514.5 CHEMICAL TESTS

A person implies consent under Minnesota law to a chemical test or tests, and to providing the associated chemical sample, under any of the following (Minn. Stat. § 169A.51, Subd. 1):

- (a) The arresting deputy has probable cause to believe the person was driving, operating or in physical control of a vehicle while impaired as defined by Minn. Stat. § 169A.20.

Impaired Driving

- (b) The deputy has probable cause to believe that the person is DWI and has been involved in a vehicle accident resulting in property damage, personal injury or death.
- (c) The deputy has probable cause to believe that the person is DWI and the person has refused to take the preliminary screening test provided for by Minn. Stat. § 169A.41.
- (d) The person was administered a preliminary screening test and the results indicated an alcohol concentration of 0.08 or more.
- (e) The deputy has probable cause to believe the person was driving, operating or in physical control of a commercial motor vehicle with the presence of any alcohol in the person's body.

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the deputy should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

514.5.1 BREATH SAMPLES

The Shift Sergeant should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained.

Deputies obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Shift Sergeant.

514.5.2 BLOOD SAMPLES

Only persons authorized by law to draw blood shall collect blood samples (Minn. Stat. § 169A.51, Subd. 7). The blood draw should be witnessed by the assigned deputy. No deputy, even if properly certified, should perform this task.

Deputies should inform an arrestee that if he/she chooses to provide a blood sample, a separate sample can be collected for alternate testing. Unless medical personnel object, two samples should be collected and retained as evidence, so long as only one puncture is required.

The blood sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

If an arrestee cannot submit to a blood test because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test should not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

514.5.3 URINE SAMPLES

If a urine test will be performed, the arrestee should be promptly transported to the appropriate testing site. The deputy shall follow any directions accompanying the urine evidence collection kit.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Impaired Driving

Urine samples shall be collected and witnessed by a deputy or jail staff member of the same sex as the person giving the sample. The arrestee tested should be allowed sufficient privacy to maintain his/her dignity, to the extent possible, while still ensuring the accuracy of the sample.

The sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

514.5.4 STATUTORY NOTIFICATIONS

At the time that the deputy requests the person to submit to a breath test the deputy must inform the person that (Minn. Stat. § 169A.51, Subd. 2):

- (a) Minnesota law requires that he/she take the test.
- (b) Refusal to take the test is a crime.
- (c) He/she has the right to consult with an attorney unless it would unreasonably delay administration of the test.

At the time that the deputy directs a person to submit to a blood or urine test pursuant to a warrant, the person must be informed that a refusal to submit to a blood or urine test is a crime (Minn. Stat. § 171.177, Subd. 1 and Subd. 2).

514.6 REFUSALS

When an arrestee refuses to provide a chemical sample deputies should:

- (a) Advise the arrestee of the requirement to provide a sample (Minn. Stat. § 169A.51; Minn. Stat. § 171.177, Subd. 1).
- (b) Audio- and/or video-record the admonishment and the response when it is legal and practicable.
- (c) Document the refusal in the appropriate report.

514.6.1 STATUTORY NOTIFICATIONS UPON REFUSAL

Upon refusal to submit to a chemical test as required by law, deputies shall personally serve the notice of intention to revoke upon the person and invalidate the person's license in such a way that no identifying information is destroyed and immediately return the license to the person (Minn. Stat. § 169A.52, Subd. 7).

514.6.2 BLOOD SAMPLE WITHOUT CONSENT

A blood sample may be obtained from a person who does not consent to a chemical test when any of the following conditions exist (Minn. Stat. § 169A.51, Subd. 3):

- (a) A search warrant has been obtained.
- (b) The deputy can articulate that exigent circumstances exist and the deputy has probable cause to believe that the person has committed DWI, including vehicular homicide or injury (Minn. Stat. § 169A.52, Subd. 1; Minn. Stat. § 171.177, Subd. 13). Exigency does not exist solely because of the short time period associated with the

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Impaired Driving

natural dissipation of alcohol or controlled or prohibited substances in the person's bloodstream. Exigency can be established by the existence of special facts, such as a lengthy delay in obtaining a blood sample due to a collision investigation or medical treatment of the person.

514.6.3 FORCED BLOOD SAMPLE

A forced sample may not be taken except in DWI cases involving vehicular homicide or injury (Minn. Stat. § 171.177, Subd. 13). In those cases, if a person indicates by word or action that he/she will physically resist a blood draw, the deputy should request a supervisor to respond.

The responding supervisor should:

- (a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.
- (b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes, a viable form of testing in a timely manner.
- (c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another deputy), and attempt to persuade the person to submit to such a sample without physical resistance.
 1. This dialogue should be recorded on audio and/or video when reasonably practicable.
- (d) Ensure that the blood sample is taken in a medically approved manner.
- (e) Ensure that the forced blood draw is recorded on audio and/or video when reasonably practicable.
- (f) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances:
 1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.
 2. In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.
 3. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted.
- (g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, deputies are expected to use sound judgment and perform the duties of a supervisor, as set forth above.

514.6.4 WARRANTS FOR CONTROLLED SUBSTANCES OR INCAPACITATION

A blood or urine test may be required pursuant to a warrant if the deputy has probable cause to believe that (Minn. Stat. § 169A.51, Subd. 4):

Impaired Driving

- (a) The person's impairment is due to a controlled substance or an intoxicating substance that is not subject to testing by a breath test.
- (b) A controlled substance listed in Schedule I or II or its metabolite (other than marijuana or tetrahydrocannabinols), is present in the person's body.
- (c) The person is unconscious or incapacitated to the point that the deputy providing the breath test advisory, administering the breath test, or serving the search warrant has a good faith belief that the person is mentally or physically unable to comprehend the advisory or otherwise voluntarily submit to the chemical tests.

If a person objects to the blood or urine test as directed by the warrant or deputy, the deputy should offer the other type of test if the person is conscious. Action may be taken against a person refusing to submit to a blood or urine test only if an alternate test of blood or urine, as applicable, was offered (Minn. Stat. § 169A.51, Subd. 4; Minn. Stat. § 171.177, Subd. 2).

514.7 ARREST AND INVESTIGATION

514.7.1 RIGHT TO ATTORNEY CONTACTS

A person has a limited right to consult with an attorney prior to submitting to a chemical test. This right is limited to the extent that it cannot unreasonably delay administration of the test (Minn. Stat. § 169A.51, Subd. 2).

514.7.2 ARREST AUTHORITY

A deputy may arrest a person without a warrant and without regard to whether the offense was committed in the deputy's presence if there is probable cause to believe the person committed (Minn. Stat. § 169A.40):

- (a) A DWI offense (Minn. Stat. § 169A.20).
- (b) An alcohol-related driving offense involving a school bus or a Head Start bus (Minn. Stat. § 169A.31).
- (c) An underage drinking and driving offense (Minn. Stat. § 169A.33).

514.7.3 DEPUTY RESPONSIBILITIES

If a deputy requests that a person submit to a chemical test and the person refuses such request, the deputy shall report such refusal to the Commissioner of the Department of Public Safety (DPS) and the appropriate prosecuting attorney (Minn. Stat. § 169A.52, Subd. 1; Minn. Stat. § 171.177, Subd. 3).

If a person refuses to submit to a test or in the alternative submits to a test and the results indicate a prohibited alcohol concentration, the deputy shall immediately give notice to the person that his/her driving privilege will be revoked and shall (Minn. Stat. § 169A.52, Subd. 7; Minn. Stat. § 171.177, Subd. 8):

- (a) Issue the person a temporary license effective for only seven days.
 - 1. Deputies are not required to issue a person a temporary license if the person's driving privilege is under withdrawal by DPS or if the person is unlicensed.

Impaired Driving

- (b) Send the notification of this action to the Commissioner of the DPS along with the certification that there was probable cause to believe the person had been driving, operating or in physical control of a motor vehicle while impaired, and that the person either refused to submit to a test or submitted to a test and the results indicated a prohibited alcohol concentration or drug presence.

Test results of a person that indicate a prohibited alcohol concentration or drug presence shall be forwarded to the Commissioner of the DPS and the appropriate prosecuting attorney (Minn. Stat. § 169A.52, Subd. 2).

514.7.4 PRELIMINARY SCREENING TEST

A deputy who has reason to believe the person was driving, operating or in physical control of a motor vehicle while impaired, may require the person to provide a sample of the person's breath for a preliminary screening test using a device approved by the DPS Commissioner (Minn. Stat. § 169A.41, Subd. 1).

The deputy must use the results of the preliminary screening test for the purpose of deciding whether to arrest the person and require further chemical testing pursuant to Minn. Stat. § 169A.51 (Minn. Stat. § 169A.41, Subd. 2).

514.7.5 ADDITIONAL TESTING

A deputy shall permit a person required to submit to a chemical test to have a qualified person of his/her own choosing administer a separate chemical test (Minn. Stat. § 169A.51, Subd. 7(b)). The separate chemical test shall:

- (a) Be conducted at the place where the person is in custody.
- (b) Be conducted after the deputy has administered the statutorily mandated test.
- (c) Impose no expense to the state.

514.7.6 ADDITIONAL REQUIREMENTS FOR BREATH SAMPLES

All breath samples requested in accordance with this policy shall be obtained in accordance with Minn. Stat. § 169A.51, Subd. 5.

514.8 RECORDS CENTER RESPONSIBILITIES

The Records Supervisor will ensure that all case-related records are transmitted according to current records procedures and as required by the prosecuting attorney's office.

514.9 ADMINISTRATIVE HEARINGS

The Records Supervisor will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to the Driver and Vehicle Services Division (DVS) of the DPS.

Any deputy who receives notice of required attendance to an administrative license suspension hearing should promptly notify the prosecuting attorney.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Impaired Driving

A deputy called to testify at an administrative hearing should document the hearing date and the DVS file number in a supplemental report. Specific details of the hearing generally should not be included in the report unless errors, additional evidence or witnesses are identified.

514.10 TRAINING

The Training Officer should ensure that deputies participating in the enforcement of DWI laws receive regular training. Training should include at minimum current laws on impaired driving, investigative techniques and rules of evidence pertaining to DWI investigations. The Training Officer should confer with the prosecuting attorney's office and update training topics as needed.

Traffic Citations

516.1 PURPOSE AND SCOPE

This policy outlines the responsibility for traffic citations, the collection of data, the procedure for dismissal, correction and voiding of traffic citations.

516.2 RESPONSIBILITIES

The Shift Sergeant shall be responsible for the development and design of all Departmental Directive traffic citations in compliance with state law (Minn. Stat. § 169.99 and Minn. Stat. § 169.999 Subd. 3).

The Records Center shall be responsible for the supply and accounting of all traffic citations issued to employees of this office. Citations will be kept in a secure location and issued to deputies by Records Center staff. Deputies will sign for the citation books when issued.

516.2.1 DATA COLLECTION

The Records Center should maintain information relating to traffic stops in which a citation is issued and to arrests resulting from those traffic stops, including information relating to:

- (a) The race or ethnicity of the individual detained.
- (b) Whether a search was conducted and, if so, whether the person detained consented to the search.

The Records Center should submit an annual report to the Sheriff of the information collected to assist in the implementation and administration of the Office's Bias-Based Policing Policy required by state law (Minn. Stat. § 626.8471 Subd. 4).

516.3 DISMISSAL OF TRAFFIC CITATIONS

Employees of this office do not have the authority to dismiss a citation once it has been issued. Only the court has the authority to dismiss a citation that has been issued. Any request from a recipient to dismiss a citation shall be referred to the Shift Sergeant. Upon a review of the circumstances involving the issuance of the traffic citation, the Shift Sergeant may request the Field Operations Chief Deputy to recommend dismissal of the traffic citation. If approved, the citation will be forwarded to the appropriate prosecutor with a request for dismissal. All recipients of traffic citations whose request for dismissal of a traffic citation has been denied shall be referred to the appropriate court.

Should a deputy determine during a court proceeding that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate, the deputy may request the prosecutor to dismiss the citation. Upon dismissal of the traffic citation by the court, the deputy shall notify his/her immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required. The citation dismissal shall then be forwarded to the Field Operations Chief Deputy for review.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Traffic Citations

Members of the Office should provide a report or other verification to the owner of a stolen vehicle that may have received a citation during the time of the theft for the purpose of dismissing the citation (Minn. Stat. § 169.042 Subd. 2).

516.4 VOIDING TRAFFIC CITATIONS

Voiding a traffic citation may occur when a traffic citation has not been completed or where it is completed but not issued. The citation and copies shall be forwarded to the Records Center to be reconciled and destroyed.

516.5 CORRECTION OF TRAFFIC CITATIONS

When a traffic citation is issued and in need of correction, the deputy issuing the citation shall submit the citation and if appropriate a written notice to the County Attorney Office explaining requesting the correction. Notification letter must be also sent to his/her immediate supervisor. Minor corrections such as a spelling error may be addressed by striking a line through the error and initialing and dating the correction on the face of the citation.

516.6 DISPOSITION OF TRAFFIC CITATIONS

The court and file copies of all traffic citations issued by members of this office shall be forwarded to the employee's immediate supervisor for review. The citation copies shall then be filed with the Records Center.

Upon separation from employment with this office, all employees issued traffic citation books shall return any unused citations to the Records Center.

516.7 NOTICE OF PARKING VIOLATION APPEAL PROCEDURE

Disposition of notice of parking violation appeals is conducted pursuant to Minnesota state law and local regulations (Minn. Stat. § 169.04 (a) (1)).

516.7.1 APPEAL STAGES

Appeals may be pursued sequentially at three different levels:

- (a) Administrative reviews are conducted by the Shift Sergeant, which will review written/documentary data. Requests for administrative reviews are available at the front desk or Shift Sergeant of the Beltrami County Sheriff's Office. These requests are informal written statements outlining why the notice of parking violation should be dismissed. Copies of documentation relating to the notice of parking violation and the request for dismissal must be mailed to the current mailing address of the processing agency.
- (b) If the appellant wishes to pursue the matter beyond administrative review, an administrative hearing may be conducted in person or by written application, at the election of the appellant. Independent referees review the existent administrative file, amendments and/or testimonial material provided by the appellant and may conduct further investigation or follow-up on their own.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Traffic Citations

- (c) If the appellant wishes to pursue the matter beyond an administrative hearing, an appellant may petition a municipal court for a hearing by filing with the clerk of the municipal court and posting fees as required.

516.7.2 TIME REQUIREMENTS

Administrative review or appearance before a hearing examiner will not be provided if the mandated time limits are not adhered to by the violator.

- (a) Requests for an administrative review must be postmarked within 21 days of issuance of the notice of parking violation, or within 10 days of mailing the Notice of Delinquent Parking Violation.
- (b) Requests for administrative hearings must be postmarked within 15 days of the notification mailing of the results of the administrative review.
- (c) Requests for appeal to the District Court must be made within 20 days of the mailing of the administrative hearing results.
- (d) Registered owners of leased or rented vehicles may transfer responsibility for the violation to the lessee or renter of the vehicle at the time of the violation if the name, address and driver's license number of the lessee/renter is provided to the processing agency within 30 days of the mail date of the delinquent notice.

516.7.3 COSTS

- (a) There is no cost for an administrative review.
- (b) Appellants must pay the full amount due for the citation or provide satisfactory proof of their inability to pay, before receiving an administrative hearing.
- (c) An appeal through District Court requires prior payment of filing costs including applicable court charges and fees. These costs will be reimbursed to the appellant in addition to any previously paid fines if appellant's liability is overruled by the District Court.

516.8 JUVENILE CITATIONS

Completion of traffic citation forms for juveniles may vary slightly from the procedure for adults. The juvenile's age, place of residency and the type of offense should be considered before issuing the juvenile a citation.

- (a) When any juvenile is issued a citation for a drug or alcohol violation, or a juvenile 16 years of age or older is issued a citation for an adult court traffic offense, the deputy shall follow the arrest procedures prescribed in Minn. Stat. § 169.91 and shall make reasonable effort to notify the child's parent or guardian of the violation and the nature of the charge. Notifications should be documented (Minn. Stat. § 260B.225 Subd. 3).
- (b) When any juvenile is issued a citation for a major traffic offense, the deputy is required to file a signed copy of the citation, as provided in Minn. Stat. § 169.91, with the juvenile

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Traffic Citations

court of the county in which the violation occurred. The citation serves as a petition providing the juvenile court jurisdiction (Minn. Stat. § 260B.225 Subd. 5).

516.9 ADMINISTRATIVE VIOLATIONS

Administrative violations may be issued by deputies to any person for violations of any County ordinance by using the Beltrami Administrative Violation Form. A completed Administrative Violation Form should be submitted in the same manner as any other citation.

Administrative citations should not be issued for crimes that may need to go through District Court for enhancement consideration purposes. The issuing deputy or a supervisor should determine the appropriate citation type to use in each situation after considering the factors in each circumstance.

516.9.1 ADMINISTRATIVE VIOLATION CONSIDERATIONS

When determining the appropriateness of issuing an administrative violation, a deputy should consider the following:

- (a) Only one ordinance violation can be written per Administrative Violation Form.
- (b) Parking tickets cannot be written on an Administrative Violation Form.
- (c) Speed and license-related citations should be written on a District Court ticket, as they will not appear on a driver's record if written on an Administrative Violation Form.
- (d) A person receiving an administrative citation cannot be jailed solely based on the ordinance violation.
- (e) Deputies who are aware that a violator has received prior administrative citations and failed to pay the related fine, should consider issuing a District Court Citation if the following conditions exist:
 - 1. The violator has an established record of non-payment with the County Clerk's Office.
 - 2. The violator is apparently unable to pay the fine.
 - 3. The violator owns no real property.

RADAR

517.1 PURPOSE AND SCOPE

Use of RADAR by Beltrami County Sheriff's Office.

517.2 PROCEDURE FOR USE OF RADAR

Beltrami County Sheriff's Office members shall follow the procedure below when using RADAR as an enforcement tool.

- (a) Ensure that officer training in the use of RADAR Speed Measuring Device is current.
- (b) Be prepared to testify in court as to the manner in which the RADAR device was set up and operated.
- (c) Ensure that the RADAR device is operated with minimal distortion or interference with outside sources.
- (d) At beginning of shift, ensure that the RADAR device has been run through its own internal diagnostic testing and operates properly. Test the RADAR device with an accurate and reliable external method (tuning forks) and be prepared to testify to having conducted these tests at the start of your shift.
- (e) While patrolling; use the "patrol speed" feature of the RADAR device to confirm with the Squad Car Certified Speedometer, that the RADAR device is functioning properly.
- (f) After concluding a stop in which the RADAR device is used as probable cause for issuance of a citation: Conduct both internal and external tests again to confirm the accuracy of the RADAR Device.
- (g) Properly document in your report that you tested the RADAR both internally and externally at the beginning of your shift, and again at the conclusion of the stop and the results of these tests (that the RADAR device functioned properly).
- (h) Should you discover the RADAR does not function properly during your testing, immediately cease using the device and deliver it to the Chief Deputy for return to the manufacturer for repairs.

If the Device malfunctions after having issued a citation, notify the County Attorney's Office immediately.

Disabled Vehicles

520.1 PURPOSE AND SCOPE

Law enforcement and other public agencies may develop and adopt a written policy to provide assistance to motorists in disabled vehicles within their primary jurisdiction.

520.2 DEPUTY RESPONSIBILITIES

When an on-duty deputy observes a disabled vehicle on the roadway, the deputy should make a reasonable effort to provide assistance. If that deputy is assigned to a call of higher priority, the dispatcher should be advised of the location of the disabled vehicle and the need for assistance. The dispatcher should then assign another available deputy to respond for assistance as soon as practicable.

520.3 EXTENT OF ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by Office personnel will be contingent on the time of day, the location, the availability of Office resources and the vulnerability of the disabled motorist.

520.3.1 MECHANICAL REPAIRS

Office personnel shall not make mechanical repairs to a disabled vehicle. The use of push bumpers to relocate vehicles to a position of safety is not considered a mechanical repair.

520.3.2 RELOCATION OF DISABLED VEHICLES

The relocation of disabled vehicles by members of this office by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

Abandoned Vehicle Violations

524.1 PURPOSE AND SCOPE

This policy provides procedures for the removal, recording and storage of vehicles abandoned in violation of abandoned vehicle laws, under the authority of Minn. Stat. § 168B.04.

524.1.1 DEFINITION

Pursuant to Minnesota statutes, a vehicle is abandoned if:

- (a) The motor vehicle has remained illegally for more than 48 hours on any government-owned or -controlled property, or for more than four hours on that property when properly posted (Minn. Stat. § 168B.011 Subd. 2 (1)).
- (b) The motor vehicle has been properly tagged by a deputy and abandoned for four hours on any highway (Minn. Stat. § 168B.04, Subd. 2 (b) (1)).
- (c) The motor vehicle has been abandoned and located so as to constitute a collision or traffic hazard (Minn. Stat. § 168B.04 Subd. 2 (b) (1)).
- (d) The motor vehicle is unattended on private residential property, that is a single-family or duplex, without permission of the property caretaker (Minn. Stat. § 168B.04 Subd. 2 (b) (2)).
- (e) The motor vehicle can be immediately removed if on private non-residential property if properly posted or after 24 hours if not posted (Minn. Stat. § 168B.04 Subd. 2 (b) (2)).
- (f) The motor vehicle remains at a service, repair or maintenance establishment of motor vehicles five days after notifying the vehicle owner by certified mail, return receipt requested, of the property owner's intention to have the vehicle removed from the property (Minn. Stat. § 168B.04 Subd. 2 (b) (2)).

Chapter 6 - Investigation Operations

Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

600.2 POLICY

It is the policy of the Beltrami County Sheriff's Office to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INITIAL INVESTIGATION

600.3.1 DEPUTY RESPONSIBILITIES

A deputy responsible for an initial investigation shall complete no less than the following:

- (a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
 - 1. An initial statement from any witnesses or complainants.
 - 2. A cursory examination for evidence.
- (b) If information indicates a crime has occurred, the deputy shall:
 - 1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
 - 2. Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
 - 3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Shift Sergeant.
 - 4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
 - 5. Collect any evidence.
 - 6. Take any appropriate law enforcement action.
 - 7. Complete and submit the appropriate reports and documentation.
- (c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.

600.3.2 NON-LICENSED MEMBER RESPONSIBILITIES

A non-licensed member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-

Investigation and Prosecution

face or take any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of a deputy shall be requested.

600.4 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

600.4.1 AUDIO/VIDEO RECORDINGS

Any custodial interrogation of a person who is suspected of having committed a criminal offense should be electronically recorded (audio/video or both as available) in its entirety, including any information or discussion about the person's rights and any waiver of those rights. Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a non-custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Investigation Division supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

600.5 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, deputies should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, deputies should take reasonable steps to prepare for such seizure and use the resources that are available.

600.6 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this office. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Investigation and Prosecution

as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using office equipment.

Information obtained via the Internet should not be archived or stored in any manner other than office-established record keeping systems (see the Records Maintenance and Release and Criminal Organizations policies).

600.6.1 ACCESS RESTRICTIONS

Information that can be accessed from any office computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

600.6.2 INTERCEPTING ELECTRONIC COMMUNICATION

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Deputies should seek legal counsel before any such interception.

600.7 ELECTRONIC BENEFIT TRANSFER (EBT) CARDS

Deputies shall make a report any time they arrest a person who possesses more than one welfare Electronic Benefit Transfer (EBT) card. The investigating deputies shall forward this report to the Minnesota Department of Human Services within 30 days of the arrest. The report shall include all of the following (Minn. Stat. § 626.5533):

- (a) The name, address and driver's license or state identification card number of the suspect
- (b) The number on each EBT card and name, if any
- (c) The date and location of any alleged offense

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Investigation and Prosecution

- (d) Any other information the Minnesota Department of Human Services may require on related state forms

600.8 MODIFICATION OF CHARGES FILED

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of a Chief Deputy or the Sheriff. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

Urine Drug Screening-field test

601.1 PURPOSE AND SCOPE

This policy describes the authority for deputies to conduct a urine drug screen of persons designated to be probationers, conditional releases, and pretrial releasees pursuant to Minnesota statute 244.195

601.2 AUTHORITY

Minnesota statute 629.355 authorizes deputies to detain an individual who falls under the definition of conditional release upon probable cause that the individual has violated the conditions of release. If the conditions of release specify that the subject submit to testing of breath or urine, the when feasible deputy may request the subject to submit to testing. If the results of the test confirms the subject has violated specified conditions of release the deputy shall contact the probation agent or if after hours may contact the Department of Corrections officer of the day and request an apprehension and detention order be issued under Minnesota statute 244.195. If the Department of Corrections probation agent authorizes the subjects arrest and detention, that person shall be immediately delivered to the Beltrami County Detention Center.

601.3 PROCEDURE

All employees collecting urine samples shall be trained in accordance to the manufacturer's recommendation and successful completion of training shall be on file with the divisions training officer. When requesting a subject to submit to testing the request should be recorded audibly whenever feasible. Testing shall be done by a person of the same gender. Testing done outside a Sheriff's Office facility should be avoided whenever possible. Testing done outside a Sheriff's Office facility should be completed in the presence of a second employee witness of the same gender. Positive urine tests results shall be photographed or photocopied and retained as evidence. Positive urine tests shall be properly stored and retained as evidence for 60 days.

601.4 REPORTING

The deputy shall complete a written report detailing the contact with the subject to include articulable suspicion/probable cause for detention, the identity of the Department of Corrections probation agent and the contact date and time. The report must also include either verbal or written authorization to arrest and detain the subject if it was ordered. If verbal authority is received, the Deputy shall note in their report that they advised the Department of Corrections probation agent to submit a written arrest and detain order to the Beltrami County Detention Center.

Sexual Assault Investigations

602.1 PURPOSE AND SCOPE

The Beltrami County Sheriff's Office adopts the Investigations of Sexual Assault model policy established and published by the Minnesota Board of Peace Officer Standards and Training (MN POST) (Minn. Stat. § 626.8442).

See attachment: [Model Sexual Assault Investigation Policy 03-03-21.pdf](#)

602.2 COPY OF SUMMARY

The Investigation Division supervisor shall ensure that the victim of a sexual assault who reports an incident to this office is provided with a copy of the written summary of the allegation. If the incident occurred outside the jurisdiction of the Beltrami County Sheriff's Office, a copy of the written summary shall also be provided to the law enforcement agency where the incident occurred. If the Beltrami County Sheriff's Office learns that both the victim and the accused are members of the Minnesota National Guard, the Office shall provide a copy of the summary to the Bureau of Criminal Apprehension (Minn. Stat. § 609.3459).

Property Procedures

603.1 PURPOSE AND SCOPE

This policy provides for the proper collection, storage and security of evidence and other property. Additionally, this policy provides for the protection of the chain of evidence and those persons authorized to remove and/or destroy property. Property belonging to persons in custody should be handled pursuant to policies guiding Juvenile Temporary Custody, Jail Operations, and the operations procedures for each facility or operation.

603.1.1 PROPERTY AND EVIDENCE SECTION SECURITY

The Sheriff and/or Chief Deputy will designate an Investigator, Deputy or other Employee to maintain secure storage and control of all property necessitating custody by the Beltrami County Sheriff's Office. The investigator reports to the Investigation Division supervisor and is responsible for the security of the Property and Evidence Section. Property and Evidence Section keys are maintained only by the investigator and the Investigation Division supervisor. The investigator and the Investigation Division supervisor shall not loan Property and Evidence Section keys to anyone and shall maintain keys in a secure manner.

Any individual entering the Property and Evidence Section other than the investigator must be accompanied by the investigator or the Investigation Division supervisor and must sign in and out on the logbook giving the date and time of entry and exit, and the purpose, including a specific case or property number. The entry shall be initialed by the accompanying individual.

603.1.2 DEFINITIONS

Property - Includes all items of evidence, items taken for safekeeping and found property.

Evidence - Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case. This includes photographs and latent fingerprints.

Safekeeping - Includes the following types of property:

- Property obtained by the Office for safekeeping, such as a firearm.
- Personal property of an arrestee not taken as evidence.
- Property taken for safekeeping under authority of a law.

Found Property - Includes property found by an employee or citizen that has no apparent evidentiary value and where the owner cannot be readily identified or contacted.

603.1.3 PROPERTY HANDLING

Any employee who first comes into possession of any property, shall retain such property in his/her possession until it is properly tagged and placed in the designated evidence property locker or storage room, along with the property label. Care shall be taken to maintain the chain of custody for all evidence.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Property Procedures

Any property seized by a deputy with or without a warrant shall be safely kept for as long as necessary for the purpose of being produced as evidence (Minn. Stat. § 626.04 (a)). Seized property held as evidence shall be returned to its rightful owner unless subject to lawful detention or ordered destroyed or otherwise disposed of by the court (Minn. Stat. § 626.04 (b) and Minn. Stat. § 629.361).

A deputy arresting a person for burglary, robbery or a theft offense shall use reasonable diligence to secure the property that was alleged to have been stolen and shall be answerable for it while it remains in his/her custody (Minn. Stat. § 629.361).

Where ownership can be established as to found property that has no apparent evidentiary value, such property may be released to the owner without the need for booking. The property documentation must be completed to document the release of property not booked. The owner shall sign the documentation acknowledging receipt of the item(s).

603.1.4 PROPERTY BOOKING PROCEDURE

All property must be booked prior to the employee going off-duty. Employees booking property shall observe the following guidelines:

Complete the property label describing each item of property separately, listing all serial numbers, owner's name, finder's name and other identifying information or markings.

The employee shall mark each item of evidence with initials and date.

Items too small to mark, or that will be damaged or degraded or devalued by marking, should be individually packaged, labeled and the package marked with initials and date.

Complete an evidence/property tag and attach it to each package or envelope in which the property is stored.

Place the case number in the upper right hand corner or in the appropriate field of the evidence/property tag.

The original property documentation shall be submitted with the case report. A copy shall be placed with the property in the temporary property locker or with the property if it is stored somewhere other than a property locker.

When the property is too large to be placed in a temporary property locker, the item may be temporarily stored in any office supply room or other location that can be secured from unauthorized entry. The location shall be secured to prevent entry and a completed property label placed into a numbered property locker indicating the location of the property.

603.1.5 CONTROLLED SUBSTANCES

All controlled substances shall be booked separately using a separate property record. Drug paraphernalia shall also be booked separately.

The deputy seizing the narcotics and dangerous drugs shall place them in a temporary property locker and process them according to policy.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Property Procedures

Prior to searching a vehicle, house, purse, wallet or any container, don rubber gloves (not leather duty gloves) during the entire search; change your gloves often.

It is required to use the partner method during any narcotics search. Prior to the search both officers will be aware of the location of Naloxone to be used in the case of accidental exposure. If exposure occurs, call dispatch and summon EMS to the scene to get the affected officer to a medical facility for further care.

On scene presumptive testing of powdered substances is not permitted unless authorized by a supervisor for exigent reasons. Testing of controlled substances is address in 603.1.10.

603.1.6 EXPLOSIVES

Explosives that are known or suspected to be armed or live, other than fixed ammunition, should not be retained in the sheriff's facility. All fireworks, railroad flares or fuses that are considered safe will be transported to the appropriate fire department on a regular basis.

Deputies who encounter an explosive device shall immediately notify the immediate supervisor and/or Shift Sergeant. The Bomb Squad will be called to handle situations involving explosive devices and all such devices will be released to the Bomb Squad for disposal.

603.1.7 EXCEPTIONAL HANDLING

Certain property items require a separate process. The following items shall be processed in the described manner:

Bodily fluids such as blood or semen stains shall be air-dried prior to booking.

License plates found not to be stolen or connected with a known crime shall be retained by the Deputy or placed in the designated container for return to the Minnesota Department of Driver and Vehicle Services.

All bicycles and bicycle frames require a property record. Property tags will be securely attached to each bicycle or bicycle frame. The property shall be placed in the bicycle storage area.

All cash shall be counted in the presence of another deputy and the envelope initialed by both deputies. An investigator shall be notified of the cash so that it can be properly deposited with the Beltrami County Auditor's Office.

All evidence collected by personnel processing a crime scene requiring specific storage requirements pursuant to laboratory procedures should clearly indicate storage requirements on the property label.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Property Procedures

County property, unless connected to a known criminal case, should be released directly to the appropriate County department. No formal booking is required. In cases where no responsible person can be located, the property should be booked for safekeeping in the normal manner.

603.1.8 PACKAGING OF PROPERTY

Packaging will conform to the Property and Evidence Packaging Procedures Manual. Certain items require special consideration and shall be booked separately as follows:

- Controlled substances
- Firearms (ensure they are unloaded and booked separately from ammunition)
- Property with more than one known owner
- Drug paraphernalia
- Fireworks
- Contraband

603.1.9 PACKAGING CONTAINER

Employees shall package all property in accordance with the Packaging Procedures Manual, except controlled substances in a suitable container available for its size. Knife boxes should be used to package knives, handgun boxes should be used for handguns and syringe tubes should be used to package syringes and needles.

A property tag shall be securely attached to the outside of all items or group of items packaged together.

603.1.10 PACKAGING CONTROLLED SUBSTANCES

The Deputy seizing controlled substances shall retain such property in his/her possession until it is properly weighed, packaged, tagged and placed in an evidence locker. Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected controlled substances.

If conducted, the results of this test shall be included in the Deputy's report.

Before testing any suspected controlled substances in powder form, Deputies are required to don a particulate respirator and gloves. A safety officer equipped with Naloxone is required to be present to monitor the test. The work surface should be covered with brown paper and work over that surface only. Open one item at a time and test for the most obvious substance. When you get a positive result, you are done testing for that case. All other items will remain sealed and will NOT be tested. Properly dispose of the brown paper at the conclusion of the test.

Controlled substances shall be sealed in appropriate packaging and all seals initialed by booking Deputy. Controlled substances shall not be packaged with other property. The booking Deputy shall weigh the suspected controlled substances in the container in which it was seized. A full

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Property Procedures

description of the item, along with packaging and total weight of the item will be documented in the RMS evidence section as well as in a report.

A completed property tag shall be attached to the outside of the container. The chain of evidence shall be recorded in RMS.

603.1.11 RIGHT OF REFUSAL

The investigator has the right to refuse any piece of property that is not properly documented or packaged. Should the investigator refuse an item, he/she shall maintain secure custody of the item in a temporary property locker and inform the supervisor of the submitting deputy.

603.1.12 RECORDING OF PROPERTY

The deputy collecting the evidence shall enter it into the property section of the IRF. When evidence is secured in the temporary evidence locker, the deputy shall enter the date in the "date" field, badge number under the "released" field, all of which are under the "EVID" tab in the property section. The investigator receiving custody of evidence or property shall enter the date in the "date" section and badge number under the "ACCEPTED" filed under the "EVID" tab for each piece of evidence received. The "EVID" tab will be the permanent record of the property in the Evidence Section. The investigator will record where the evidence will be stored in the property section under the "BIN" field.

The property section of the IRF shall be maintained and a unique property number created for each piece of property received. The property section shall record the date received, case number, tag number, item description, item location and date disposed. A unique tag number shall be obtained for each item from the property section. This number shall be recorded on the property tag. Any changes in the location of property held by the Beltrami County Sheriff's Office shall be noted in the property section of the IRF.

603.1.13 PROPERTY CONTROL

Each time the investigator receives property or releases property to another person, he/she shall enter this information on the property control card. Deputies desiring property for court shall contact the investigator at least one day prior to the court day.

603.1.14 RESPONSIBILITIES OF OTHER PERSONNEL

Every time property is released or received, an appropriate entry on the evidence package shall be completed to maintain the chain of possession. No property or evidence is to be released without first receiving written authorization from a supervisor or investigator.

Request for analysis for items other than controlled substances shall be completed on the appropriate forms and submitted to the investigator. This request may be filled out any time after booking of the property or evidence.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Property Procedures

603.1.15 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The transporting employee will check the evidence out of property, indicating the date and time on the property control card and the request for laboratory analysis.

The investigator releasing the evidence must complete the required information on the property control card and the evidence. The lab forms will be transported with the property to the examining laboratory. Upon delivering the item involved, the deputy will record the delivery time on both copies and indicate the locker in which the item was placed or the employee to whom it was delivered. The original copy of the lab form will remain with the evidence and the copy will be returned to the Records Center for filing with the case.

603.1.16 STATUS OF PROPERTY

Each person receiving property will make the appropriate entry to document the chain of evidence. Temporary release of property to deputies for investigative purposes, or for court, shall be noted on the property control card, stating the date, time and to whom it was released.

The investigator shall obtain the signature of the person to whom property was released, and the reason for release. Any employee receiving property shall be responsible for such property until it is properly returned to property or properly released to another authorized person or entity.

The return of the property should be recorded on the property control card, indicating date, time and the person who returned the property.

603.1.17 AUTHORITY TO RELEASE PROPERTY

The investigator shall not release any property without a signed authorization from an appropriate authorized member of the Office. The Investigation Division shall authorize the disposition or release of all evidence and property coming into the care and custody of the Office.

Property held as evidence for a pending criminal investigation or proceeding shall be retained for a period of time no less than that required pursuant to Minn. Stat. § 628.26.

For property in custody of the Office for investigatory or prosecutorial purposes and owned by a victim or witness, an investigator shall, upon the request of the owner:

Provide a list describing the property unless such release would seriously impede an investigation.

Return the property expeditiously unless the property is required as evidence.

Upon the direction of a prosecuting attorney, property held as evidence of a crime may be photographed and released to the owner of the property in accordance with the requirements of Minn. Stat. 609.523.

603.1.18 RELEASE OF PROPERTY

All reasonable attempts shall be made to identify the rightful owner of found property or evidence not needed for an investigation.

Release of property shall be made upon receipt of an authorized release form, listing the name and address of the person to whom the property is to be released. The release authorization shall

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Property Procedures

be signed by the authorizing supervisor or investigator and must conform to the items listed on the property label or must specify the specific item(s) to be released. Release of all property shall be properly documented.

With the exception of firearms and other property specifically regulated by statute, found property and property held for safekeeping shall be held for a minimum of 90 days. During such period, property personnel shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. Property not held for any other purpose and not claimed within 90 days after notification (or receipt, if notification is not feasible) may be auctioned to the highest bidder at a properly published public auction, which may be conducted as an Internet-based auction. If such property is not sold at auction or otherwise lawfully claimed, it may thereafter be destroyed. Property with an estimated value of \$500 or more will be advertised in the local print media before it is destroyed or auctioned. The final disposition of all such property shall be fully documented in related reports.

An investigator shall release the property upon proper identification being presented by the owner for which an authorized release has been received. The owner shall also pay any costs incurred by the agency, including costs for advertising or storage. A signature of the person receiving the property shall be recorded on the original property documentation. After release of all property entered on the property control card, the card shall be forwarded to the Records Center for filing with the case. If some items of property have not been released, the property card will remain with the Property and Evidence Section.

Upon release or other form of disposal, the proper entry shall be recorded in all property documentation and logs.

603.1.19 STOLEN OR EMBEZZLED PROPERTY

Stolen or embezzled property or property believed to be stolen or embezzled that is in the custody of this office shall be restored to the owner (Minn. Stat. § 609.523 Subd. 3). Such property may be released from law enforcement custody when the following are satisfied:

- Photographs of the property are filed and retained by the Property and Evidence Section.
- Satisfactory proof of ownership of the property is shown by the owner.
- A declaration of ownership is signed under penalty of perjury.
- A receipt for the property is obtained from the owner upon delivery.

603.1.20 DISPUTED CLAIMS TO PROPERTY

Occasionally more than one party may claim an interest in property being held by the office, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a court order or other proof of the undisputed right to the involved property.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Property Procedures

All parties should be advised that their claims are civil. In extreme situations, legal counsel for the Office may be asked to file an interpleader in court to resolve the disputed claim.

603.1.21 RELEASE AND DISPOSAL OF FIREARMS

A firearm may not be released until it has been verified that the person receiving the weapon is not prohibited from receiving or possessing the weapon by 18 USC § 922.

After becoming statutorily "abandoned" per the guidelines described in Paragraph C(2)(b), the weapons must be auctioned per Minnesota Statute 345.15. The buyer must be a Minnesota resident or federally licensed manufacturer, dealer, or collector.

Within one month of sale, the owner can, upon application and satisfactory proof of ownership, recover the net proceeds of the sale of the property.

Firearms obtained by the Sheriff's Office by way of forfeiture:

- Property must either be sold as above, destroyed or used for law enforcement purposes.

Firearms given to the Sheriff for destruction by District Court, the Beltrami County Attorney, the Beltrami County Coroner, or via the Weapons Surrender Program:

- All firearms and/or weapons given to the Sheriff for destruction by the above-named entities shall be destroyed by Sheriff's Office personnel.
- The Beltrami County Sheriff's Office shall make best efforts for a period of 90 days after the seizure of an abandoned or stolen firearm to protect the firearm from harm and return it to the lawful owner (Minn. Stat. § 609.5313 Subd. 7). At the expiration of such period, the firearm or other deadly weapon may be processed for disposal consistent with this policy.

603.1.22 DISPOSITION OF PROPERTY

(a) Property seized and retained by the Sheriff's Office from any public way, sidewalk, or other public premises, or property found and turned in to the department with no claim asserted:

1. Retain for at least three months.
2. The owner of such property, upon application and satisfactory proof of ownership, can recover the property.
3. Sell at public auction two weeks after giving reasonable public notice of the time and place of sale, including a brief description of the articles to be sold in a newspaper of general circulation within the county.
4. Within one month of sale, the owner can, upon application and satisfactory proof of ownership, recover the net proceeds of the sale of the property.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Property Procedures

- (b) Property turned into the Sheriff's Office by an individual asserting a claim for such if the owner is not found:
 1. The department will make a reasonable effort to discover the true owner and notify him/her in the same manner as for property found by the Sheriff's Office.
 2. If no one can establish ownership within four months, the property can be returned to the finder.
- (c) Property seized by the Sheriff's Office, with or without a warrant, which may or may not have been used as a court exhibit:
 1. Retain it for use at trial.
 2. After trial and the appropriate appeal period has passed or after it has been determined that the property is no longer needed for trial:
 - (a) Return to the owner or other person entitled to possess it.
 - (b) If the owner is not found, it must become "abandoned." Abandoned property must be held for 90 days, while employing all possible assertive efforts to return the property to the person from whom it was acquired. If no owner is found or response from the owner received after 30 days, the property must be held an additional three months. At the end of that time, the property must be auctioned per Minnesota Statute 345.15. c. Within one month of sale, the owner can, upon application and satisfactory proof of ownership, recover the net proceeds of the sale of the property.
 - (c) With respect to items of currency for which the value is not readily apparent, after said currency is deemed "abandoned," as described in Paragraph c(2)(b).

603.1.23 EXCEPTIONAL DISPOSITIONS

The following types of property shall be destroyed or disposed of in the manner and at the time prescribed by law, unless a different disposition is ordered by a court of competent jurisdiction:

- Weapons declared by law to be nuisances.
- Animals, birds and equipment related to their care and containment that have been ordered forfeited by the court.
- Counterfeiting equipment.
- Gaming devices.
- Obscene matter ordered to be destroyed by the court.
- Altered vehicles or component parts.
- Controlled substances.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Property Procedures

- Unclaimed, stolen or embezzled property.
- Destructive devices.
- Money found in gambling devices by any peace officer, other than a municipal police officer, shall be paid into the county treasury. Money found in gambling devices by a municipal police officer shall be paid into the treasury of the municipality (Minn. Stat. § 626.04 (b)).

603.1.24 UNCLAIMED MONEY

If found or seized money is no longer required as evidence and remains unclaimed after three years, the money is presumed abandoned property and is reportable as specified in § 804.8, Minn. Stat. § 345.38 and Minn. Stat. § 345.75).

603.1.25 REPORT OF ABANDONED PROPERTY (MONEY)

The Investigation Division supervisor shall complete an annual report of presumed abandoned property as described in law to the Commissioner of Commerce. The report is to cover the 12-month period ending July 1 each year and is to be filed before October 31 each year (Minn. Stat. § 345.41).

603.1.26 SHERIFF SEIZURES AND SALES

A deputy may seize and retain any personal property abandoned upon any public way, sidewalk or other public place, or any property entered as evidence in a judicial proceeding following its release by the court (Minn. Stat. § 345.15). After holding the property for a period of at least 90 days, it may be sold at a public auction. The net proceeds of the sale shall be transferred to the general revenue fund of the county, minus the cost of handling, storage or sale.

603.1.27 INSPECTIONS OF THE PROPERTY AND EVIDENCE SECTION

On a monthly basis, the Investigation Division supervisor shall inspect the evidence storage facilities and practices to ensure adherence to appropriate policies and procedures.

Unannounced inspections of evidence storage areas shall be conducted annually as directed by the Sheriff.

An annual audit of evidence held by the Office shall be conducted by a Chief Deputy who is not routinely or directly connected with evidence control, as assigned by the Sheriff.

Whenever a change is made in personnel who have access to the Property and Evidence Section, an inventory of all evidence/property shall be made by an individual(s) not associated with the Property and Evidence Section or function to ensure that records are correct and all evidence property is accounted for.

603.1.28 DISPOSAL OF UNCLAIMED AND ABANDONED PROPERTY

Our policy is to dispose of unclaimed or abandoned property of value through a public auction.

Members of the department shall take all necessary precautions to guarantee the proper handling of evidence and any property seized, received, or found. This regulation is intended to prohibit

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Property Procedures

deviations from property-handling procedures and alert members to their responsibility to protect and keep track of property taken or received from citizens or prisoners. Members shall conform to department procedures and all evidence found/received or seized will be delivered in accordance with departmental instructions. A written record of the property's disposition after its initial receipt shall be included in the officer's report.

Disposal of Property

- (a) Property seized and retained by the Sheriff's Office from any public way, sidewalk, or other public premises, or property found and turned in to the department with no claim asserted:
 - 1. Retain for at least 90 days.
 - 2. The owner of such property, upon application and satisfactory proof of ownership, can recover the property.
 - 3. Sell at public auction six weeks after giving reasonable public notice of the time and place of sale, including a brief description of the articles to be sold in a newspaper of general circulation within the county.
 - 4. Within one month of sale, the owner can, upon application and satisfactory proof of ownership, recover the net proceeds of the sale of the property.
- (b) Property turned into the Sheriff's Office by an individual asserting a claim for such if the owner is not found:
 - 1. The department will make a reasonable effort to discover the true owner and notify him/her in the same manner as for property found by the Sheriff's Office.
 - 2. If no one can establish ownership within four months, the property can be returned to the finder.
- (c) Property seized by the Sheriff's Office, with or without a warrant, which may or may not have been used as a court exhibit:
 - 1. Retain it for use at trial.
 - 2. After trial and the appropriate appeal period has passed or after it has been determined that the property is no longer needed for trial:
 - (a) Return to the owner or other person entitled to possess it.
 - (b) If the owner is not found, it must become "abandoned." Abandoned property must be held for 90 days, while employing all possible assertive efforts to return the property to the person from whom it was acquired. If no owner is found or response from the owner received after 30 days, the property must be held an additional three months. At the end of that time, the property must be auctioned per Minnesota Statute 345.15.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Property Procedures

- (c) Within one month of sale, the owner can, upon application and satisfactory proof of ownership, recover the net proceeds of the sale of the property.
- (d) With respect to items of currency for which the value is not readily apparent, after said currency is deemed "abandoned," as described in Paragraph c(2)(b)

Notice/Sale Proceeds/Auction/Marking Property/Unsold Property

With respect to "reasonable" means employed to find the owner of property, a certified letter of notification to the last known address of the owner will be appropriate. It shall be the responsibility of the officer initially seizing the property to locate the owner of the property. All efforts to find the owner of the property shall be documented, with copies of such documentation made available to both the case file and the property room file.

Net proceeds from the sale of property by auction are to be transferred to the County Treasurer to be credited to the General Revenue Fund, if they are not recovered by the property owner within the one-month period following the sale. The cost of handling, storage, and sale may be retained by the Sheriff.

Minnesota Statute 345.15 requires a "public auction," with the sale being "made by the Sheriff or under the Sheriff's direction." The statute does not specify that property must be auctioned separately. Therefore, if the above conditions are complied with, a consignment auction shall be deemed a proper method of disposal.

Property to be auctioned that does not have the manufacturer's serial number affixed shall be inscribed with the Beltrami County Sheriff's Office ORI Number (MN0040000) and the Beltrami County Sheriff's Office Case File Number reference the property prior to being offered at auction.

The Sheriff is not allowed to withhold property for county use, with the exception of contraband and forfeited property, as the statute requires the sale of such property at public auction. If the property remains unsold after a proper auction, the Sheriff's Office may be able to appropriate it or destroy it. The County Attorney's Office should be contacted for an opinion as to its disposition and a report filed in the Sheriff's Office.

Asset Forfeiture

604.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with specified designated offenses and controlled substance offenses (Minn. Stat. § 609.531 to Minn. Stat. § 609.5318).

604.2 POLICY

The Beltrami County Sheriff's Office recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential of revenue shall not be allowed to jeopardize the effective investigation and prosecution of criminal offenses, officer safety, the integrity of ongoing investigations or the due process rights of citizens.

It is the policy of the Beltrami County Sheriff's Office that all employees of the agency, all employees assigned to another law enforcement agency's task force and all employees assigned to a task force from an outside law enforcement agency, in which this agency serves as the Fiscal Agent, follow all state and federal laws pertaining to forfeiture.

604.3 DEFINITIONS

Definitions related to this policy include:

Cash - Money in the form of bills or coins, traveler's checks, money orders, checks, or other forms of electronic money or stored value cards, including but not limited to gift cards, debit cards, gift cards/certificates, or other negotiable financial instruments.

Conveyance device - A device used for transportation. It includes but is not limited to a motor vehicle, trailer, snowmobile, airplane, and vessel, and any equipment attached to it. The term "conveyance device" does not include property which has been stolen or taken in violation of the law.

Firearms/ammunition/firearm accessories - A device that projects either single or multiple projectiles at high velocity. Ammunition is a term meaning the assembly of a projectile and its propellant. Accessories include but are not limited to holsters, gun cases, firearm optics, suppression devices, and cleaning supplies.

Fiscal Agent - The person designated by the Beltrami County Sheriff's Office to be responsible for securing and maintaining seized assets and distributing any proceeds as a result of any forfeiture proceedings. This includes anytime the Beltrami County Sheriff's Office seizes property for forfeiture or when the Beltrami County Sheriff's Office is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Asset Forfeiture

Forfeiture Reviewer - The Beltrami County Sheriff's Office employee assigned by the Beltrami County Sheriff's Office responsible for reviewing all forfeiture cases and for acting as the liaison between the Office and the prosecutor's office.

Jewelry/precious metals/precious stones - The term includes items of jewelry, such as rings, necklaces, and watches that reasonably appear to be made of precious metals or precious stones. Precious metals include but are not limited to gold, silver, platinum, iridium, and palladium. Precious stones, often referred to as gemstones, include but are not limited to diamonds, emeralds, and rubies.

Property subject to administrative forfeiture - The following property is subject to administrative forfeiture under Minnesota Law (Minn. Stat. § 609.5314):

- (a) All cash totaling \$1500 or more, precious metals, and precious stones that there is probable cause to believe represent the proceeds of a controlled substance offense, and all cash found in proximity to controlled substances when there is probable cause to believe that the cash was exchanged for the purchase of a controlled substance.
- (b) All conveyance devices containing controlled substances with a retail value of \$100 or more if there is probable cause to believe that the conveyance device was used in the transportation or exchange of a controlled substance intended for distribution or sale.
- (c) All firearms, ammunition, and firearm accessories found:
 1. In a conveyance device used or intended for use to commit or facilitate the commission of a felony offense involving a controlled substance.
 2. On or in proximity to a person from whom a felony amount of controlled substance is seized.
 3. On the premises where a controlled substance is seized and in proximity to the controlled substance, if possession or sale of the controlled substance would be a felony under Minnesota Statutes, Chapter 152.

Seizure - The act of law enforcement officials taking property, including cash and conveyance devices that have been used in connection with or acquired by illegal activities.

604.4 ASSET SEIZURE

Property may be seized for forfeiture as provided in this policy.

604.4.1 PROPERTY SUBJECT TO SEIZURE

The following property is subject to seizure.

- (a) The following property may be seized upon review and approval of a supervisor and in coordination with the Forfeiture Reviewer:
 1. Controlled substances and associated property as described in Minn. Stat. § 609.5311.
 2. Property intended for use to commit or facilitate the commission of a designated offense, as listed in Minn. Stat. § 169A.63, Subd. 6 and limited by Minn. Stat. §

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Asset Forfeiture

169A.63, Subd. 7, and as listed in Minn. Stat. § 609.531, Subd. 1(f) and limited by Minn. Stat. § 609.5312.

- (b) Property subject to administrative forfeiture may be seized without prior supervisor approval if the item has a retail value of \$50,000 or less (Minn. Stat. § 609.5314).

604.4.2 PROPERTY NOT SUBJECT TO SEIZURE

The following property should not be seized for forfeiture:

- (a) Cash and property that does not meet the prosecuting agency's current minimum forfeiture thresholds.
- (b) Cash totaling less than \$1,000, unless prerecorded buy funds are included in the cash seized.

604.4.3 SEIZURE OF PROPERTY TO BE FORFEITED

A deputy may seize property subject to forfeiture based on a court order. A deputy may also seize property without a court order under any of the following conditions (Minn. Stat. § 609.531, Subd. 4; Minn. Stat. § 169A.63, Subd. 2):

- (a) The seizure is incident to a lawful arrest or a lawful search.
- (b) The property subject to seizure has been the subject of a prior judgment in favor of the state in a criminal injunction or forfeiture proceeding.
- (c) The deputy has probable cause to believe that a delay to obtain a warrant or other process would result in the removal or destruction of the property and that either of the following apply:
 1. The property was used or is intended to be used in commission of a felony.
 2. The property is dangerous to health or safety.

604.5 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS

When property or cash subject to this policy is seized, the deputy making the seizure should ensure compliance with the following:

- (a) If the retail value of the asset to be seized is \$50,000 or less, completely and accurately prepare the Notice of Seizure and Intent to Forfeit Property Form (seizure form) and present it to the person from whom the property is to be seized for that person's signature. If the person refuses to sign, the deputy shall indicate on the seizure form that the person refused. The seizure form is not used when the value of the seized property exceeds \$50,000.
- (b) Prepare and provide a receipt for the items seized to the person from whom the property is being seized.
 1. If cash or property is seized from more than one person, a separate property inventory receipt must be completed for each person specifying the amount of cash seized. The receipt shall include a detailed description of all property, checks, money orders, traveler's checks or other financial instruments.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Asset Forfeiture

- (c) Complete and submit a report within 24 hours of the seizure if practicable. The report must include, at minimum, the following:
 - 1. A description of the items seized
 - 2. The location where the property was turned in or stored
 - 3. The name of the individual who was served with the seizure form
 - 4. The date that the seizure form was served
 - 5. The name of the deputy making the seizure
 - 6. Whether the individual signed the seizure form
- (d) If property is seized from multiple individuals, a separate seizure form will be completed for each individual. A copy of the receipt and seizure form must be given to the individual from whom the property was seized.
- (e) When property is seized and no one claims possession of the property, the deputy must leave a receipt in the place where the property was found if it is reasonably possible to do so.
- (f) The deputy will book seized property into the Property and Evidence Section as evidence, with the notation in the comment section of the property form, "Seized Subject to Forfeiture." Property seized subject to forfeiture should be booked on a separate property form. No other evidence from the case should be booked on this form.
- (g) Forward the original and the pink copy of the seizure form, and any seized property processing worksheets, property receipts and reports to the Forfeiture Reviewer within 10 days of seizure.
- (h) Inform the Forfeiture Reviewer of the estimated retail value of drugs found in proximity to the asset seized.

604.5.1 CASH HANDLING

It is the responsibility of the seizing deputy to secure and count cash consistent with this policy and the Cash Handling, Security and Management Policy. All cash shall be counted in the presence of another deputy and the envelope initialed by both deputies. A supervisor shall be contacted for cash in excess of \$1,000. The supervisor shall also witness the count, and will initial and date the property documentation and specify any additional security procedures to be used.

All forfeitable cash seized will be turned over to the Forfeiture Reviewer or property/evidence room as soon as practicable.

Prior to deposit with the Forfeiture Reviewer, deputies shall examine all cash seized to determine whether it contains any prerecorded buy funds. Deputies shall document the recovery of all buy funds and deposit those funds with the Forfeiture Reviewer to be returned to the appropriate buy fund account.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Asset Forfeiture

604.5.2 JEWELRY/PRECIOUS METALS/PRECIOUS STONES

Deputies seizing jewelry, precious metals and/or precious stones will write a detailed description of each item on the property inventory receipt. A copy of the property inventory receipt and any photographs of the jewelry, precious metals and/or precious stones shall be delivered to the Forfeiture Reviewer.

Deputies seizing jewelry, precious metals and/or precious stones shall book those items according to current property and evidence procedures as soon as practicable.

604.5.3 VEHICLES

Any conveyance device seized for forfeiture shall be taken to a secure designated area or to a department-approved impound facility as soon as practicable.

Deputies shall inventory the conveyance device and its contents in accordance with the Vehicle Towing Policy. Deputies shall also complete applicable report forms and distribute them appropriately. A copy of the vehicle storage report shall be included with the seizure documentation that is submitted to the Forfeiture Reviewer.

604.5.4 FIREARMS/AMMUNITION/FIREARM ACCESSORIES

When firearms, ammunition or firearms accessories are seized, they shall be inventoried and delivered to the Property and Evidence Section in accordance with the current booking procedures and the Property and Evidence Section Policy.

604.6 MAINTAINING SEIZED PROPERTY

The Property and Evidence Section supervisor is responsible for ensuring compliance with the following:

- (a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition (Minn. Stat. § 609.531 Subd. 5).
- (b) All property received for forfeiture is checked to determine if the property has been stolen.
- (c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or returned to the claimant or person with an ownership interest.
- (d) Property received for forfeiture is not used unless the forfeiture action has been completed.

604.7 FORFEITURE REVIEWER

The Sheriff will appoint a deputy as the Forfeiture Reviewer. Prior to assuming duties, or as soon as practicable thereafter, the Forfeiture Reviewer should attend a office-approved course on asset forfeiture.

The responsibilities of Forfeiture Reviewer include the following:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Asset Forfeiture

- (a) Confer regularly with the prosecuting attorney's office to remain familiar with forfeiture laws, particularly Minn. Stat. § 609.531 through Minn. Stat. § 609.5318, Minn. Stat. § 169A.63, and the forfeiture policies of the prosecuting agency.
- (b) Make reasonable efforts to obtain annual training that includes best practices in pursuing, seizing, and tracking forfeitures.
- (c) Ensure responsibilities, including designation of a Fiscal Agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.
- (d) Ensure that a seizure form, property inventory receipt, and a forfeited property processing worksheet is available and appropriate for office use. The seizure form will minimally include the following (Minn. Stat. § 609.5314):
 - 1. Space for an itemized list of items seized
 - 2. The location and date of the seizure
 - 3. A place for the name of the individual served with the seizure form
 - 4. The date and signature of the deputy conducting the seizure
 - 5. The agency case number
 - 6. A space for the signature of the person from whom property is seized or an appropriate space or check box for the deputy to indicate that the person refused to sign
 - 7. At least an original and the pink copy
 - 8. Information in English, Hmong, Somali and Spanish explaining the right to obtain judicial review and the procedure provided by Minn. Stat. § 609.5314.
- (e) Ensure that deputies who may be involved in asset forfeiture receive training in the proper use of the seizure form and the forfeiture process. The training should be developed in consultation with the prosecuting attorney and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins, or office directives. The training should be based on this policy and address any relevant statutory changes and court decisions.
- (f) Review each asset forfeiture case to ensure the following:
 - 1. Written documentation of the seizure and items seized is present in the case file.
 - 2. Independent prosecutorial review of the circumstances and propriety of the seizure is made in a timely manner.
 - 3. A timely notice of seizure has been given to interest holders of seized property.
 - 4. Property is promptly released to those entitled to its return.
- (g) Forward all changes to forfeiture status to any supervisor who initiates a forfeiture case.
- (h) Deposit any cash received with the Fiscal Agent.
- (i) Ensure the current minimum forfeiture thresholds are communicated appropriately to deputies.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Asset Forfeiture

- (j) Annually review and update this policy and any related policies to reflect current federal and state statutes and case law.
- (k) Prepare a written plan for the Sheriff to address any extended absence of the Forfeiture Reviewer to ensure that contact information for other law enforcement officers and attorneys who may assist in these matters is available.
- (l) Ensure the Office disposes of property as provided by law following any forfeiture (Minn. Stat. § 609.5315).
- (m) Ensure that any forfeited property used in an undercover capacity, or that is sold or added to the office inventory is done so according to Minnesota law.
- (n) Ensure that all forfeited property is used or disposed of in a manner consistent with the use and disposition of similar property by this office.
- (o) Upon completion of any forfeiture process, ensure that no property is retained by the Beltrami County Sheriff's Office unless the Beltrami County Sheriff's Office authorizes in writing the retention of the property for official use.
- (p) Ensure that forfeiture proceeds are maintained in a separate fund or account subject to appropriate accounting control with regular reviews or audits of all deposits and expenditures (Minn. Stat. § 609.5315).
- (q) Ensure that records of forfeiture are retained for a minimum of six years.
- (r) Ensure forfeiture reporting is made to the state auditor in the manner prescribed by the auditor (Minn. Stat. § 609.5315, Subd. 6).

604.8 DISPOSITION OF FORFEITED PROPERTY

Legal disposition may include (Minn. Stat. § 609.5315; Minn. Stat. § 169A.63, Subd. 10):

- (a) Retention by the Office and/or prosecuting agency.
 - 1. If a forfeited motor vehicle is kept for Office use, the Office will make a reasonable effort to ensure the vehicle is available for use and adaptation by deputies who participate in the Office's Drug Abuse Resistance Education program (Minn. Stat. §609.5315).
- (b) Destruction.
- (c) Sale performed in a commercially reasonable manner.
- (d) Other disposition pursuant to applicable provisions of Minnesota Statutes.

No member of this office may use property that has been seized for forfeiture until the forfeiture action has been completed and the Beltrami County Sheriff's Office has given written authorization to retain the property for official use.

Members of this office or persons related to members of this office by blood or marriage are prohibited from purchasing forfeited items sold by this office (Minn. Stat. § 609.5315, Subd. 1(c)).

Informants

605.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

605.1.1 DEFINITIONS

Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with the Beltrami County Sheriff's Office for law enforcement purposes. This also includes a person agreeing to supply information to the Beltrami County Sheriff's Office for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

605.2 POLICY

The Beltrami County Sheriff's Office recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this office that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

605.3 USE OF INFORMANTS

605.3.1 INITIAL APPROVAL

Before using an individual as an informant, a deputy must receive approval from his/her supervisor. The deputy shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this office should not guarantee absolute safety or confidentiality to an informant.

605.3.2 JUVENILE INFORMANTS

The use of informants under the age of 13 is prohibited.

In all cases, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

- (a) The juvenile's parents or legal guardians
- (b) The juvenile's attorney, if any
- (c) The court in which the juvenile's case is being handled, if applicable
- (d) The Sheriff or the authorized designee

605.3.3 INFORMANT AGREEMENTS

All informants are required to sign and abide by the provisions of the designated office informant agreement. The deputy using the informant shall discuss each of the provisions of the agreement with the informant.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Informants

Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

605.4 INFORMANT INTEGRITY

To maintain the integrity of the informant process, the following must be adhered to:

- (a) The identity of an informant acting in a confidential capacity shall not be withheld from the Sheriff, Chief Deputy, Drug Task Force supervisor or their authorized designees.
 - 1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.
- (b) Criminal activity by informants shall not be condoned.
- (c) Informants shall be told they are not acting as sheriff's deputies, employees or agents of the Beltrami County Sheriff's Office, and that they shall not represent themselves as such.
- (d) The relationship between office members and informants shall always be ethical and professional.
 - 1. Members shall not become intimately involved with an informant.
 - 2. Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Drug Task Force supervisor.
 - 3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.
- (e) Deputies shall not meet with informants in a private place unless accompanied by at least one additional deputy or with prior approval of the Drug Task Force supervisor.
 - 1. Deputies may meet informants alone in an occupied public place, such as a restaurant.
- (f) When contacting informants for the purpose of making payments, deputies shall arrange for the presence of another deputy.
- (g) In all instances when office funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.
- (h) Since the decision rests with the appropriate prosecutor, deputies shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

605.4.1 UNSUITABLE INFORMANTS

The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member. The supervisor shall determine whether the informant should be used by the Office and, if so, what conditions will be placed on his/her participation or any information the informant provides. The

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Informants

supervisor shall document the decision and conditions in file notes and mark the file “unsuitable” when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

- (a) The informant has provided untruthful or unreliable information in the past.
- (b) The informant behaves in a way that may endanger the safety of a deputy.
- (c) The informant reveals to suspects the identity of a deputy or the existence of an investigation.
- (d) The informant appears to be using his/her affiliation with this office to further criminal objectives.
- (e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.
- (f) The informant engages in any other behavior that could jeopardize the safety of deputies or the integrity of a criminal investigation.
- (g) The informant commits criminal acts subsequent to entering into an informant agreement.

605.5 INFORMANT FILES

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of office members or the reliability of the informant.

Informant files shall be maintained in a secure area within the Drug Task Force. The Drug Task Force supervisor or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Sheriff, Chief Deputy, Drug Task Force supervisor or their authorized designees.

The Investigation Chief Deputy should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. If the Drug Task Force supervisor is replaced, the files will be audited before the new supervisor takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by a supervisor who does not have normal access to the informant files.

605.5.1 FILE SYSTEM PROCEDURE

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

- (a) Name and aliases
- (b) Date of birth

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Informants

- (c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features
- (d) Photograph
- (e) Current home address and telephone numbers
- (f) Current employers, positions, addresses and telephone numbers
- (g) Vehicles owned and registration information
- (h) Places frequented
- (i) Briefs of information provided by the informant and his/her subsequent reliability
 1. If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.
- (j) Name of the deputy initiating use of the informant
- (k) Signed informant agreement
- (l) Update on active or inactive status of informant

605.6 INFORMANT PAYMENTS

No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant's personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant's previous criminal activity
- The level of risk taken by the informant

The Drug Task Force supervisor will discuss the above factors with the Field Operations Chief Deputy and recommend the type and level of payment subject to approval by the Sheriff.

605.6.1 PAYMENT PROCESS

Approved payments to an informant should be in cash using the following process:

- (a) Payments of \$500 and under may be paid in cash from a Drug Task Force buy/expense fund.
 1. The Drug Task Force supervisor shall sign the voucher for cash payouts from the buy/expense fund.
- (b) Payments exceeding \$500 shall be made by issuance of a check, payable to the deputy who will be delivering the payment.
 1. The check shall list the case numbers related to and supporting the payment.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Informants

2. A written statement of the informant's involvement in the case shall be placed in the informant's file.
 3. The statement shall be signed by the informant verifying the statement as a true summary of his/her actions in the case.
 4. Authorization signatures from the Sheriff and the County Administrator are required for disbursement of the funds.
- (c) To complete the payment process for any amount, the deputy delivering the payment shall complete a cash transfer form.
1. The cash transfer form shall include the following:
 - (a) Date
 - (b) Payment amount
 - (c) Beltrami County Sheriff's Office case number
 - (d) A statement that the informant is receiving funds in payment for information voluntarily rendered.
 2. The cash transfer form shall be signed by the informant.
 3. The cash transfer form will be kept in the informant's file.

605.6.2 REPORTING OF PAYMENTS

Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed \$600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of deputies or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as "other income" and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant's file.

605.6.3 AUDIT OF PAYMENTS

The Drug Task Force supervisor or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once every six months, the Sheriff or the authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.

Restoration of Firearm Serial Numbers

606.1 PURPOSE AND SCOPE

The primary purpose for restoring firearm serial numbers is to determine the prior owners or origin of the item from which the number has been recovered. Thus, property can be returned to rightful owners or investigations can be initiated to curb illegal trade of contraband firearms. The purpose of this policy is to develop standards, methodologies and safety protocols for the recovery of obliterated serial numbers from firearms and other objects using procedures that are accepted as industry standards in the forensic community. All personnel who are involved in the restoration of serial numbers will observe the following guidelines.

606.1.1 PROCEDURE

Any firearm coming into the possession of the Beltrami County Sheriff's Office as evidence and found property, where the serial numbers have been removed or obliterated, will be processed in the following manner:

606.1.2 PRELIMINARY FIREARM EXAMINATION

Always keep the muzzle pointed in a safe direction. Be sure the firearm is in an unloaded condition. This includes removal of the ammunition source (e.g., the detachable magazine, contents of the tabular magazine) as well as the chamber contents.

If the firearm is corroded shut or in a condition that would preclude inspection of the chamber contents, treat the firearm as if it is loaded. Make immediate arrangements for a firearms examiner or other qualified examiner to render the firearm safe.

Accurately document the condition of the gun when received. Note the positions and conditions of the various components, such as the safeties, cylinder, magazine, slide and hammer. Accurately record/document cylinder chamber and magazine contents. Package the ammunition separately.

If the firearm is to be processed for fingerprints or trace evidence, it should be processed before the serial number restoration is attempted. First record/document important aspects, such as halos on the revolver cylinder face or other relevant evidence that might be obscured by the fingerprinting chemicals.

606.1.3 PROPERTY BOOKING PROCEDURE

Any employee taking possession of a firearm with removed or obliterated serial numbers shall book the firearm into property following standard procedures. The employee booking the firearm shall indicate on the property form that serial numbers have been removed or obliterated.

After the serial number has been restored (or partially restored) by the crime laboratory, a Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) National Tracing Center (NTC) Obliterated Serial Number Trace Request Form (ATF 3312.1-OBL) will be completed and forwarded to the NTC in Falling Waters, West Virginia, or the data may be entered into the ATF eTrace system.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Restoration of Firearm Serial Numbers

606.1.4 OTHER CONSIDERATIONS

Exemplar bullets and cartridge cases from the firearm, depending upon acceptance criteria and protocol, may be submitted to the ATF's National Integrated Ballistic Information Network (NIBIN), which uses the Integrated Ballistic Identification System (IBIS) technology to search the national database and compare with ballistic evidence recovered from other crime scenes.

606.1.5 DEPUTY RESPONSIBILITIES

The investigator receiving a firearm when the serial numbers have been removed or obliterated shall arrange for the firearm to be transported to the crime laboratory for restoration.

606.1.6 DOCUMENTATION

Case reports should be prepared in order to document the chain of custody and the initial examination and handling of evidence from the time it is received or collected until it is released.

This report must include a record of the manner in which and/or from whom the firearm was received. This may appear on the request form or property form depending on the type of evidence.

606.1.7 FIREARM TRACE

After the serial number has been restored (or partially restored) by the crime laboratory, a Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) National Tracing Center (NTC) Obliterated Serial Number Trace Request Form (ATF 3312.1-OBL) will be completed and forwarded to the NTC in Falling Waters, West Virginia, or the data may be entered into the ATF eTrace system.

606.1.8 OTHER CONSIDERATIONS

Exemplar bullets and cartridge cases from the firearm, depending upon acceptance criteria and protocol, may be submitted to the ATF's National Integrated Ballistic Information Network (NIBIN), which uses the Integrated Ballistic Identification System (IBIS) technology to search the national database and compare with ballistic evidence recovered from other crime scenes.

Eyewitness Identification

607.-2 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this office employ eyewitness identification techniques (Minn. Stat. § 626.8433).

607.-2.1 PURPOSE

It is the purpose of this policy to establish guidelines for eyewitness identification procedures involving show-ups, photo arrays, and line-ups. Erroneous eyewitness identifications have been cited as the factor most frequently associated with wrongful convictions. Therefore, in addition to eyewitness identification, all appropriate investigative steps and methods should be employed to uncover evidence that either supports or eliminates the suspect identification.

607.-2.2 DEFINITIONS

Show-up : The presentation of a suspect to an eyewitness within a short time frame following the commission of a crime to either confirm or eliminate him or her as a possible perpetrator. Show-ups, sometimes referred to as field identifications, are conducted in a contemporaneous time frame and proximity to the crime.

Line-up: The process of presenting live individuals to an eyewitness for the purpose of identifying or eliminating suspects.

Photo Array: A means of presenting photographs to an eyewitness for the purpose of identifying or eliminating suspects.

Administrator: The law enforcement official conducting the identification procedure.

Blinded Presentation: The administrator may know the identity of the suspect, but does not know which photo array member is being viewed by the eyewitness at any given time.

Confidence Statement: A statement in the witness's own words taken immediately after an identification is made stating his or her level of certainty in the identification.

Filler: A live person, or a photograph of a person, included in an identification procedure who is not considered a suspect.

Sequential: Presentation of a series of photographs or individuals to a witness one at a time.

Simultaneous: Presentation of a series of photographs or individuals to a witness all at once.

607.2 PROCEDURE

Show-ups

The use of show-ups should be avoided whenever possible in preference to the use of a lineup or photo array procedure. However, when circumstances require the prompt presentation

Eyewitness Identification

of a suspect to a witness, the following guidelines shall be followed to minimize potential suggestiveness and increase reliability.

- a. Document the witness's description of the perpetrator prior to conducting the show up.
- b. Conduct a show-up only when the suspect is detained within a reasonable time frame after the commission of the offense and within a close physical proximity to the location of the crime.
- c. Do not use a show-up procedure if probable cause to arrest the suspect has already been established.
- d. If possible, avoid conducting a show-up when the suspect is in a patrol car, handcuffed, or physically restrained by officers, unless safety concerns make this impractical.
- e. Caution the witness that the person he or she is about to see may or may not be the perpetrator—and it is equally important to clear an innocent person. The witness should also be advised that the investigation will continue regardless of the outcome of the show-up.
- f. Do not conduct the show-up with more than one witness present at a time.
- g. Separate witnesses and do not allow communication between them before or after conducting a show-up.
- h. If one witness identifies the suspect, use a line-up or photo array for remaining witnesses.
- i. Do not present the same suspect to the same witness more than once.
- j. Do not require show-up suspects to put on clothing worn by, speak words uttered by, or perform other actions of the perpetrator.
- k. Officers should scrupulously avoid words or conduct of any type that may suggest to the witness that the individual is or may be the perpetrator.
- l. Ask the witness to provide a confidence statement.
- m. Remind the witness not to talk about the show-up to other witnesses until police or prosecutors deem it permissible.
- n. Videotape the identification process using an in-car camera or other recording device when feasible.
- o. Document the time and location of the show-up, the officers present, the result of the procedure, and any other relevant information.

607.2.1 LINE-UP AND PHOTO ARRAY PROCEDURES

Basic Procedures for Conducting a Line-up or Photo Array

- a. Line-ups will not typically be utilized for investigations, unless conducting a photo array is not possible.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Eyewitness Identification

- b. Whenever possible, a blind presentation shall be utilized. In cases where a blind presentation is not feasible for a photo array, a blinded presentation should be used. Live line-ups must be conducted using a blind presentation.
 - c. The line-up or photo array should consist of a minimum of six individuals or photographs. Use a minimum of five fillers and only one suspect.
 - d. Fillers should be reasonably similar in age, height, weight, and general appearance and be of the same sex and race, in accordance with the witness's description of the offender.
 - e. Avoid the use of fillers who so closely resemble the suspect that a person familiar with the suspect might find it difficult to distinguish the suspect from the fillers.
 - f. Create a consistent appearance between the suspect and the fillers with respect to any unique or unusual feature (e.g., scars, tattoos, facial hair) used to describe the perpetrator by artificially adding or concealing that feature on the fillers.
 - g. If there is more than one suspect, include only one in each line-up or photo array.
 - h. During a blind presentation, no one who is aware of the suspect's identity should be present during the administration of the photo array. However, during a line-up, the suspect's attorney should be present.
 - i. Place suspects in different positions in each line-up or photo array, both across cases and with multiple witnesses in the same case.
 - j. Witnesses should not be permitted to see or be shown any photos of the suspect prior to the line-up or photo array.
 - k. The witness shall be given a copy of the following instructions prior to viewing the line-up or photo array and the administrator shall read the instructions aloud before the identification procedure.
-
- l. The line-up or photo array should be shown to only one witness at a time; officers should separate witnesses so they will not be aware of the responses of other witnesses.
 - m. Multiple identification procedures should not be conducted in which the same witness views the same suspect more than once.
 - n. Officers should scrupulously avoid the use of statements, cues, casual comments, or providing unnecessary or irrelevant information that in any manner may influence the witnesses' decision-making process or perception.
 - o. Following an identification, the administrator shall ask the witness to provide a confidence statement and document the witness's response.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Eyewitness Identification

p. The administrator shall ask the witness to complete and sign an Eyewitness Identification Procedure Form.

q. Line-up and photo array procedures should be video or audio recorded whenever possible. If a procedure is not recorded, a written record shall be created and the reason for not recording shall be documented. In the case of line-ups that are not recorded, agents shall take and preserve a still photograph of each individual in the line-up.

607.2.2 POST MODEL POLICY

It is the policy of the Beltrami County Sheriff's Office to follow the requirements of the Eyewitness Identification Procedures model policy, established and published by the Minnesota Board of Peace Officer Standards and Training (POST) (Minn. Stat. § 626.8433).

[See attachment: Eyewitness Identification Procedures model policy.pdf](#)

607.3 PHOTOGRAPHIC ARRAYS

Photographic Arrays

a. Creating a Photo Array

1. Use contemporary photos.
2. Do not mix color and black and white photos.
3. Use photos of the same size and basic composition.
4. Never mix mug shots with other photos and ensure consistent appearance of photograph backgrounds and sizing.
5. Do not include more than one photo of the same suspect.
6. Cover any portions of mug shots or other photos that provide identifying information on the subject – and similarly cover other photos used in the array.
7. Where the suspect has a unique feature, such as a scar, tattoo, or mole or distinctive clothing that would make him or her stand out in the photo array, filler photographs should include that unique feature either by selecting fillers who have the same features themselves or by altering the photographs of fillers to the extent necessary to achieve a consistent appearance.
8. Fillers should not be reused in arrays for different suspects shown to the same witness.

b. Conducting the Photo Array

1. The photo array should be preserved, together with full information about the identification process as part of the case file and documented in a report.
2. If a blind administrator is not available, the administrator shall ensure that a blinded presentation is conducted using the following procedures.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Eyewitness Identification

- a. Place the suspect and at least five filler photos in separate folders for a total of six (or more depending on the number of fillers used).
 - b. The administrator will take one folder containing a known filler and place it to the side. This will be the first photo in the series. The administrator should then shuffle the remaining folders (containing one suspect and the remainder of fillers) such that he or she cannot see how the line-up members are ordered. These shuffled folders will follow the first filler photo. The stack of photos is now ready to be shown to the witness.
 - c. The administrator should position himself or herself so that he or she cannot see inside the folders as they are viewed by the witness.
3. The witness should be asked if he or she recognizes the person in the photo before moving onto the next photo. If an identification is made before all of the photos are shown, the administrator should tell the witness that he or she must show the witness all of the photos and finish showing the sequence to the witness, still asking after each photo if the witness recognizes the person in the photo.
4. If possible, the array should be shown to the witness only once. If, upon viewing the entire array the witness asks to see a particular photo or the entire array again, the witness should be instructed that he or she may view the entire array only one additional time. If a second viewing is permitted, it must be documented.

607.3.1 LINE-UPS

a. Conducting the Line-up

1. Live line-ups shall be conducted using a blind administrator.
 2. Ensure that all persons in the line-up are numbered consecutively and are referred to only by number.
- b. The primary investigating officer is responsible for the following:
1. Scheduling the line-up on a date and at a time that is convenient for all concerned parties, to include the prosecuting attorney, defense counsel, and any witnesses.
 2. Ensuring compliance with any legal requirements for transfer of the subject to the line-up location if he or she is incarcerated at a detention center.
 3. Making arrangements to have persons act as fillers.
 4. Ensuring that the suspect's right to counsel is scrupulously honored and that he or she is provided with counsel if requested. Obtaining proper documentation of any waiver of the suspect's right to counsel.
 5. Allowing counsel representing the suspect sufficient time to confer with his or her client prior to the line-up and to observe the manner in which the line-up is conducted.

Eyewitness Identification

607.4 INTERPRETIVE SERVICES

Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating deputy should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

607.5 EYEWITNESS IDENTIFICATION PROCESS AND FORM

The Investigation Division supervisor shall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications.

The process should include appropriate forms or reports that provide:

- (a) The date, time, and location of the eyewitness identification procedure.
- (b) The name and identifying information of the witness.
- (c) The name of the person administering the identification procedure.
- (d) If applicable, the names of all individuals present during the identification procedure.
- (e) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.
- (f) An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification.
- (g) If the identification process is a photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as he/she did on the date of the incident.
- (h) An instruction to the witness that the investigation will continue regardless of whether an identification is made by the witness.
- (i) A signature line where the witness acknowledges that he/she understands the identification procedures and instructions.
- (j) A statement from the witness in the witness's own words describing how certain he/she is of the identification or non-identification. This statement should be taken at the time of the identification procedure.
- (k) Any other direction to meet the requirements of the POST model policy.

The process and related forms should be reviewed at least annually and modified when necessary.

607.5.1 POST REQUIREMENTS

The Investigation Division supervisor should remain familiar with the requirements contained in the Eyewitness Identification Procedures model policy issued by POST and incorporate these,

Eyewitness Identification

as necessary, into the eyewitness identification process for use by members when conducting photographic and live lineups.

607.6 EYEWITNESS IDENTIFICATION

Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case. Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified, or failed to identify, the individual as the suspect.

In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

Whenever feasible, the eyewitness identification procedure should be audio and/or video recorded and the recording should be retained according to current evidence procedures.

607.6.1 PHOTOGRAPHIC AND LIVE LINEUP CONSIDERATIONS

When conducting a live lineup, the member presenting the lineup should not be involved in the investigation or know the identity of the suspect (Minn. Stat. § 626.8433).

When conducting a photographic lineup, if practicable, the member presenting the lineup should not be involved in the investigation of the case or know the identity of the suspect. In no case should the member presenting a lineup to a witness know which photograph or person in the lineup is being viewed by the witness.

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup.

The member presenting the lineup to a witness should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating deputy should contact the appropriate prosecuting attorney before proceeding.

607.6.2 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identification. A field elimination show-up or one-on-one identification should not be used when independent probable cause exists to arrest a suspect. In such cases a live or photo lineup is the preferred course of action if eyewitness identification is contemplated.

When initiating a field identification, the member should observe the following guidelines:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Eyewitness Identification

- (a) Obtain and document a complete description of the suspect from the witness.
- (b) Assess whether a witness should be included in a field identification process by considering:
 - 1. The length of time the witness observed the suspect.
 - 2. The distance between the witness and the suspect.
 - 3. Whether the witness could view the suspect's face.
 - 4. The quality of the lighting when the suspect was observed by the witness.
 - 5. Whether there were distracting noises or activity during the observation.
 - 6. Any other circumstances affecting the witness's opportunity to observe the suspect.
 - 7. The length of time that has elapsed since the witness observed the suspect.
- (c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.
- (d) When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.
- (e) The person who is the subject of the show-up should not be shown to the same witness more than once.
- (f) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.
- (g) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect, or to perform other actions mimicking those of the suspect.
- (h) If a witness positively identifies a subject of the show-up as the suspect, members should not conduct any further field identifications with other witnesses for that suspect. In such instances members should document the contact information for any additional witnesses for follow up, if necessary.

607.7 DOCUMENTATION

A thorough description of the eyewitness process and the results of any eyewitness identification should be documented in the case report.

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report.

607.7.1 DOCUMENTATION RELATED TO RECORDINGS

The member conducting the lineup should document the reason that an audio and/or video recording was not obtained, if applicable.

Computers and Digital Evidence

608.1 PURPOSE AND SCOPE

This policy establishes procedures for the seizure and storage of computers, personal communications devices (PCDs) digital cameras, digital recorders and other electronic devices that are capable of storing digital information; and for the preservation and storage of digital evidence. All evidence seized and/or processed pursuant to this policy shall be done so in compliance with clearly established Fourth Amendment and search and seizure provisions.

608.1.1 SEIZING COMPUTERS AND RELATED EVIDENCE

Computer equipment requires specialized training and handling to preserve its value as evidence. Deputies should be aware of the potential to destroy information through careless or improper handling, and utilize the most knowledgeable available resources. When seizing a computer and accessories the following steps should be taken:

- (a) Photograph each item, front, back and surrounding desktop or office setup, specifically including cable connections to other items. Look for a telephone line or cable to a modem for Internet access.
- (b) Do not overlook the possibility of the presence of physical evidence on and around the hardware relevant to the particular investigation such as fingerprints, biological or trace evidence and/or documents.
- (c) If the computer is off, do not turn it on.
- (d) If the computer is on, do not shut it down normally and do not click on anything or examine any files until you have:
 1. Photographed the screen, if possible, and note any programs or windows that appear to be open and running.
 2. Shut it down normally.
 3. Disconnect the power cable from the back of the computer box or if a portable notebook style, disconnect any power cable from the case and remove the battery.
- (e) Label each item with case number, evidence sheet number and item number.
- (f) Handle and transport the computer and storage media (e.g., tape, disc's, memory cards, flash memory, external drives) with care so that potential evidence is not lost.
- (g) Lodge all computer items into the Property and Evidence Section. Do not store computers where normal room temperature and humidity is not maintained.
- (h) At minimum, deputies should document the following in related reports:
 1. Where the computer was located and whether it was in operation.

Computers and Digital Evidence

2. Who was using it at the time.
 3. Who claimed ownership.
 4. If it can be determined, how it was being used.
- (i) In most cases when a computer is involved in criminal acts and is in the possession of the suspect, the computer itself and all storage devices (e.g., printers, remote drives, hard drives, tape drives and disk drives) should be seized along with all media.

608.1.2 BUSINESS OR NETWORKED COMPUTERS

If the computer belongs to a business or is part of a network, it may not be feasible to seize the entire computer. Cases involving networks require specialized handling. Deputies should contact a certified forensic computer examiner for instructions or a response to the scene. It may be possible to perform an on-site inspection, or to image the hard drive only of the involved computer. This should be done by someone specifically trained in processing computers for evidence.

608.1.3 FORENSIC EXAMINATION OF COMPUTERS

If an examination of the contents of the computer's hard drive, floppy disks, compact discs or any other storage media is required, forward the following items to a computer forensic examiner:

- Copy of report(s) involving the computer, including the Evidence/Property sheet.
- Copy of a consent to search form signed by the computer owner or the person in possession of the computer, or a copy of a search warrant authorizing the search of the computer hard drive for evidence relating to investigation or other legal authority for examination.
- A listing of the items to search for (e.g., photographs, financial records, E-mail, documents).
- A forensic copy of the media will be made, and subsequent forensic examination of the copy will be conducted by a trained digital forensic examiner.

608.1.4 SEIZING DIGITAL STORAGE MEDIA

Digital storage media including hard drives, floppy disc's, CDs, DVDs, tapes, memory cards or flash memory devices should be seized and stored in a manner that will protect them from damage.

If the media has a write-protection tab or switch, it should be activated.

Many kinds of storage media can be erased or damaged by magnetic fields. Keep all media away from magnetic devices, electric motors, radio transmitters or other sources of magnetic fields. Do not leave storage media where they would be subject to excessive heat such as in a parked vehicle on a hot day.

Use plastic cases designed to protect the media, or other protective packaging, to prevent damage.

Computers and Digital Evidence

608.1.5 SEIZING PCDS

Personal communication devices such as cellular telephones, PDAs or other hand-held devices connected to any communication network must be handled with care to preserve evidence that may be on the device including messages, stored data and/or images.

Deputies should not attempt to access, review or search the contents of such devices prior to examination by a forensic expert. Unsent messages can be lost, data can be inadvertently deleted and incoming messages can override stored messages.

Do not turn the device on or off. The device should be placed in a solid metal container such as a paint can or in a Faraday bag, to prevent the device from sending or receiving information from its host network.

When seizing the devices, also seize the charging units and keep them plugged in to the chargers until they can be examined. If the batteries go dead all the data may be lost.

608.1.6 DIGITAL EVIDENCE RECORDED BY OFFICERS

Deputies handling and submitting recorded and digitally stored evidence from digital cameras and audio or video recorders will comply with these procedures to ensure the integrity and admissibility of such evidence.

608.1.7 COLLECTION OF DIGITAL EVIDENCE

Once evidence is recorded it shall not be erased, deleted or altered in any way prior to submission. All photographs taken will be preserved regardless of quality, composition or relevance. Video and audio files will not be altered in any way.

608.1.8 SUBMISSION OF DIGITAL MEDIA

The following are required procedures for the submission of digital media used by cameras or other recorders:

- Deputies are authorized to review or copy memory cards. This should not be attempted if not knowledgeable to The evidence technicians are the only employees authorized to copy and/or distribute digital media made from the memory cards.
- As soon as reasonably possible following the collection of evidence, the camera operator should download the media as soon as reasonable possible.

608.1.9 DOWNLOADING OF DIGITAL FILES

Digital information such as video or audio files recorded on devices using internal memory must be downloaded to storage media. The following procedures are to be followed:

- Files should not be opened or reviewed prior to downloading and storage.
- Where reasonably possible, the device should be connected to a computer and the files accessed directly from the computer directory or downloaded to a folder on the host computer for copying to the storage media.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Computers and Digital Evidence

608.1.10 PRESERVATION OF DIGITAL EVIDENCE

The original digital media shall remain in evidence and shall remain unaltered.

Digital images that are enhanced to provide a better quality photograph for identification and investigative purposes must only be made from a copy of the original media.

If any enhancement is done to the copy of the original, it shall be noted in the corresponding incident report.

608.1.11 STORAGE OF CHILD PORNOGRPAHY IMAGES

Child Pornography

Images containing child pornography shall not be stored on any Sheriff's Office computer or any Beltrami County MIS server. Images depicting child pornography shall be copied to a CD or DVD storage type media and then shall be removed from any Sheriff's Office computer or MIS server. The CD or DVD shall then be labeled with all information pertaining to the case to include being clearly marked as containing images of child pornography. The CD or DVD then shall be entered and stored as evidence using normal evidence procedures.

Brady Material Disclosure

609.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called “*Brady* information”) to a prosecuting attorney.

609.1.1 DEFINITIONS

Definitions related to this policy include:

***Brady* information** - Information known or possessed by the Beltrami County Sheriff's Office that is both favorable and material to the current prosecution or defense of a criminal defendant.

609.2 POLICY

The Beltrami County Sheriff's Office will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Beltrami County Sheriff's Office will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Office will identify and disclose to the prosecution potentially exculpatory information as provided in this policy.

609.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Deputies must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If a deputy learns of potentially incriminating or exculpatory information any time after submission of a case, the deputy or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor's office.

If information is believed to be privileged or confidential (e.g., informant or attorney-client information, attorney work product), the deputy should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If a deputy is unsure whether evidence or facts are material, the deputy should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the Office case file.

609.4 DISCLOSURE OF REQUESTED INFORMATION

If *Brady* information is located, the following procedure shall apply:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Brady Material Disclosure

- (a) In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and office member shall be notified of the potential presence of *Brady* material in the member's personnel file.
- (b) The prosecuting attorney or County Attorney should then be requested to file a motion in order to initiate an in-camera review by the court.
 - 1. If no motion is filed, the Custodian of Records should work with the appropriate counsel to determine whether the records should be disclosed to the prosecutor.
- (c) The Custodian of Records shall accompany all relevant personnel files during any in-camera inspection to address any issues or questions raised by the court.
- (d) If the court determines that there is relevant *Brady* material contained in the files, only that data ordered released will be copied and released to the parties filing the motion.
 - 1. Prior to the release of any materials pursuant to this process, the Custodian of Records should request a protective order from the court limiting the use and further dissemination of such materials to the involved case and requiring the return of all copies upon completion of the case.
- (e) If a court has determined that relevant *Brady* information is contained in the member's file in any case, the prosecutor should be notified of that fact in all future cases involving that member.

609.5 INVESTIGATING BRADY ISSUES

If the Office receives information from any source that a member may have issues of credibility, dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

609.6 TRAINING

Office personnel should receive periodic training on the requirements of this policy.

609.7 BRADY PROCESS

The Sheriff shall select a member of the Office to coordinate requests for *Brady* information. This person shall be directly responsible to the Administration Chief Deputy or the authorized designee.

The responsibilities of the coordinator include but are not limited to:

- (a) Working with the appropriate prosecutors' offices and the County Attorney's office to establish systems and processes to determine what constitutes *Brady* information and the method for notification and disclosure.
- (b) Maintaining a current list of members who have *Brady* information in their files or backgrounds.
 - 1. Updating this list whenever potential *Brady* information concerning any office member becomes known to the Office or is placed into a personnel or internal affairs file.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Brady Material Disclosure

609.8 SUBPOENA PROCESSING

The individual processing subpoenas (or the supervisor of the subpoenaed member) shall check the subpoenaed member's name against the current list of those who are known to have *Brady* information in their files or background, and shall alert the coordinator if a person on the list is subpoenaed.

Scrap Metal Theft Investigation

610.1 PURPOSE AND SCOPE

This policy provides guidance regarding scrap metal theft investigations.

610.1.1 DEFINITIONS

Definitions related to this policy include:

Scrap vehicle operator or operator - A person described in Minn. Stat. § 168A.1501 who engages in a transaction involving the purchase or acquisition of a scrap vehicle.

Scrap metal dealer or dealer - A person engaged in the business of buying or selling scrap metal, or both, as defined in Minn. Stat. § 325E.21.

610.2 POLICY

The Beltrami County Sheriff's Office recognizes the difficulty in preventing scrap metal theft and may investigate, place holds on or confiscate items as provided in this policy.

610.3 INSPECTIONS

A deputy engaged in scrap metal theft investigations may (Minn. Stat. § 168A.1501; Minn. Stat. § 325E.21):

- (a) Conduct inspections of any purchase and acquisition records maintained by scrap vehicle operators or scrap metal dealers.
- (b) Inspect scrap vehicle or scrap metal received by an operator or dealer at any reasonable time.
- (c) Inspect any video or still camera and any recordings or images required to be maintained by an operator or dealer.

Any refusal to allow such inspections should be referred to the County attorney for criminal prosecution.

610.4 INVESTIGATIVE HOLDS

A deputy who has probable cause to believe that a scrap vehicle or motor vehicle parts in the possession of a scrap vehicle operator, or that scrap metal in the possession of a scrap metal dealer, is stolen or is evidence of a crime may verbally order the operator or dealer not to process, sell, remove or allow the removal of the item for 30 days (Minn. Stat. § 168A.1501; Minn. Stat. § 325E.21).

The deputy issuing the order is responsible for ensuring that the order to hold the item is confirmed in writing within 72 hours. If the item is identified as evidence in an active criminal case, the deputy may extend the hold in writing. This extension must occur within 30 days of the original order and may remain in effect for as long as the investigation or prosecution is active.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Scrap Metal Theft Investigation

610.5 SEIZING ITEMS

The investigating deputy should confer with the prosecuting attorney to determine whether the item should be confiscated. If the item is evidence or otherwise needed for an investigation or prosecution, the deputy may issue a written notice to confiscate any time during the investigative hold. The deputy shall take custody of the item within 15 days of the notice to confiscate (Minn. Stat. § 168A.1501; Minn. Stat. § 325E.21).

When an item is confiscated, the deputy shall:

- (a) Provide the operator or dealer a property receipt that includes at least the following:
 1. The name and telephone number of the Office.
 2. The name and telephone number of the deputy.
 3. The case number related to the confiscation.
- (b) Deliver the item to the Property and Evidence Section.

When a confiscated item is no longer needed for an investigation or prosecution, it may be returned to a registered owner only after giving the operator or dealer from whom the item was seized written notice of intent to do so. The written notice should include notice of the right of the operator or dealer to make a written request for return of the item and that if the Office does not return the item within 48 hours of the request, excluding Saturday, Sunday or legal holidays, the operator or dealer may file a petition for the return of the item in the district court in the district in which the property was seized (Minn. Stat. § 626.04).

610.6 TERMINATION OF HOLD OR NOTICE TO CONFISCATE

At the conclusion of any investigation and prosecution, the deputy who issued the investigative hold or a notice to confiscate property not yet confiscated shall notify the operator or dealer in writing that the hold or notice is no longer in effect (Minn. Stat. § 168A.1501; Minn. Stat. § 325E.21).

Warrant Service

611.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this office. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol deputies.

611.2 POLICY

It is the policy of the Beltrami County Sheriff's Office to balance the safety needs of the public, the safety of office members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

611.3 OPERATIONS DIRECTOR

The operations director (see the Operations Planning and Deconfliction Policy) shall review all risk assessment forms with the involved supervisor to determine the risk level of the warrant service.

The operations director will also have the responsibility to coordinate service of those warrants that are categorized as high risk. Deconfliction, risk assessment, operational planning, briefing and debriefing should follow guidelines in the Operations Planning and Deconfliction Policy.

611.4 SEARCH WARRANTS

Deputies should receive authorization from a supervisor before preparing a search warrant application. Once authorization is received, the deputy will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney as needed. He/she will also complete the risk assessment form and submit it, along with the warrant affidavit, to the appropriate supervisor and the operations director for review and classification of risk (see the Operations Planning and Deconfliction Policy).

611.5 ARREST WARRANTS

If a deputy reasonably believes that serving an arrest warrant may pose a higher risk than commonly faced on a daily basis, the deputy should complete the risk assessment form and submit it to the appropriate supervisor and the operations director for review and classification of risk (see the Operations Planning and Deconfliction Policy).

If the warrant is classified as high risk, service will be coordinated by the operations director. If the warrant is not classified as high risk, the supervisor should weigh the risk of entry into a residence

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Warrant Service

to make an arrest against other alternatives, such as arresting the person outside the residence where circumstances may pose a lower risk.

611.6 WARRANT PREPARATION

A deputy who prepares a warrant should ensure the documentation in support of the warrant contains as applicable:

- (a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime or no-knock warrant execution.
 - 1. No-knock search warrant applications shall comply with the requirements, including the reporting requirements to the Commissioner of Public Safety, as provided by Minn. Stat. § 626.14.
- (b) A clear explanation of the affiant's training, experience, and relevant education.
- (c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.
- (d) A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.
- (e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.
- (f) A specific description of the location to be searched, including photographs of the location, if reasonably available.
- (g) A sufficient description of the items to be seized.
- (h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the *Brady* Material Disclosure Policy).

611.7 HIGH-RISK WARRANT SERVICE

The operations director or the authorized designee shall coordinate the service of warrants that are categorized as high risk and shall have sole authority in determining the manner in which the warrant will be served, including the number of deputies deployed.

The member responsible for directing the service should ensure the following as applicable:

- (a) When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Warrant Service

- (b) The warrant service is audio- and video-recorded when practicable and reasonable to do so.
- (c) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the designated members to the presence of potential evidence and not touch or disturb the items.
- (d) Reasonable efforts are made during the search to maintain or restore the condition of the location.
- (e) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.
- (f) Reasonable care provisions are made for children and dependent adults (see the Child and Dependent Adult Safety Policy).
- (g) A list is made of all items seized and a copy provided to the person in charge of the premises if present or otherwise left in a conspicuous place.
- (h) A copy of the search warrant is left at the location.
- (i) The condition of the property is documented with video recording or photographs after the search.

611.8 DETENTIONS DURING WARRANT SERVICE

Deputies must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, deputies must be mindful that only reasonable force may be used and weapons should be displayed no longer than the deputy reasonably believes is necessary (see the Use of Force Policy).

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Deputies should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

611.9 ACTIONS AFTER WARRANT SERVICE

The supervisor shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than any date specified on the warrant.

611.10 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS

The operations director will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Warrant Service

- Identity of team members
- Roles and responsibilities
- Familiarity with equipment
- Rules of engagement
- Asset forfeiture procedures

Any outside agency requesting assistance in the service of a warrant within this jurisdiction should be referred to the operations director. The director should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The director should ensure that members of the Beltrami County Sheriff's Office are utilized appropriately. Any concerns regarding the requested use of Beltrami County Sheriff's Office members should be brought to the attention of the Sheriff or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If the operations director is unavailable, the Shift Sergeant should assume this role.

If deputies intend to serve a warrant outside Beltrami County Sheriff's Office jurisdiction, the operations director should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Deputies will remain subject to the policies of the Beltrami County Sheriff's Office when assisting outside agencies or serving a warrant outside Beltrami County Sheriff's Office jurisdiction.

611.11 MEDIA ACCESS

No advance information regarding warrant service operations shall be released without the approval of the Sheriff. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

611.12 TRAINING

The Training Officer should ensure deputies receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.

Operations Planning and Deconfliction

612.1 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction and execution of high-risk operations.

Additional guidance on planning and serving high-risk warrants is provided in the Warrant Service Policy.

612.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk operations - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by deputies on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

612.2 POLICY

It is the policy of the Beltrami County Sheriff's Office to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

612.3 OPERATIONS DIRECTOR

The Sheriff will designate a member of this office to be the operations director.

The operations director will develop and maintain a risk assessment form to assess, plan and coordinate operations. This form should provide a process to identify high-risk operations.

The operations director will review risk assessment forms with involved supervisors to determine whether a particular incident qualifies as a high-risk operation. The director will also have the responsibility for coordinating operations that are categorized as high risk.

612.4 RISK ASSESSMENT

612.4.1 RISK ASSESSMENT FORM PREPARATION

Deputies assigned as operational leads for any operation that may qualify as a high-risk operation shall complete a risk assessment form.

When preparing the form, the deputy should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the deputy should also submit information to these resources.

The deputy should gather available information that includes, but is not limited to:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Operations Planning and Deconfliction

- (a) Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.
- (b) Maps of the location.
- (c) Diagrams of any property and the interior of any buildings that are involved.
- (d) Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).
- (e) Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).
- (f) Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).
- (g) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).
- (h) Other available options that may minimize the risk to deputies and others (e.g., making an off-site arrest or detention of the subject of investigation).

612.4.2 RISK ASSESSMENT REVIEW

Deputies will present the risk assessment form and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisor and the operations director.

The supervisor and operations director shall confer and determine the level of risk. Supervisors should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

612.4.3 HIGH-RISK OPERATIONS

If the operations director, after consultation with the involved supervisor, determines that the operation is high risk, the operations director should:

- (a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:
 - 1. Special Weapons and Tactics Team (SWAT)
 - 2. Additional personnel
 - 3. Outside agency assistance
 - 4. Special equipment
 - 5. Medical personnel
 - 6. Persons trained in negotiation
 - 7. Additional surveillance

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Operations Planning and Deconfliction

8. Canines
 9. Property and Evidence Section or analytical personnel to assist with cataloguing seizures
 10. Forensic specialists
 11. Specialized mapping for larger or complex locations
- (b) Contact the appropriate office members or other agencies as warranted to begin preparation.
 - (c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.
 - (d) Coordinate the actual operation.

612.5 DECONFLICTION

Deconfliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The deputy who is the operations lead shall ensure the subject of investigation and operations information have been entered in an applicable deconfliction system to determine if there is reported conflicting activity. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation. The deputy should also enter relevant updated information when it is received.

If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

612.6 OPERATIONS PLAN

The operations director should ensure that a written operations plan is developed for all high-risk operations. Plans should also be considered for other operations that would benefit from having a formal plan.

The plan should address such issues as:

- (a) Operation goals, objectives and strategies.
- (b) Operation location and people:
 1. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)
 2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces,

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Operations Planning and Deconfliction

- availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids
3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)
 4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children
- (c) Information from the risk assessment form by attaching a completed copy in the operational plan.
1. The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment form to ensure clarity and highlighting of critical information.
- (d) Participants and their roles.
1. An adequate number of uniformed deputies should be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.
 2. How all participants will be identified as law enforcement.
- (e) Whether deconfliction submissions are current and all involved individuals, groups and locations have been deconflicted to the extent reasonably practicable.
- (f) Identification of all communications channels and call-signs.
- (g) Use of force issues.
- (h) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).
- (i) Plans for detaining people who are not under arrest.
- (j) Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Child and Dependent Adult Safety and Animal Control policies.
- (k) Communications plan.
- (l) Responsibilities for writing, collecting, reviewing and approving reports.

612.6.1 OPERATIONS PLAN RETENTION

Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately and retained in accordance with the established records retention schedule.

612.7 OPERATIONS BRIEFING

A briefing should be held prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Operations Planning and Deconfliction

- (a) The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan.
- (b) All participants should be provided a copy of the operations plan and search warrant, if applicable. Participating personnel should be directed to read the search warrant and initial a copy that is retained with the operation plan. Any items to be seized should be identified at the briefing.
- (c) The operations director shall ensure that all participants are visually identifiable as law enforcement officers.
 - 1. Exceptions may be made by the operations director for deputies who are conducting surveillance or working under cover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.
- (d) The briefing should include details of the communications plan.
 - 1. It is the responsibility of the operations director to ensure that the Communications Center is notified of the time and location of the operation, and to provide a copy of the operation plan prior to deputies arriving at the location.
 - 2. If the radio channel needs to be monitored by the Communications Center, the dispatcher assigned to monitor the operation should attend the briefing, if practicable, but at a minimum should receive a copy of the operation plan.
 - 3. The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

612.8 SWAT PARTICIPATION

If the operations director determines that SWAT participation is appropriate, the director and the SWAT supervisor shall work together to develop a written plan. The SWAT supervisor shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the SWAT supervisor shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the deputies present.

612.9 MEDIA ACCESS

No advance information regarding planned operations shall be released without the approval of the Sheriff. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

612.10 OPERATIONS DEBRIEFING

High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any SWAT debriefing.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Operations Planning and Deconfliction

612.11 TRAINING

The Training Officer should ensure deputies and SWAT team members who participate in operations subject to this policy should receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

Chapter 7 - Equipment

Office-Owned and Personal Property

700.1 PURPOSE AND SCOPE

Office employees are expected to properly care for Office property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or office property while performing their assigned duties. Certain procedures are required depending on the loss and ownership of the item.

700.2 DOCUMENTATION OF ISSUED PROPERTY

All property issued shall be documented in the appropriate property sheet or equipment log and receipt acknowledged by signature. Upon an employee's separation from the Office, all issued equipment shall be returned and documentation of the return signed by a supervisor.

700.2.1 CARE OF OFFICE PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of office property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of office property may lead to discipline including, but not limited to, the cost of repair or replacement.

- (a) Employees shall promptly report through the chain of command, any loss, damage to or unserviceable condition of any office-issued property or equipment assigned for their use.
 1. A supervisor receiving such a report shall make an appropriate investigation and direct a memo to the appropriate Chief Deputy that shall include the result of his/her investigation and whether the employee followed proper procedures. The supervisor's report shall address whether reasonable care was taken to prevent the loss, damage or unserviceable condition.
 2. A review by Staff to determine whether misconduct or negligence was involved should be completed.
- (b) The use of damaged or unserviceable office property should be discontinued as soon as practicable and, if appropriate and approved by staff, replaced with comparable Office property as soon as available and following notice to a supervisor.
- (c) Except when otherwise directed by competent authority or required by exigent circumstances, Office property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.
- (d) Office property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority.
- (e) In the event that any Office property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Office-Owned and Personal Property

700.2.2 FIREARMS

See Policy #312 - Duty Firearms

See Policy #313 - Special Weapons

See Policy #432 - Patrol Rifles

700.2.3 HANDCUFFS

See Policy #354 - Handcuffing Policy

700.2.4 RECORDERS

See Policy #446 - Mobile Video Recorders

See Policy #450 - Audio Recorders

See Policy #448 - Mobile Digital Computers

700.2.5 COMPUTERS

See Policy #448 - Mobile Digital Computers

700.2.6 BODY ARMOR

See Policy #705 - Body Armor

700.2.7 RADAR

See Policy #517 - Radar

700.3 USE OF PERSONAL PROPERTY

The carrying of personal equipment on-duty or its use in the performance of duties requires prior written approval by the Sheriff or Chief Deputy. The employee should submit for approval the description of personal property the employee has requested to carry, the reason for its use and the term of its use. Personal property of the type routinely carried by persons not performing law enforcement duties nor comprising a weapon are excluded from this requirement. The Sheriff or appropriate Chief Deputy should review the request and approved or deny the request as appropriate.

700.3.1 DEFINITIONS

Personal Property - Items or equipment owned by, provided by or purchased totally at the expense of the employee. This definition includes optional equipment items identified in the Uniform Regulations Policy.

700.3.2 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property must be made on the proper form. This form is submitted to the employee's immediate supervisor. The supervisor may require a separate written report of the loss or damage.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Office-Owned and Personal Property

The supervisor receiving such a report shall make an appropriate investigation and direct a memo to the Chief Deputy that shall include the result of his/her investigation and whether reasonable care was taken to prevent the loss, damage or unserviceable condition.

Upon review by staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended, who will then forward the claim to the Finance Department.

The Beltrami County Sheriff's Office will not replace or repair costly items (e.g., jewelry, exotic equipment) that are not reasonably required as a part of work.

700.3.3 REPORTING REQUIREMENT

A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

A written report shall be submitted before the employee goes off-duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Deputies and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement function shall report it as provided below.

- (a) A verbal report shall be made to the employee's immediate supervisor as reasonably soon as circumstances permit.
- (b) A written report shall be submitted before the employee goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to personal property or property belonging to the County, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his/her immediate supervisor as reasonably soon as circumstances permit. The employee shall submit a written report before going off-duty or as otherwise directed by the supervisor.

These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the Chief Deputy.

700.4.2 ACCESS TO EMPLOYER-PROVIDED WORK SPACES AND EQUIPMENT

Work spaces and equipment provided to employees by the Sheriff's Office remain the property of the county and may be opened and inspected by department management at any time and for any reason. Data caches, voice and email boxes, pager memory banks, and other department-provided electronic storage systems may be opened, read, or inspected in the same manner as the contents of department-furnished vehicles, offices, desks, files, lockers, and other equipment,

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Office-Owned and Personal Property

whether locked or unlocked. Personal employee-owned containers used primarily for the storage of work-related materials are also subject to inspection when kept at the workplace.

Sheriff's Office Badges/Identification

701.1 PURPOSE AND SCOPE

The Beltrami County Sheriff's office badge and uniform patch as well as the likeness of these items and the name of the Beltrami County Sheriff's Office are property of the Office and their use shall be restricted as set forth in this policy.

701.1.1 POLICY

The uniform badge shall be issued to Office members as a symbol of authority. The use and display of Office badges shall be in strict compliance with this policy. Only authorized badges issued by this office shall be displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

701.1.2 NON-LICENSED PERSONNEL

Badges and Office identification cards issued to non- licensed personnel shall be clearly marked to reflect the position of the assigned employee (e.g. parking control, dispatcher).

Non-licensed personnel shall not display any Office badge except as a part of his/her uniform and while on-duty or otherwise acting in an official and authorized capacity.

Non-licensed personnel shall not display any Office badge or represent him/herself, on- or off-duty, in such a manner which would cause a reasonable person to believe that he/she is a licensed deputy.

701.1.3 RETIREE UNIFORM BADGE

Upon honorable retirement employees may purchase their assigned duty badge for display purposes. It is intended that the duty badge be used only as private memorabilia, as other uses of the badge may be unlawful or in violation of this policy.

701.1.4 UNAUTHORIZED USE

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Office badges are issued to all licensed employees and non-licensed uniformed employees for official use only. The Office badge, shoulder patch or the likeness thereof, or the Office name shall not be used for personal or private reasons including, but not limited to, letters, memoranda and electronic communications, such as electronic mail or websites and web pages.

The use of the badge, uniform patch and Office name for all material (e.g., printed matter, products or other items) developed for Office use shall be subject to approval by the Sheriff.

Employees shall not loan the badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Sheriff's Office Badges/Identification

701.1.5 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the Office badge shall not be used without the express authorization of the Sheriff and shall be subject to the following:

The employee associations may use the likeness of the Office badge for merchandise and official association business provided it is used in a clear representation of the association and not the Beltrami County Sheriff's Office.

The likeness of the Office badge for endorsement of political candidates shall not be used without the express approval of the Sheriff.

701.1.6 SHERIFF'S OFFICE IDENTIFICATION

The Beltrami County Sheriff's Office issues each employee an official Office identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their Office-issued identification card at all times while on-duty or when carrying a concealed weapon.

Whenever on-duty or acting in an official capacity representing the Office, employees shall display their Office issued identification in a courteous manner to any person upon request and as soon as practicable.

Deputies working specialized assignments may be excused from the possession and display requirements when directed by their Chief Deputy.

An employee honorably retired from service with the Beltrami County Sheriff's Office will be issued an official Office identification card indicating their retired status.

Personal Communication Devices

702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices whether issued or funded by the Office or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCD) but is intended to include all mobile telephones, personal digital assistants (PDA) and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, e-mailing, using video or camera features, playing games and accessing sites or services on the Internet.

702.2 POLICY

The Beltrami County Sheriff's Office allows employees to utilize office-issued or funded PCDs and to possess personally owned PCDs in the workplace subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Office, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally employees are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the employee and the employee's PCD records to civil or criminal discovery or disclosure under applicable data practices laws and rules of civil or criminal procedures.

Employees who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory personnel.

702.3 PRIVACY POLICY

Employees shall have no expectation of privacy with regard to any communication made with or stored in or through PCDs issued by the Office and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities. The use of any office-provided or -funded PCD, computer, Internet service, telephone service or other wireless service while on-duty is without any expectation of privacy that the employee might otherwise have in any communication, including the content of any such communication. Communications or data reception on personal, password-protected, web-based e-mail accounts and any other services are subject to monitoring if office equipment is used.

In accordance with this policy supervisors are authorized to conduct a limited administrative search of electronic files without prior notice, consent or a search warrant, on office-issued or personally owned PCDs that have been used to conduct office-related business. Administrative searches can take place for work-related purposes that may be unrelated to investigations of employee misconduct and, as reasonably practicable, will be done in the presence of the affected employee.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Personal Communication Devices

Prior to conducting any search of personally owned devices, supervisors shall consult with the Sheriff or designee. All such searches shall be fully documented in a written report.

702.4 PERSONALLY OWNED PCD

All Beltrami County Employees may carry a personally owned PCD while on-duty subject to the following conditions and limitations:

- (a) Carrying a personally owned PCD is a privilege, not a right.
- (b) The Office accepts no responsibility or liability for loss of or damage to a personally owned PCD.
- (c) Employees shall promptly notify the Office in the event the PCD is lost or stolen.
- (d) The PCD and any associated services shall be purchased, used and maintained solely at the employee's expense.
- (e) The device should not be used for work-related purposes except in exigent circumstances, (e.g. unavailability of radio communications). Employees have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any office business-related communication.
 - 1. Members may use personally owned PCDs on-duty for routine administrative work as authorized by the Sheriff.
- (f) The device shall not be utilized to record or disclose any business-related data, including photographs, video or the recording or transmittal of any data or material obtained or made accessible as a result of employment with the Office, without the express authorization of the Sheriff or the authorized designee.
- (g) Use of a personally owned PCD constitutes consent for the Office to access the PCD to inspect and copy data to meet the needs of the Office, which may include litigation, public records retention and release obligations and internal investigations. If the PCD is carried on-duty, employees will provide the Office with all telephone access numbers of the device.
- (h) All work-related documents, e-mails, photographs, recordings or other public records created or received on a member's personally owned PCD should be transferred to the Beltrami County Sheriff's Office and deleted from the member's PCD as soon as reasonably practicable but no later than the end of the member's shift.
- (i) Beltrami County Correctional officer's personal communication equipment use shall be confined to official and necessary use only. NO cell phones or other personal communication devices (watches) are to be used while in the control rooms, housing units, kitchen, nurses stations, training areas, booking, or hallways (any area where an inmate is present) unless authorized by jail administration and/or designee. The permitted areas for personal communication devices are: front and back break rooms, bathrooms, locker rooms, and on transports. If and when an individual is found using their cell phone or personal communication device in one of the prohibited areas they will be immediately **subject to coaching or discipline.**

Personal Communication Devices

Except with prior express authorization from their supervisor, employees are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If an employee is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the employee has prior express authorization from his/her supervisor, the employee may engage in business-related communications. Should employees engage in such approved off-duty communications or work, employees entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Employees who independently document off-duty office-related business activities in any manner shall promptly provide the Office with a copy of such records to ensure accurate record keeping.

702.4.1 PUBLIC RECORDS

Work related information including data created, received, recorded or stored on a personally owned PCD in the course of office duties is considered government data subject to the requirements of the Minnesota Government Data Practices Act and discovery obligations (Minn. Stat. § 13.01 et seq.).

702.5 USE OF PERSONAL COMMUNICATION DEVICES

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct office business:

- (a) A PCD shall not be carried in a manner that allows it to be visible while in uniform unless it is in a carrier approved by the office.
- (b) All PCDs in the workplace shall be set to silent or vibrate mode.
- (c) A PCD may not be used to conduct personal business while on-duty except for brief personal communications (e.g., informing family of extended hours). Employees shall endeavor to limit their use of PCDs to authorized break times unless an emergency exists.
- (d) Employees may use a PCD to communicate with other personnel in situations where the use of the radio is either impracticable or not feasible. PCDs should not be used as a substitute for or as a way to avoid or in lieu of regular radio communications.
- (e) Deputies are prohibited from taking pictures, video or making audio recordings or making copies of any such picture or recording media unless it is directly related to official office business. Disclosure of any such information to any third party through any means without the express authorization of the Sheriff or the authorized designee or contrary to data practices policies and procedures may result in discipline.
- (f) Employees will not access social networking sites while on-duty for any purpose that is not official office business.

Personal Communication Devices

- (g) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any employee having knowledge of such conduct shall promptly notify a supervisor.

702.6 SUPERVISORY RESPONSIBILITIES

Supervisors should ensure that members under their command are provided appropriate training on the use of PCDs consistent with this policy. Supervisors should monitor, to the extent reasonably practicable, PCD use in the workplace and take prompt corrective action if an employee is observed or reported to be improperly using a PCD. An investigation into improper conduct should be promptly initiated when circumstances warrant.

If, when carrying out any provision of this policy, the need to contact an employee who is off-duty arises, supervisors should consider delaying the contact, if reasonably practicable, until the employee is on-duty as such time may be compensable.

702.7 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Deputies operating emergency vehicles should restrict the use of these devices to matters involving incidents of a life threatening nature and, where reasonably practicable, use in hands free mode or stop the vehicle at an appropriate location to use the PCD (Minn. Stat. § 169.475).

Except in an emergency, employees who are operating non-emergency vehicles shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use (Minn. Stat. § 169.475). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

702.8 OFFICIAL USE

Employees are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive data is not inadvertently transmitted. As soon as reasonably possible, employees shall change over to conduct sensitive or private communications on a land-based or other office communications network.

The following situations are examples of when the use of a PCD may be appropriate:

- (a) Barricaded suspects
- (b) Hostage situations
- (c) Mobile Command Post
- (d) Catastrophic disasters, such as plane crashes, earthquakes, floods, etc.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Personal Communication Devices

- (e) Major political or community events
- (f) Investigative stakeouts
- (g) Emergency contact with an allied agency or allied agency field unit
- (h) When immediate communication is needed and the use of the radio is not available or appropriate and other means are not readily available

Body Armor

703.1 PURPOSE AND SCOPE

Practical safety measures should be used to reduce the risks and hazards associated with law enforcement work. The Office provides soft body armor for personnel in an effort to improve safety. Soft body armor vests are issued to all licensed personnel because they have been shown to be effective in reducing deaths and serious injuries.

703.2 DEFINITIONS

Stakeout - For purposes of this section, a stakeout is a pre-planned event where time and practicality allow deputies to put on body armor in anticipation of encountering armed or dangerous suspects or circumstances.

Field Activities - Duty assignments and/or tasks that place or could reasonably be expected to place deputies in situations where they would be required to act in enforcement rather than administrative or support capacities.

703.3 THE USE OF SOFT BODY ARMOR

The Office requires all uniformed deputies assigned to field operations to wear soft body armor during field activities. Deputies not assigned to patrol duties should wear soft body armor when in the field or have an external carrier holding their soft body armor within reach to allow for rapid deployment. Within reach would be considered the front passenger compartment of their assigned squad car.

When deputies are assigned to a SWAT operation, stakeout, service of felony arrest warrant(s) or are serving a search warrant at a location where there is reason to believe a felony suspect may be present, the wearing of body armor is mandatory, whether working field activities or otherwise. Body armor must be either Office-issued or Office-approved.

703.4 CARE AND MAINTENANCE OF SOFT BODY ARMOR

Soft body armor should never be stored for any period of time in an area where environmental conditions (e.g., temperature, light, humidity) are not reasonably controlled (e.g., normal ambient room temperature/humidity conditions), such as in automobiles or automobile trunks.

Soft body armor should be cared for and cleaned pursuant to the manufacturer's care instructions provided with the soft body armor. The instructions can be found on labels located on the external surface of each ballistic panel. The carrier should also have a label that contains care instructions. Failure to follow these instructions may damage the ballistic performance capabilities of the armor. If care instructions for the soft body armor cannot be located, contact the manufacturer to request care instructions.

Soft body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer, as noted on the armor panel label.

Vehicle Use

704.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure office vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of office vehicles and shall not be construed to create or imply any contractual obligation by the County of Beltrami to provide assigned take-home vehicles.

704.1.1 LOGISTICS

The Sheriff's Office further recognizes that the placement of all patrol squads in one location or a select few creates a risk of fleet damage due to act of nature or disaster (i.e. hail damage, tornado, floods, snowstorms) in addition to planned, drive-by damage/vandalism, domestic destruction and or terrorism. The Sheriff's Fleet would be unavailable for rapid deployment due to acts of nature or sinister planned controlled shut-downs of public safety delivery of services.

704.1.2 DEFINITIONS

Squad Car - This list includes, but is not limited to, any marked or unmarked squad car/ transport/ truck/plow/ ATV/snowmobile/boat/hovercraft rescue craft/jet-ski/ SWAT van/ undercover/unmarked/or deployment trailers provided by the Sheriff's Office for the purpose of the job duties outlined in this policy manual and/or employee job description and essential job functions.

704.1.3 USE OF COUNTY OWNED VEHICLE

The Sheriff will determine whether to assign vehicles based on the location of the deputy's home, nature of the deputy's duties, job description and essential functions and employment status. The Sheriff or his/her designee may make exceptions to these provisions. The Sheriff has the right to assign/revoke any or all assigned squad cars.

- (a) Squad cars will be operated in accordance with Sheriff's Office policy and in accordance with state law. The vehicle shall not be used for unapproved use, either on or off duty. Only Beltrami County employees or peace officers assigned to Beltrami County or under their direction may operate Beltrami County squad cars.
- (b) Assigned squad cars are to be parked at the deputy's residence, off-street, unless prior arrangements have been made with the Sheriff or Chief Deputy. Sheriff and Chief Deputy must know where vehicles are at all times.
- (c) When a deputy is on vacation the assigned squad car will either be secured at the deputy's home or parked at the Sheriff's Office. If the vehicle can be garaged, the deputy shall make sure that the vehicle is accessible to the Sheriff's Office if needed. If the deputy is unable to secure or unwilling to make access available, the squad will be parked at the Sheriff's Office.
- (d) It should be understood that although the vehicles are assigned to specific deputies for specific duties, the vehicle maybe utilized by other Sheriff's Office personnel for

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Vehicle Use

various reasons, to include, but not limited to mechanical failure, parades, special events, transport, etc.

- (e) Assigned squad cars may be temporarily suspended during periods of absence during which the deputy is unable to perform his/her regular field assignments for a period of one week and longer.
- (f) Deputies who live outside Beltrami County may be assigned a squad car but it will be housed at either a designated outpost or the central office. Unless otherwise approved by the Sheriff.
- (g) If the deputy declines an assigned squad car, their vehicle will be housed at the Sheriff's Office in Bemidji or at a designated L.E. outpost.
- (h) Squad cars should be used for county business only and will not be used by deputies when off-duty.
 - 1. Exceptions:
 - (a) On-call administrative positions, Sheriff, Chief Deputy and Sergeant.
 - (b) On-call Investigator.
 - (c) In circumstances when a deputy has been placed on call by the Sheriff, Chief Deputy or Sergeant and there is a high possibility the officer will be called back to duty.
 - (d) When the deputy is performing a work related function while off-duty, (i.e. squad maintenance, training, coming into the LEC or out county offices for paperwork, work-outs or meetings, etc.).
 - (e) When the deputy has received permission for the use of the squad car from the Sheriff, Chief Deputy or Sergeant.
 - (i) Family members or other persons will not be allowed to ride in any Beltrami County Sheriff's Office vehicle except as stated in Ride Along Policy and the following exemptions.
 - (a) Exceptions:
 - (a) Family members may ride with officers during assignments when the officer is not considered to be on duty for regular duties as follows:
 - (a) Out-of-county overnight schools and conferences.
 - (b) Parade functions as approved by the Sheriff.
 - (c) As authorized by the Sheriff, Chief Deputy or Sergeant.
 - (a) If the officer is called to duty he/she must drop off the family member(s) at a safe location prior to responding to the call.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Vehicle Use

- (b) The officer will not operate the squad car at emergency response speeds with family members in the vehicle.
- (j) No deputy will operate a county-owned vehicle when on or off duty if the deputy is or has been consuming alcohol, unless required by their duty assignment (task force, undercover work, etc.). However, employees are not authorized to violate state statute.
- (k) When a deputy is using a Sheriff's Office vehicle, on or off duty, the deputy will at all times have his/her duty firearms accessible as outlined in the Firearms Policy (Use of Force, Uniform Duty Firearms Policy). All deputies operating a squad car in any capacity will be armed and able to perform any function they would be expected to perform while on duty.
- (l) When using a Beltrami County squad car off-duty, deputies may dress appropriately for their intended activity. When in contact with the public, dress should be suitable to represent the Sheriff's Office.

704.1.4 RESPONSIBILITIES

Deputies will be responsible for the upkeep of their assigned squad car. The following shall be done on a regular basis:

- (a) Upon start of shift the deputy must check the fluid levels, tires and all equipment, interior and exterior to make sure the vehicle is in safe operating condition.
- (b) Each deputy is responsible for scheduling maintenance at an office approved location on his or her assigned vehicle. Failure to maintain your vehicle could result in reassignment of vehicle. The Chief Deputy shall be notified of major repairs before they are done. The Chief Deputy should be advised of any problems with the squad car.

704.1.5 ELIGIBILITY

It is understood that a deputy must be in good standing with Beltrami County Sheriff's Office in order to be eligible for vehicle assignment.

704.2 POLICY

The Beltrami County Sheriff's Office provides vehicles for office-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Office, requirements for tactical deployments and other considerations.

704.3 USE OF VEHICLES

704.3.1 SHIFT ASSIGNED VEHICLES

The Shift Sergeant shall ensure a copy of the shift assignment roster, indicating member assignments and vehicle numbers, is completed for each shift and retained in accordance with

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Vehicle Use

the established records retention schedule. If a member exchanges vehicles during his/her shift, the new vehicle number shall be documented on the roster.

704.3.2 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first notify the Shift Sergeant. A notation will be made on the shift assignment roster indicating the member's name and vehicle number.

This subsection does not apply to those who are assigned to transport vehicles to and from the maintenance yard or car wash.

704.3.3 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this office should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

All office vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

704.3.4 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Deputies who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

704.3.5 MOBILE DIGITAL COMPUTER

Members assigned to vehicles equipped with a Mobile Digital Computer (MDC) shall log onto the MDC with the required information when going on-duty. If the vehicle is not equipped with a working MDC, the member shall notify the Communications Center. Use of the MDC is governed by the Mobile Digital Computer Use Policy.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Vehicle Use

704.3.6 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Sheriff, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor. If the member finds that the system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.

System data may be accessed by supervisors at any time. However, access to historical data by personnel other than supervisors will require Chief Deputy approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

704.3.7 KEYS

Members approved to operate marked patrol vehicles should be issued a copy of the key as part of their initial equipment distribution. Members who are assigned a specific vehicle should be issued keys for that vehicle.

Members shall not duplicate keys. The loss of a key shall be promptly reported in writing through the member's chain of command.

704.3.8 AUTHORIZED PASSENGERS

Members operating office vehicles shall not permit persons other than County personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Along Policy.

704.3.9 ALCOHOL

Members who have consumed alcohol are prohibited from operating any office vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

704.3.10 PARKING

Except when responding to an emergency or when urgent office-related business requires otherwise, members driving office vehicles should obey all parking regulations at all times.

Office vehicles should be parked in assigned stalls. Members shall not park privately owned vehicles in stalls assigned to office vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Vehicle Use

704.3.11 ACCESSORIES AND/OR MODIFICATIONS

There shall be no modifications, additions or removal of any equipment or accessories without written permission from the assigned vehicle program manager.

704.3.12 NON-LICENSED MEMBER USE

Non-licensed members using marked emergency vehicles shall ensure that all weapons have been removed before going into service. Non-licensed members shall prominently display the "out of service" placards or light bar covers at all times. Non-licensed members shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

704.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES

Office vehicles may be assigned to individual members at the discretion of the Sheriff. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.

704.4.1 ON-DUTY USE

Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other office members at the discretion of the Sheriff or the authorized designee.

704.4.2 UNSCHEDULED TAKE-HOME USE

Circumstances may arise where office vehicles must be used by members to commute to and from a work assignment. Members may take home office vehicles only with prior approval of a supervisor and shall meet the following criteria:

- (a) The circumstances are unplanned and were created by the needs of the Office.
- (b) Other reasonable transportation options are not available.
- (c) The member lives within a reasonable distance (generally not to exceed a 60-minute drive time) of the Beltrami County limits.
- (d) Off-street parking will be available at the member's residence.
- (e) Vehicles will be locked when not attended.
- (f) All firearms, weapons and control devices will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

704.4.3 ASSIGNED VEHICLES

Assignment of take-home vehicles shall be based on the location of the member's residence; the nature of the member's duties, job description and essential functions; and the member's employment or appointment status. Residence in the County of Beltrami is a prime consideration for assignment of a take-home vehicle. Members who reside outside the County of Beltrami

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Vehicle Use

may be required to secure the vehicle at a designated location or the Office at the discretion of the Sheriff.

Office members shall sign a take-home vehicle agreement that outlines certain standards, including, but not limited to, how the vehicle shall be used, where it shall be parked when the member is not on-duty, vehicle maintenance responsibilities and member enforcement actions.

Members are cautioned that under federal and local tax rules, personal use of a County vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member's tax adviser.

Criteria for use of take-home vehicles include the following:

- (a) Vehicles shall only be used for work-related purposes and shall not be used for personal errands or transports, unless special circumstances exist and the Sheriff or a Chief Deputy gives authorization.
- (b) Vehicles may be used to transport the member to and from the member's residence for work-related purposes.
- (c) Vehicles will not be used when off-duty except:
 - 1. In circumstances when a member has been placed on call by the Sheriff or Chief Deputys and there is a high probability that the member will be called back to duty.
 - 2. When the member is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or traveling to or from a work-related activity or function.
 - 3. When the member has received permission from the Sheriff or Chief Deputys.
 - 4. When the vehicle is being used by the Sheriff, Chief Deputys or members who are in on-call administrative positions.
 - 5. When the vehicle is being used by on-call investigators.
- (d) While operating the vehicle, authorized members will carry and have accessible their duty firearms and be prepared to perform any function they would be expected to perform while on-duty.
- (e) The two-way communications radio, MDC and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.
- (f) Unattended vehicles are to be locked and secured at all times.
 - 1. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging).
 - 2. All weapons shall be secured while the vehicle is unattended.
 - 3. All office identification, portable radios and equipment should be secured.
- (g) Vehicles are to be parked off-street at the member's residence unless prior arrangements have been made with the Sheriff or the authorized designee. If the

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Vehicle Use

vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).

- (h) Vehicles are to be secured at the member's residence or the appropriate office facility, at the discretion of the Office when a member will be away (e.g., on vacation) for periods exceeding one week.
 - 1. If the vehicle remains at the residence of the member, the Office shall have access to the vehicle.
 - 2. If the member is unable to provide access to the vehicle, it shall be parked at the Office.
- (i) The member is responsible for the care and maintenance of the vehicle.

704.4.4 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the Beltrami County Sheriff's Office or while off-duty, a deputy shall not initiate enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Deputies may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

Deputies driving take-home vehicles shall be armed, appropriately attired and carry their office-issued identification. Deputies should also ensure that office radio communication capabilities are maintained to the extent feasible.

704.4.5 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Office. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

- (a) Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage.
- (b) It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.
- (c) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the office supervisor in charge of vehicle maintenance.
- (d) The Office shall be notified of problems with the vehicle and approve any major repairs before they are performed.
- (e) When leaving the vehicle at the maintenance facility, the member will complete a vehicle repair card explaining the service or repair, and leave it on the seat or dash.
- (f) All weapons shall be removed from any vehicle left for maintenance.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Vehicle Use

- (g) Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

704.5 UNMARKED VEHICLES

Unmarked vehicles are assigned to various divisions and their use is restricted to the respective division and the assigned member, unless otherwise approved by a supervisor. Any member operating an unmarked vehicle shall record vehicle usage on the sign-out log maintained in the division for that purpose. Any use of unmarked vehicles by those who are not assigned to the division to which the vehicle is assigned shall also be recorded with the Shift Sergeant on the shift assignment roster.

704.6 DAMAGE, ABUSE AND MISUSE

When any office vehicle is involved in a traffic collision or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any collision report shall be filed with the agency having jurisdiction (see the Traffic Collisions Policy).

Damage to any office vehicle that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and forwarded to the Shift Sergeant. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

704.7 TOLL ROADS

Law enforcement vehicles are not routinely exempt from incurring toll road charges.

To avoid unnecessary toll road charges, all members operating office vehicles on a toll road shall adhere to the following:

- (a) Members operating office vehicles for any reason other than in response to an emergency shall pay the appropriate toll charge or utilize the appropriate toll way transponder. Members may submit a request for reimbursement from the County for any toll fees incurred in the course of official business.
- (b) Members passing through a toll plaza or booth during a response to an emergency shall notify, in writing, the appropriate Chief Deputy within five working days explaining the circumstances.

704.7.1 MANDATORY EQUIPMENT

Deputies shall ensure the following equipment, at a minimum, is present in the vehicle:

- Marked patrol vehicles:
 - A supply of emergency road flares
 - Yellow crayon or chalk
 - 1 roll crime scene barricade tape
 - 1 first aid kit

Vehicle Use

- CPR mask
- 1 blanket
- 1 fire extinguisher
- 1 blood borne pathogen kit
- 1 traffic safety vest
- 1 hazardous materials emergency response handbook
- 1 evidence collection kit
- 1 camera
- Unmarked vehicles:
 - A supply of emergency road flares
 - 1 roll crime scene barricade tape
 - 1 first aid kit
 - CPR mask
 - 1 blanket
 - 1 blood borne pathogen kit
 - 1 traffic safety vest
 - 1 hazardous materials emergency response handbook
 - 1 evidence collection kit
 - 1 camera

704.8 ATTIRE AND APPEARANCE

When operating any office vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Office.

ARMORED VEHICLES

705.1 PURPOSE AND SCOPE

The Beltrami County Sheriff's office will maintain an Armored Emergency Services Vehicle for use by the sheriff's office.

705.2 USE OF ARMORED VEHICLE

The Beltrami County Armored Emergency Services Vehicle will be utilized in situations in which both Beltrami County law enforcement personnel and citizens need protections from known and potential threats of violence during deployment of the tactical team. The armored vehicle will not be utilized in response to a public demonstration to exercise first amendment rights of free speech. If such an event transitions into criminal activity in which officers and citizens are in need of protection as a result of directed violence towards them the armored vehicle may be deployed to safely protect law enforcement personnel and citizens involved in the situation.

The armored vehicle may be deployed during natural and manmade disaster situations, lost person cases or certain body recovery missions to assist in searches or during severe weather to assist in emergency management events as needed by the Sheriff.

The armored vehicle may not be deployed without completion of a armored vehicle threat assessment and authorization by the Sheriff or their designee. The armored vehicle will not be deployed in the City of Bemidji unless specifically directed by the Sheriff or designee.

705.3 TRAINING

No Beltrami Sheriff's SWAT personnel will operate the armored vehicle without first attending armored vehicle driver's training course. Instruction and practical exercises are included in the field training process and monthly training of each Beltrami Sheriff's SWAT member receives.

Beltrami County personnel shall received instruction in a train the trainer course on the armored vehicle. These trainers will develop a training program that Beltrami County Sheriff's personnel will receive before operating the armored vehicle.

705.4 SUPERVISION OF ARMORED VEHICLE

Agencies requesting Armored Emergency Services Vehicle will contact the on duty Beltrami County Sheriff's supervisor to request deployment. As part of that process a Beltrami County SWAT Team Leader will be notified to assist in fulfilling the request. The Team Commander or Assistant Team Commander may at any time in their sole judgment recall the equipment from the operation.

During an operation, sheriff's office supervisors will monitor the situation with regard to the use of the armored vehicle in accordance with this standard operating procedure.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

ARMORED VEHICLES

705.5 DOCUMENTING USE OF ARMORED VEHICLE

Use of the armored vehicle will be documented in the Beltrami County Records Management System. This report will be completed after use of the armored vehicle and completion of this report is the responsibility of the operator of the armored vehicle.

Uniform

706.1 PURPOSE AND SCOPE

The uniform policy of the Beltrami County Sheriff's Office is established to ensure that uniformed deputies, special assignment personnel and non-licensed employees will be readily identifiable to the public through the proper use and wearing of Office uniforms. Employees should also refer to the following associated policies:

Policy #312 - Duty Firearms

Policy #700 - Office Owned and Personal Property

Policy #705 - Body Armor

Policy #1044 - Personal Appearance Standards

The Beltrami County Sheriff's Office will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement. The uniforms for deputies of this office shall be those that are authorized and in consistent color pursuant to Minn. Stat. § 626.88 Subd. 2.

706.1.1 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Sheriff's employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose, which is to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear professionally pressed.

All peace officers of this office shall possess and maintain at all times, a serviceable uniform and the necessary equipment to perform uniformed field duty.

Personnel shall wear only the uniform specified for their rank and assignment.

The uniform is to be worn in compliance with the specifications set forth in the Office's uniform specifications and procedures which are maintained separately from this policy.

All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.

Civilian attire shall not be worn in combination with any distinguishable part of the uniform, while on duty.

Uniforms should only be worn while on-duty, while in transit to or from work, for court or at other official Office functions or events.

If the uniform is worn while in transit to or from work, an outer garment should be worn over the uniform so as not to bring attention to the employee if the employee chooses to make any stops prior to arriving at home or the work place.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Uniform

Employees are not to purchase or drink alcoholic beverages while wearing any part of the Office uniform, including the uniform pants.

Visible jewelry, other than those items listed below, shall not be worn with the uniform unless specifically authorized by the Sheriff or designee. The following are approved items:

1. Wrist watch.
2. Wedding ring(s), class ring or other ring of tasteful design. A maximum of one ring/set may be worn on each hand.
3. Medical alert bracelet.

706.1.2 CLASS A UNIFORM

The Class A uniform is to be worn for court and on special occasions such as funerals, graduations, promotions, ceremonies or as directed. The Class A uniform is required for all licensed Deputies, Corrections Officers and Bailiff Staff. The Class A uniform includes the standard issue uniform with:

The Class "A" uniform will consist of one long-sleeved uniform shirt with Sheriff Office Patches on each shoulder and American Flag Patch above right breast pocket with brown pocket flaps and epaulets, brown tie, one pair of plain dark brown trousers with-out the side pockets and black shoes or boots. Longevity bars if worn, shall be two inches long, and gold in color with brown trim worn on the left sleeve affixed at a 45-degree angle directly above the cuff along the forearm/top of the sleeve. Each longevity bar identifies the employee as having three years of continuous service as a deputy/corrections officer. deputy office Other forms of law enforcement service (example: Other law enforcement agencies, military police, public service in some other capacity) may be combined with your service to the Beltrami County Sheriff's Office. Other forms of law enforcement service will be approved at the discretion of the Sheriff. Employees wishing to have the other form of law enforcement service considered for longevity shall submit an e-mail to the Sheriff or his designee, listing dates and type of service for consideration and approval.

Patrol Sergeants, Corrections Sergeants, the Jail Administrator and Assistant Administrator, Chief Deputy and Sheriff shall wear white dress uniform shirts with brown epaulets and pocket flaps as their Class "A" uniforms.

The winter Stetson hat shall be considered the Class "A" uniform headgear for Deputies and Correction Officers. Deputies and Correction Officers shall maintain a winter Stetson hat in a clean and serviceable condition. Sheriff Office

Polished shoes or boots.

Will always be worn with complete buttons, insignia, brass badge, collar brass, and name tag in place.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Uniform

706.1.3 CLASS B UNIFORM

Uniforms are required to be in compliance with these policies when worn. The only exception is the uniform trousers, which are considered unrecognizable. They may be worn without other uniform items when going to and from employment.

Decorations and Devices: The following items have been authorized to be worn with the uniform: Departmental Recognition Award Devices and pins shall be worn on the right breast pocket flap below the name plate must be approved by the Sheriff.

Sergeants shall wear chevrons on each sleeve.

Collar brass will be worn on the collar (both sides) of the uniform shirt. Brass will be mounted on collar parallel to the ground. Collar brass for Deputies is 1/4 inch brass with the word DEPUTY. Corrections Officers will wear collar brass on the Class "A" uniform and the brass shall be gold in color with the letters BCSO. Corrections Officers Class "B" uniforms will display only the American Flag Patch above the right pocket and the cloth badge patch above the left pocket and Sheriff's patches on each sleeve. Corrections Officers Class "B" uniforms will have no metallic or brass items displayed for safety purposes.

Deputies will wear a brass name tag centered on the right breast above the pocket flap and below the American Flag patch. A "Serving Since ____" device may be worn in conjunction with the Name Plate. The year may reflect longevity for any approved previous law enforcement or public service.

The Class "B" uniform trouser is the plain dark brown trousers with-out, or including cargo pockets.

*Note-Military style BDU trousers are not approved for use as Class "B" trousers for Deputies/Corrections Officers.

The Class "B" uniform is the designated work uniform for all Deputies/Correction Officers. Deputies/Officers are to report to their assigned shifts in this uniform, unless directed to dress in a different style by their immediate supervisor or above. Correction Officers should not conduct personal errands when traveling to and from work, while in uniform, unless covered by a civilian jacket.

Deputies/Correction Officers assigned to non-patrol activities may be directed by their immediate supervisor or above to report for their assigned shifts routinely in: a. Civilian clothing; or b. Utility clothing (such as Military Style BDU's)

Deputies/Corrections Officers assigned to perform their duties in other than the Class "B" uniform must maintain the minimum number of items necessary to report for duty in the military-style uniform when ordered to do so.

The Class B uniform will consist of the same garments and equipment as the Class A uniform with the following exceptions:

- The long or short sleeve shirt may be worn with the collar open. No tie is required.
- A v-neck or black crew neck t-shirt must be worn with the uniform.
- All shirt buttons must remain buttoned except for the last button at the neck.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Uniform

- Polished shoes.

706.1.4 FOUL WEATHER GEAR

The Uniform and Equipment Specifications lists the authorized uniform jacket, rain gear and snowmobile suit or snowpants.

706.1.5 SHIRTS

Deputies will wear long-sleeve uniform shirt, silver tan in color with either silver tan or dark brown epaulets and pocket flaps with a dark brown tie. Deputies may wear the shirt open collared (with top button open) with a black or dark brown turtleneck, mock turtleneck (Optional with "BCSO" monogrammed in gold lettering on the collar) or black T-shirt, from November 1st through March 31st.

During the Winter Months, a Deputy who chooses to wear an approved sweater, outer jacket or parka may dispense with wearing the long sleeve uniform shirt as long as they are wearing a Black or dark brown turtleneck or mock turtleneck (Optional with "BCSO" monogrammed in gold lettering on the collar) When out of the LEC, the deputy, must at all times wear an approved outer-garment (jacket or parka) over the mock turtleneck or turtleneck shirt, and the jacket must be zipped. **(Understand - a deputy should appear in court in Class "A" Uniform)**

The short-sleeve uniform shirt will be worn with a v-necked or black undershirt from April 1st through October 31st.

- Exception: Patrol deputies may wear long or short sleeves at their option during the months of April and October.

Corrections Officers will typically wear the short sleeved uniform shirt year-round with a v-neck or black short sleeved undershirt.

Corrections Officers may wear the long-sleeved uniform shirt with an open collar and a black undershirt or dark brown turtleneck or mock turtleneck with "BCSO" monogrammed in gold lettering on the collar from November 1st through March 31st. Outerwear worn by Corrections Officers in the facility shall be dark brown or black in color.

706.1.6 OUTER GARMENTS/JACKETS AND PARKAS

The uniform jackets and parkas may be worn at the Deputy's discretion and as weather conditions dictate. They must be dark brown or black in color and have Sheriff's Office patches affixed to each shoulder. Jackets and Parkas must be approved by the Sheriff.

Brown "Commando Style" Sweaters with Sheriff's Office patches affixed to each shoulder are approved for wear during winter months with the long-sleeved uniform shirt or approved turtleneck or mock turtleneck.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Uniform

Longevity bars, two inches long, and gold in color with brown trim may be worn on the left sleeve of the military-style uniform jacket. They should be placed at a 45-degree angle directly above the jacket cuff along the forearm/top of the jacket sleeve. Each longevity bar identifies three years of continuous service as a deputy/corrections officer with the Beltrami County Sheriff's Office.

Deputies will display their badge on the outermost garment worn, except in emergency situations or if tactical considerations take precedence.

Outerwear worn by Corrections Officers in the facility shall be dark brown or black in color.

706.1.7 FOOTWEAR

Footwear worn with the military style uniform must be black and must be kept clean and polished. Socks shall be black in color, when shoes are worn, except when a medical waiver is granted and approved by the Sheriff or the designee.

706.1.8 HATS

No head gear other than the baseball hat, helmet, brown or black stocking cap or bomber style hat for winter protection, or the Stetson hats shall be worn.

706.1.9 OTHER EQUIPMENT

The following equipment is required while assigned to patrol and wearing the Class "B" uniform. All items are to be made from black plastic or leather in a basket weave style when available. Belt buckles and exposed snaps must be gold, silver or black in color.

- Holster with handgun and ammunition
- Handcuff case and handcuffs (thumb cuffs are prohibited)
- Extra ammunition carrier and ammunition
- Assigned probable radio with carrier

The following supplemental equipment may be worn at the Officer's option:

- Taser and Carrier
- Asp Baton and Carrier
- Flashlight holder and flashlight
- Key ring holder and keys
- Baton ring and baton
- Aerosol irritant and holder and
- Belt keepers

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Uniform

Items may be placed on the gun belt in accordance with the Deputy's preference, except that the handgun and holster shall be on the Deputy's strong side, with the top of the weapon toward the front.

External Bullet Resistant Vest Covers - which allow the officer to wear bullet resistant vests over their uniform, may be utilized if approved by the Sheriff.

Supplemental equipment is optional for Corrections Officers.

OSHA requires that Deputies shall wear the reflective traffic vests when controlling and directing activity on all roadways.

The following equipment is required while assigned as a Corrections Officer while wearing the Class "B" uniform

- Aerosol irritant and holder
- Handcuff case and handcuffs (thumb cuffs are prohibited)
- Taser and Carrier
- Assigned portable radio and carrier
- Flashlight and holster

706.1.10 INSIGNIA AND PATCHES

Shoulder patches - The authorized shoulder patch supplied by the Office shall be machine stitched to the sleeves of all uniform shirts and jackets, three-quarters of an inch below the shoulder seam of the shirt, and be bisected by the crease in the sleeve.

Service stripes and stars - Service stripes indicating length of service may be worn on long sleeved shirts and jackets. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn the width of one and one-half inches above the cuff seam with the rear of the service stripes sewn on the dress of the sleeve. The stripes are to be worn on the left sleeve only.

The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform. The nameplate shall display the employee's first and last name. If an employee's first and last names are too long to fit on the nameplate, then the initial of the first name will accompany the last name. If the employee desires other than the legal first name, the employee must receive approval from the Sheriff. The nameplate shall be worn and placed above the right pocket located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.

When a jacket is worn, the nameplate or an authorized sewn on cloth nameplate shall be affixed to the jacket in the same manner as the uniform.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Uniform

Assignment Insignias - Assignment insignias, (e.g., SWAT, FTO, K-9 service or similar) may be worn as designated by the Sheriff.

An American flag patch of a size not to exceed 3 inches by 5 inches may be worn on the sleeve or above the right front pocket using appropriate flag display etiquette (Minn. Stat. § 15.60).

Badge - The Office-issued badge, or an authorized sewn-on cloth replica, must be worn and be visible at all times while in uniform. Licensed non-uniform personnel will wear or carry their badge in a manner that it is in reasonable proximity to their firearm and able to be displayed whenever appropriate.

Rank insignia - The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Sheriff may authorize exceptions.

706.1.11 MOURNING BADGE

Uniformed employees may wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:

A deputy of this office - From the time of death until midnight on the 14th day after the death.

A Peace Officer from this state - From the time of death until midnight on the day of the funeral.

Funeral attendee - While attending the funeral of a fallen deputy.

National Peace Officers Memorial Day (May 15) - From midnight through the following midnight.

As directed by the Sheriff or designee.

706.1.12 CIVILIAN ATTIRE

There are assignments within the Office that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which wearing civilian attire is necessary. While not required to wear any particular style of clothing, plain-clothes personnel must recognize that their appearance will reflect upon the department to the same degree as the appearance of uniformed deputies. Therefore, on-duty personnel of the department shall dress in line with contemporary business standards. Exceptions may be authorized by the Sheriff for special duty assignments or by respective commanding officers. When in contact with the public, deputies will wear a shirt, tie, and suit or sports coat unless authorized differently by the Sheriff or his/her designee.

All employees shall wear clothing that fits properly, is clean and free of stains and not damaged or excessively worn.

All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button style shirts with a collar, slacks or suits that are moderate in style.

All female administrative, investigative and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses or suits that are moderate in style.

The following items shall not be worn on-duty:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Uniform

- T-shirt alone.
- Open-toed sandals or thongs.
- Swimsuit, tube tops or halter tops.
- Spandex type pants or see-through clothing.
- Distasteful printed slogans, buttons or pins.
- Denim pants of any color.
- Shorts.
- Sweat shirts, sweat pants or similar exercise clothing.

Variations from this order are allowed at the discretion of the Sheriff or designee when the employee's assignment or current task is not conducive to wearing such clothing.

No item of civilian attire may be worn on-duty that would adversely affect the reputation of the Beltrami County Sheriff's Office or the morale of the employees.

Licensed employees carrying firearms while wearing civilian attire should wear clothing that effectively conceals the firearm when outside a controlled law enforcement facility or work area.

706.1.13 CIVILIAN ATTIRE; OTHER EQUIPMENT

Plain-clothes deputies should carry the following items:

- Authorized weaponry
- Authorized leather goods and
- Any equipment as may be required by the deputy's Supervisor

706.1.14 BADGES

Deputies wearing the uniform will at all times have their issued badge displayed properly on the outermost garment worn. Deputies wearing the uniform shall also carry their Department Identification Card.

On-duty deputies not wearing the uniform shall carry the badge issued to them by the Department on their person, as well as the Department Identification Card. Special circumstances may require these personnel to display their badges on their outermost clothing for positive identification when transporting persons in custody.

Deputies/Corrections Officers who have successfully completed their one-year probationary period are entitled to order one badge at their own expense which has their name inscribed thereon.

The Sheriff's badge (cloth patch or brass) shall be worn on the left breast above the pocket flap. Corrections Officers shall wear the cloth badge patch sewn onto the shirt in the same location.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Uniform

If wearing an outer garment (Sheriff's jacket) the issued badge shall be displayed and Deputies shall also carry their Department Identification Card.

706.1.15 POLITICAL ACTIVITIES, ENDORSEMENTS, ADVERTISEMENTS OR OTHER APPEARANCES IN UNIFORM

Unless specifically authorized by the Sheriff, Beltrami County Sheriff's Office employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize an Office badge, patch or other official insignia, or cause to be posted, published or displayed, the image of another employee, or identify him/herself as an employee of the Beltrami to do any of the following:

- Endorse, support, oppose or contradict any political campaign or initiative.
- Endorse, support, oppose or contradict any social issue, cause or religion.
- Endorse, support or oppose, any product, service, company or other commercial entity.
- Appear in any commercial, social or nonprofit publication, or any motion picture, film, video, public broadcast, photo, any website or any other visual depiction.

706.1.16 OPTIONAL EQUIPMENT - MAINTENANCE AND REPLACEMENT

Any optional equipment shall be purchased at the expense of the employee.

Maintenance of optional items shall be the financial responsibility of the purchasing employee (e.g., repairs due to normal wear and tear).

Replacement of items listed in this order as optional shall be done as follows:

- When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.
- When the item is no longer functional because of damage in the course of the employee's duties, it may be replaced following the procedures for the replacement of damaged personal property in the Sheriff's Office Owned and Personal Property Policy.

706.1.17 REPLACEMENT OF LOST, STOLEN, OR DAMAGED PERSONAL EQUIPMENT

Should a piece of personal Sheriff's Office issued equipment be lost, stolen, or damaged, a full report, including all circumstances, will be completed and submitted soon as possible to their supervisor.

The supervisor will review the report and determine whether the loss was due to negligence on the employee's part. If it is determined that the employee was negligent, the replacement cost may be charged to the employee. The item will be purchased through the department in order to ensure uniformity of equipment. If it is determined that the employee was not negligent, the item will be replaced at no expense to the employee.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Uniform

Negligence implies inattention to one's duty and failure to exercise care that a prudent employee usually exercises. Personal equipment refers to that equipment which is issued by the department to an employee for their use while employed with the department.

The Sergeant shall initiate a memorandum to the Chief Deputy or designee with an overview of the incident and what steps have been taken to correct the problem.

706.1.18 PERSONAL EQUIPMENT

Personal equipment may include:

- Badge - Breast
- Handcuffs
- Asp/Baton
- Departmental Weapon and holster
- Soft body armor
- Handheld Radio and case
- Identification Card
- Flashlight and holder
- Weapons magazines and pouches
- Baseball style cap

706.1.19 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Beltrami County Sheriff's Office employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Uniform and Equipment Specifications or by the Sheriff or designee.

Beltrami County Sheriff's Office employees may not use or carry any tool or other piece of equipment not listed unless specifically authorized by the Sheriff or designee.

706.1.20 INSPECTIONS; UNIFORM, PERSONAL EQUIPMENT AND VEHICLES

Inspections of all personnel and their assigned vehicles will be conducted. Inspections ensure the proper maintenance, care and operational readiness of the department's equipment, and the conformation of personnel to the department's standards of appearance. These inspections are meant to compliment personnel excelling in the maintenance and care of their equipment and vehicle and taking pride in their personal appearance.

706.1.21 GENERAL PROCEDURES FOR CONDUCTING INSPECTIONS

Inspections will be posted prior to the actual date of inspection. Dates will be determined by the Sheriff.

Personnel will be informed of the type of uniform and department equipment that will be inspected at the time of posting.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Uniform

All inspections of personnel, their equipment, and assigned vehicles will be conducted by the individual's immediate supervisor.

706.1.22 FIELD OPERATIONS

Sergeants will be responsible for the inspection of all personnel assigned to their unit and the uniforms, equipment, and vehicles assigned to each individual. Inspections will take place during an employee's assigned duty shift.

706.1.23 INSPECTION OF SUPERVISORS/STAFF

Sergeant's uniforms, personal equipment, and assigned vehicles will be inspected by the Chief Deputy or his designee.

706.1.24 UNSATISFACTORY INSPECTIONS

Personnel not reaching a satisfactory level in any area of the inspection of their person, uniform, personal equipment, or assigned vehicle will be immediately notified of the deficiency and given a date for re-inspection and the assistance needed to correct the problems identified by their inspecting officer.

SMALL UNMANNED AIRCRAFT SYSTEMS

707.1 PURPOSE

This policy is intended to provide personnel who are assigned responsibilities associated with the deployment and use of small unmanned aircraft systems (sUAS) with instructions on when and how this technology and the information it provides may be used for law enforcement and public safety purposes in accordance with law.

707.2 POLICY

It is the policy of the Beltrami County Sheriff's Office that duly trained and authorized agency personnel may deploy sUAS when such use is appropriate in the performance of their official duties, and where deployment and use, and the collection and use of any audio/video recordings or other data originating from or generated by the sUAS, comport with the policy provisions provided herein and applicable law.

707.3 DEFINITIONS

Digital Multimedia Evidence (DME): Digital recording of images, sounds, and associated data

Model Aircraft: A remote controlled aircraft used by hobbyists that is built, produced, manufactured, and operated for the purposes of sport, recreation, and/or competition.

Unmanned Aircraft (UA) or Unmanned Aerial Vehicle (UAV): An aircraft that is intended to navigate in the air without an on-board pilot. Also alternatively called Remotely Piloted Aircraft (RPA), Remotely Operated Vehicle (ROV), or Drone.

Unmanned Aircraft System (UAS): A system that includes the necessary equipment, network, and personnel to control an unmanned aircraft.

Small Unmanned Aircraft Systems (sUAS): UAS systems that utilize UAVs weighing less than 55 pounds and are consistent with Federal Aviation Administration (FAA) regulations governing model aircraft.

UAS Flight Crewmember: A pilot, visual observer, payload operator or other person assigned duties for a UAS for the purpose of flight or training exercise.

Unmanned Aircraft Pilot: A person exercising control over a UA/UAV/UAS during flight.

SMALL UNMANNED AIRCRAFT SYSTEMS

707.4 PROCEDURES

Use of unmanned aerial vehicles limited:

Except as provided in subdivision 3, the Beltrami County Sheriff's Office may not use a UAV without a search warrant issued under 626.19.

Subd. 3. Authorized use

Beltrami County Sheriff's Office may use a UAV:

- (1) during or in the aftermath of an emergency situation that involves the risk of death or bodily harm to a person;
- (2) over a public event where there is a heightened risk to the safety of participants or bystanders;
- (3) to counter the risk of a terrorist attack by a specific individual or organization if the agency determines that credible intelligence indicates a risk;
- (4) to prevent the loss of life and property in natural or man-made disasters and to facilitate operational planning, rescue, and recovery operations in the aftermath of these disasters;
- (5) to conduct a threat assessment in anticipation of a specific event;
- (6) to collect information from a public area if there is reasonable suspicion of criminal activity;
- (7) to collect information for crash reconstruction purposes after a serious or deadly collision occurring on a public road;
- (8) over a public area for officer training or public relations purposes; and
- (9) for purposes unrelated to law enforcement at the request of a government entity provided that the government entity makes the request in writing to the law enforcement agency and specifies the reason for the request and proposed period of use.

Limitations on use:

- (a) Beltrami County Sheriff's Office employee using a UAV must comply with all Federal Aviation Administration requirements and guidelines.
- (b) Beltrami County Sheriff's Office employee must not deploy a UAV with facial recognition or other biometric-matching technology unless expressly authorized by a warrant.
- (c) Beltrami County Sheriff's Office employee must not equip a UAV with weapons.
- (d) Beltrami County Sheriff's Office employee must not use a UAV to collect data on public protests or demonstrations unless expressly authorized by a warrant or an exception applies under subdivision 3.

Documentation required:

Beltrami County Sheriff's Office must document each use of a UAV, connect each deployment to a unique case number, provide a factual basis for the use of a UAV, and identify the applicable exception under subdivision 3 unless a warrant was obtained.

SMALL UNMANNED AIRCRAFT SYSTEMS

E. sUAS Supervision and Reporting

1. sUAS supervisory personnel shall manage all deployments and uses of sUAS to ensure that deputies equipped with sUAS devices utilize them in accordance with policy and procedures defined herein.
2. An authorized sUAS supervisor or administrator will audit flight documentation at regular intervals. The results of the audit will be documented. Any changes to the flight time counter will be documented.
3. The Sheriff or his or her designee shall complete the MN BCA drone usage report and send it to the Department of Public Safety by January 15 of every year.

F. Training

1. Sheriff's Office personnel who are assigned sUAS must complete an agency-approved training program to ensure proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use and operation and proper calibration and performance of the equipment and to incorporate changes, updates, or other revisions in policy and equipment.
2. All agency personnel with sUAS responsibilities, including command deputies, shall also be trained in the local and federal laws and regulations, as well as policies and procedures governing the deployment and use of sUAS.

Cash Handling, Security and Management

708.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure office members handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Property and Evidence Section and Informants policies.

708.2 PETTY CASH FUNDS

Employees designated as fund managers and authorized to maintain and manage petty cash funds are the Records Supervisor and Administration Chief Deputy. These persons may delegate this responsibility to another person in their absence. All funds require the creation and maintenance of an accurate and current transaction ledger and filing of invoices, receipts and expense reports by the fund manager.

708.3 PETTY CASH TRANSACTIONS

The fund manager shall document all transactions on the ledger and other appropriate forms. Each person participating in the transaction shall sign or otherwise validate the ledger, attesting to the accuracy of the entry. Transactions should include the filing of an appropriate receipt, invoice or cash transfer form. Transactions that are not documented by a receipt, invoice or cash transfer form require an expense report.

708.4 PETTY CASH AUDITS

The fund manager shall perform an audit no less than once every six months. This audit requires that the manager and at least one other command staff member, selected by the Sheriff, review the ledger and verify the accuracy of the accounting. The fund manager and the participating member shall sign or otherwise validate the ledger attesting to the accuracy of all documentation and fund accounting. A discrepancy in the audit requires documentation by those performing the audit and immediate reporting of the discrepancy to the Sheriff.

Transference of fund management to another member shall require a separate petty cash audit and involve a command staff member.

A separate audit of each petty cash fund should be completed on a random date, approximately once each year by the Sheriff or the County.

708.5 ROUTINE CASH HANDLING

Those who handle cash as part of their property or Drug Task Force supervisor duties shall discharge those duties in accordance with the Property and Evidence Section and Informants policies.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Cash Handling, Security and Management

Members who routinely accept payment for office services shall discharge those duties in accordance with the procedures established for those tasks.

708.6 OTHER CASH HANDLING

Members of the Office who, within the course of their duties, are in possession of cash that is not their property or is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Property and Evidence Section and Informants policies.

Cash in excess of \$1,000 requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in this process shall complete an appropriate report or record entry.

708.7 CIVIL PROCESS HANDLING OF CASH AND/OR CHECKS

The Civil Process Division receives payments for civil process services and fees and keeps accurate journal entries related to those fees. When receipts total \$1000 they are transferred to the Beltrami County Auditor's Office for deposit.

708.7.1 CIVIL PROCESS CHECKING ACCOUNT

The Beltrami County Sheriff's Office Civil Process Division regularly enforces orders from the court such as Writs of Execution, Orders to Seize Property, Wage and money garnishments and Mortgage Foreclosure Sales. Any and all funds generated by these orders and/or sales are deposited regularly into a checking account at Security State Bank, Bemidji. When all garnishments or payments are complete the Civil Process Division will issue a check for all funds received as a result of the Order that was issued by the Court. Persons authorized to issue checks from this account are the Civil Process Deputies that are assigned, the Beltrami County Sheriff and the Beltrami County Chief Deputy.

708.7.2 CIVIL PROCESS AUDIT

Quarterly, the Beltrami County Auditor's Office will audit all records related to cash or money received or dispersed by the Civil Process Division.

708.8 POLICY

It is the policy of the Beltrami County Sheriff's Office to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of office operations and ensure the public trust.

Personal Protective Equipment

709.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Office as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

709.1.1 DEFINITIONS

Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards.

Respiratory PPE - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

709.2 POLICY

The Beltrami County Sheriff's Office endeavors to protect members by supplying certain PPE to members as provided in this policy.

709.3 DEPUTY RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Workplace Accident and Injury Reduction Policy to recommend new or improved PPE or additional needs for PPE.

709.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training.

Hearing protection shall meet or exceed industry standards for use at firing ranges (29 CFR 1910.95; Minn. R. 5205.0010).

709.5 EYE PROTECTION

Approved eye protection, including side protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses shall incorporate the

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Personal Protective Equipment

prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

The Rangemaster shall ensure eye protection meets or exceeds consensus standards set by the American National Standards Institute (29 CFR 1910.133; Minn. R. 5205.0010).

709.6 HEAD AND BODY PROTECTION

Members who make arrests or control crowds should be provided ballistic head protection with an attachable face shield.

Padded body protection consisting of chest, arm, leg, and groin protection should be provided as required by any collective bargaining agreement.

709.7 RESPIRATORY PROTECTION

The Administration Chief Deputy is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan shall include procedures for (29 CFR 1910.134; Minn. R. 5205.0010):

- (a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.
- (b) Fit testing, including identification of members or contractors qualified to conduct fit testing.
- (c) Medical evaluations.
- (d) PPE inventory control.
- (e) PPE issuance and replacement.
- (f) Cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respiratory PPE, including schedules for these activities.
- (g) Regularly reviewing the PPE plan.
- (h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA), and state PPE standards and guidelines.

709.7.1 RESPIRATORY PROTECTION USE

Designated members may be issued respiratory PPE based on the member's assignment (e.g., a narcotics investigator who is involved in clandestine lab investigations).

Respiratory PPE may be worn when authorized by a scene commander who will determine the type and level of protection appropriate at a scene based upon an evaluation of the hazards present.

Scene commanders are responsible for monitoring members using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the scene commander shall

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Personal Protective Equipment

reevaluate the continued effectiveness of the respirator and direct the member to leave the respirator use area when the scene commander reasonably believes (29 CFR 1910.134; Minn. R. 5205.0010):

- (a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.
- (b) The member detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the facepiece.
- (c) The member needs to replace the respirator, filter, cartridge, or canister.

709.7.2 MEMBER RESPONSIBILITIES FOR RESPIRATORY PROTECTION

Members shall not use self-contained breathing apparatus (SCBA), full-face respirators, or cartridge respirators unless they have completed training requirements for the equipment.

Members exposed to environments that are reasonably known to be harmful due to gases, smoke, or vapors shall use respiratory PPE.

Members using respiratory PPE shall (29 CFR 1910.134; Minn. R. 5205.0010):

- (a) Ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.
- (b) Not wear corrective glasses, goggles, or other PPE that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.
- (c) Perform a user seal check per office-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.
- (d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance or leakage of their facepiece and ensure that the respirator is replaced or repaired before returning to the affected area.

709.7.3 GAS MASK

Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes, or mists are present. Members must identify and use the correct cartridge based on the circumstances (29 CFR 1910.134; Minn. R. 5205.0010).

A scene commander may order the use of gas masks in situations where the use of an SCBA is not necessary. These incidents may include areas where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

- (a) They smell, taste, or are irritated by a contaminant.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Personal Protective Equipment

- (b) They experience difficulty breathing due to filter loading.
- (c) The cartridges or filters become wet.
- (d) The expiration date on the cartridges or canisters has been reached.

709.7.4 SELF-CONTAINED BREATHING APPARATUS

Scene commanders may direct members to use SCBA when entering an atmosphere that may pose an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere. These situations may include but are not limited to:

- (a) Entering the hot zone of a hazardous materials incident.
- (b) Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
- (c) Entering a smoke- or chemical-filled area.

The use of SCBA should not cease until approved by a scene commander.

709.7.5 RESPIRATOR FIT TESTING

No member shall be issued respiratory PPE until a proper fit testing has been completed by a designated member or contractor (29 CFR 1910.134; Minn. R. 5205.0010).

After initial testing, fit testing for respiratory PPE shall be repeated (29 CFR 1910.134; Minn. R. 5205.0010):

- (a) At least once every 12 months.
- (b) Whenever there are changes in the type of SCBA or facepiece used.
- (c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery, or any other condition that may affect the fit of the facepiece seal).

All respirator fit testing shall be conducted in negative-pressure mode.

709.7.6 RESPIRATORY MEDICAL EVALUATION QUESTIONNAIRE

No member shall be issued respiratory protection that forms a complete seal around the face until (29 CFR 1910.134; Minn. R. 5205.0010):

- (a) The member has completed a medical evaluation that includes a medical evaluation questionnaire.
- (b) A physician or other licensed health care professional has reviewed the questionnaire.
- (c) The member has completed any physical examination recommended by the reviewing physician or health care professional.

709.8 RECORDS

The Training Officer is responsible for maintaining records of all:

- (a) PPE training.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Personal Protective Equipment

- (b) Initial fit testing for respiratory protection equipment.
- (c) Annual fit testing.
- (d) Respirator medical evaluation questionnaires and any subsequent physical examination results.

1. These records shall be maintained in a separate confidential medical file.

The records shall be maintained in accordance with the office records retention schedule, 29 CFR 1910.1020, and Minn. R. 5205.0010.

709.9 TRAINING

Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove, and adjust PPE; how to care for the PPE; and the limitations (29 CFR 1910.132; Minn. R. 5205.0010).

Members issued respiratory PPE shall attend annual training on the proper use of respiratory protection devices (29 CFR 1910.134; Minn. R. 5205.0010).

709.10 LIFE JACKETS

The Administration Chief Deputy should ensure watercraft used by members are equipped with U.S. Coast Guard approved life jackets and that members who work over or near water where there is a danger of drowning are provided properly fitting U.S. Coast Guard approved life jackets.

Members are responsible for wearing provided life jackets when working over or near water where there is a danger of drowning.

Each member is responsible for inspecting the member's provided life jacket before and after each use. Damaged or defective jackets should be taken out of service and the Administration Chief Deputy notified so a replacement can be issued.

Chapter 8 - Support Services: Communication, Records, Court Services

the Communications Center

800.1 PURPOSE AND SCOPE

This policy establishes guidelines for the basic functions of the Communications Center. It addresses the immediate information needs of the Office in the course of its normal daily activities and during emergencies.

800.2 POLICY

It is the policy of the Beltrami County Sheriff's Office to provide 24-hour telephone service to the public for information and for routine or emergency assistance. The Office provides two-way radio capability for continuous communication between the Communications Center and office members in the field.

800.3 THE COMMUNICATIONS CENTER SECURITY

The communications function is vital and central to all emergency service operations. The safety and security of the Communications Center, its members and its equipment must be a high priority. Special security procedures should be established in a separate operations manual for the Communications Center.

Access to the Communications Center shall be limited to the Communications Center members, the Shift Sergeant, command staff and office members with a specific business-related purpose.

800.4 COUNTY-OPERATED DISPATCHING OPERATIONS

County-established communications operations established for public safety purposes shall be under the direction of the county sheriff (Minn. Stat. § 373.041 Subd. 1). The county sheriff shall broadcast all law enforcement dispatches and reports which have a reasonable relation to or connection with (Minn. Stat. § 373.041 Subd. 4):

- The apprehension of criminals.
- The prevention of crime.
- The maintenance of peace and order throughout the area serviced by the broadcasting station or stations.

800.5 RESPONSIBILITIES

800.5.1 COMMUNICATIONS SUPERVISOR

The Sheriff shall appoint and delegate certain responsibilities to a Communications Supervisor. The Communications Supervisor is directly responsible to the Field Operations Chief Deputy or the authorized designee.

The responsibilities of the Communications Supervisor include, but are not limited to:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

the Communications Center

- (a) Overseeing the efficient and effective operation of the Communications Center in coordination with other supervisors.
- (b) Scheduling and maintaining dispatcher time records.
- (c) Supervising, training and evaluating dispatchers.
- (d) Ensuring the radio and telephone recording system is operational.
 - 1. Recordings shall be maintained in accordance with the established records retention schedule and as required by law.
- (e) Processing requests for copies of the Communications Center information for release.
- (f) Maintaining the Communications Center database systems.
- (g) Maintaining and updating the Communications Center procedures manual.
 - 1. Procedures for specific types of crime reports may be necessary. For example, specific questions and instructions may be necessary when talking with a victim of a sexual assault to ensure that his/her health and safety needs are met, as well as steps that he/she may take to preserve evidence.
 - 2. Ensuring dispatcher compliance with established policies and procedures.
- (h) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the Personnel Complaints Policy.
- (i) Maintaining a current contact list of County personnel to be notified in the event of a utility service emergency.

800.5.2 ADDITIONAL PROCEDURES

The Communications Supervisor should establish procedures for:

- (a) Recording all telephone and radio communications and playback issues.
- (b) Storage and retention of recordings.
- (c) Security of audio recordings (e.g., passwords, limited access, authorized reviewers, preservation of recordings past normal retention standards).
- (d) Availability of current information for dispatchers (e.g., Shift Sergeant contact, rosters, member tracking methods, member contact, maps, emergency providers, tactical dispatch plans).
- (e) Assignment of field members and safety check intervals.
- (f) Emergency Medical Dispatch (EMD) instructions.
- (g) Procurement of external services (e.g., fire suppression, ambulances, aircraft, tow trucks, taxis).
- (h) Protection of essential equipment (e.g., surge protectors, gaseous fire suppression systems, uninterruptible power systems, generators).
- (i) Protection of radio transmission lines, antennas and power sources for the Communications Center (e.g., security cameras, fences).
- (j) Handling misdirected, silent and hang-up calls.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

the Communications Center

- (k) Handling private security alarms, if applicable.
- (l) Radio interoperability issues.

800.5.3 DISPATCHERS

Dispatchers report to the Communications Supervisor. The responsibilities of the dispatcher include, but are not limited to:

- (a) Receiving and handling all incoming and transmitted communications, including:
 1. Emergency 9-1-1 lines.
 2. Business telephone lines.
 3. Telecommunications Device for the Deaf (TDD)/Text Telephone (TTY) equipment.
 4. Radio communications with office members in the field and support resources (e.g., fire department, emergency medical services (EMS), allied agency law enforcement units).
 5. Other electronic sources of information (e.g., text messages, digital photographs, video).
- (b) Documenting the field activities of office members and support resources (e.g., fire department, EMS, allied agency law enforcement units).
- (c) Inquiry and entry of information through the Communications Center, office and other law enforcement database systems (e.g., the Minnesota Division of Driver and Vehicle Services (DVS), the Minnesota Bureau of Criminal Apprehension (BCA) and the Minnesota Comprehensive Incident-Based Reporting System (CIBRS)).
- (d) Monitoring office video surveillance systems.
- (e) Maintaining the current status of members in the field, their locations and the nature of calls for service.
- (f) Notifying the Shift Sergeant or field supervisor of emergency activity, including, but not limited to:
 1. Vehicle pursuits.
 2. Foot pursuits.
 3. Assignment of emergency response.

800.6 CALL HANDLING

This office provides members of the public with access to the 9-1-1 system for a single emergency telephone number.

When a call for services is received, the dispatcher will reasonably and quickly attempt to determine whether the call is an emergency or non-emergency, and shall quickly ascertain the call type, location and priority by asking four key questions:

- Where?

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

the Communications Center

- What?
- When?
- Who?

If the dispatcher determines that the caller has a hearing and/or speech impairment or disability, he/she shall immediately initiate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

If the dispatcher determines that the caller is a limited English proficiency (LEP) individual, the dispatcher should quickly determine whether sufficient information can be obtained to initiate an appropriate response. If language assistance is still needed, the language is known and a language-appropriate authorized interpreter is available in the Communications Center, the dispatcher should immediately connect the LEP caller to the authorized interpreter.

If no authorized interpreter is available or the dispatcher is unable to identify the caller's language, the dispatcher will contact the contracted telephonic interpretation service and establish a three-party call connecting the dispatcher, the LEP individual and the interpreter.

Dispatchers should be courteous, patient and respectful when dealing with the public.

800.6.1 EMERGENCY CALLS

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the dispatcher has obtained all necessary information to ensure the safety of the responding office members and affected individuals.

Emergency calls should be dispatched immediately. The Shift Sergeant shall be notified of pending emergency calls for service when office members are unavailable for dispatch.

800.6.2 NON-EMERGENCY CALLS

A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the dispatcher to handle a higher priority or emergency call.

The reporting person should be advised if there will be a delay in the dispatcher returning to the telephone line or when there will be a delay in the response for service.

800.7 RADIO COMMUNICATIONS

The sheriff's radio system is for official use only, to be used by dispatchers to communicate with office members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

- (a) Members acknowledging the dispatcher with their radio identification call signs and current location.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

the Communications Center

- (b) Dispatchers acknowledging and responding promptly to all radio transmissions.
- (c) Members keeping the dispatcher advised of their status and location.
- (d) Member and dispatcher acknowledgements shall be concise and without further comment unless additional information is needed.

The Communications Supervisor shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant's supervisor and processed through the chain of command.

800.7.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE

Beltrami County Sheriff's Office radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

800.7.2 RADIO IDENTIFICATION

Radio call signs are assigned to office members based on factors such as duty assignment, uniformed patrol assignment and/or member identification number. Dispatchers shall identify themselves on the radio with the appropriate station name or number, and identify the office member by his/her call sign. Members should use their call signs when initiating communication with the dispatcher. The use of the call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate office member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign, which includes the office station name or number.

800.8 DOCUMENTATION

It shall be the responsibility of the Communications Center to document all relevant information on calls for service or self-initiated activity. Dispatchers shall attempt to elicit, document and relay as much information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum:

- Incident control number.
- Date and time of request.
- Name and address of the reporting person, if possible.
- Type of incident reported.
- Involvement of weapons, drugs and/or alcohol.
- Location of incident reported.
- Identification of members assigned as primary and backup.
- Time of dispatch.
- Time of the responding member's arrival.
- Time of member's return to service.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

the Communications Center

- Disposition or status of reported incident.

800.9 CONFIDENTIALITY

Information that becomes available through the Communications Center may be confidential or sensitive in nature. All members of the Communications Center shall treat information that becomes known to them as confidential and release that information in accordance with the Protected Information Policy.

Automated data, such as DVS records, warrants, criminal history information, records of internal sheriff's files or medical information, shall only be made available to authorized law enforcement personnel. Prior to transmitting confidential information via the radio, an admonishment shall be made that confidential information is about to be broadcast.

800.10 CPR TRAINING

Members authorized to answer calls for service shall be trained in providing CPR by telephone or transferring calls to the appropriate member or agency (Minn. Stat. § 403.03, Subd. 2).

Towing Agencies Standards

801.1 PURPOSE AND SCOPE

The Beltrami County Sheriff's Office establishes a set of standards for tow services who wish to be approved to perform towing of vehicles at the request of law enforcement in Beltrami County. These standards are adopted from the Minnesota State Patrol and represent best practices for tow operations within the county and the state. This policy and procedure serve as a guide for establishing the list of Beltrami County "approved tow companies."

801.2 RADIO COMMUNICATIONS OPERATOR DUTIES WHEN TOW IS REQUESTED.

Beltrami County Sheriff's Office Communications Operators receiving call from deputies or officers for towing services will:

- (a) Use an appropriate towing service agency based on the established towing service areas and approved towing service providers.
- (b) Contact a towing service provider from an adjoining towing service area when the normal provider(s) for a towing service area is/are not available.
- (c) Notify the Communications Supervisor by email when a towing service agency is not providing adequate service, or not available to provide service on a 24 hour basis. Describe the problem, along with the date, time and event number of the incident.

801.3 COMMUNICATIONS SUPERVISOR DUTIES

- (a) Establish a list of tow service areas that: a. Provide safe, competent service to the sheriff's office and the public; b. Ensure a minimum response time; and , c. Provides towing service at a reasonable cost.
- (b) Maintain a file of towing service agencies that wish to provide towing service for the LEC.
- (c) May assign towing service agencies to a specific tow service area. There may be one or more towing agencies per towing service area.
- (d) Law Enforcement shall consider tow agency competition to be valuable to the public and to the department. Once assigned to a tow service area, these assignments may be changed by the Sheriff or Designee if he/she determines that: a. a towing agency is no longer in business; b. a towing agency has not provided timely service to the public or the department; c. a towing agency has been engaged in inappropriate business practices, including but not limited to, theft from vehicles, price gouging, possession of stolen property, or is in violation of any law relating to the operation of such business; or d. the addition of a new towing agency would provide equal or improved service to the department and the public, in which case the Sheriff or Designee has the authority

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Towing Agencies Standards

to alter existing towing service area and insert a new towing service agency into a towing service area.

- (e) Require that towing calls be distributed to the assigned towing service agencies within a tow service area on a fair and equitable basis.
- (f) Inspect, or cause to have inspected, the vehicle(s), equipment and storage facilities of each towing agency to insure compliance with Sheriff's Office (requires DOT certification by the Minnesota State Patrol) criteria prior to being used to provide towing service for the LEC. All towing service agencies certified by the State Patrol will be re-inspected no less than once every three years.
- (g) Remove from the list of approved towing service agencies all those agencies that:
 - 1. fail to comply with the Sheriff's Office criteria listed below;
 - 2. fail to comply with all the local, state and federal laws, rules and regulations governing their operation;
 - 3. are known to be the subject of an Out of Service Order or Order to Cease Operations issued by the Federal Motor Carrier Safety Administration; or,
 - 4. are currently being monitored through the Motor Carrier Safety Improvement Program.

801.4 TOW SERVICE CRITERIA

- (a) Size - tow truck must have a gross weight of 8,000 pounds or more.
- (b) Type - wreckers must be equipped with a winch and boom capable of handling a vehicle of 9,000 pounds gross weight. Flatbed-style trucks may be used in lieu of a wrecker when recovery services are not needed.
- (c) Equipment - wreckers must have the following:
 - 1. Dolly
 - 2. Broom
 - 3. Shovel
 - 4. One fire extinguisher (minimum of 5 BC dry chemical)
 - 5. Scotch block
 - 6. Jack Stands
 - 7. Extra scotch block
 - 8. Trailer hitch
 - 9. Flags & flares

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Towing Agencies Standards

10. Flashing red and amber lamps (Minn. Statute §169.64, Subd.5)
 11. Material for the collection and removal of liquid debris (e.g. gas, oil antifreeze, etc.)
- (d) Equipment - flatbed trucks must have the following:
1. Broom
 2. Shovel
 3. One fire extinguisher (minimum of 5 BC dry chemical)
 4. Trailer hitch
 5. Flags & flares
 6. Flashing red and amber lamp(s) (Minn. Statute §169.64, Subd.5)
 7. Material for the collection and removal of liquid debris (e.g. gas, oil, antifreeze, etc.)
- (e) Place of Storage - All vehicles held in custody must be stored in a building or in an area enclosed by a fence, and be under 24 hour surveillance.
- (f) Hours of Operation - Towing service agencies must be available on a 24 hour per day, seven day per week basis. The towing service agency must be capable of releasing vehicles seven days per week.
- (g) Response Time - Must be reasonable considering the hour of the day, day of the week and weather conditions.
- (h) Operators - Operators of tow trucks must be qualified to operate the equipment and must have a valid driver's license for the class vehicle being operated. They should have knowledge of the laws and regulations governing the operation of tow trucks. Tow truck operators listed on the Predatory Offender Registry database must not be used on LEC towing service requests.
- (i) Towing Service Agencies - (includes owner(s) and principal(s) in the business).
1. Must have a satisfactory business reputation, which may include a check of the business' record with the Better Business Bureau or an analysis of service complaints documented by the Sheriff's Office (above).
 2. Must be properly registered with the Secretary of State to do business in Minnesota.
 3. Any prior convictions by the owner(s) or principal(s) in the business for fraud, embezzlement, theft or possession or receiving stolen property may be considered prior to selection as an approved towing service agency.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Towing Agencies Standards

4. Should have knowledge of the laws and regulations governing the operation of tow trucks, and be in compliance with local, state and federal laws, rules and regulations governing their operations.
5. Must conduct a full criminal record and Predatory Offender Registry (POR) check of all tow operators that may respond to Sheriff's Office service calls. If any operators are listed on the POR, they must not be allowed to respond to State Patrol requests for service.
6. When impounding vehicles at the Sheriff's Office request, must accept the responsibility to carry out the owner/lien holder notification requirements pursuant to (Minn. Statute §168B.06).

801.5 TOWING SERVICE APPLICATION

A LEC Towing Service Agency Application form shall be prepared by the towing service operator/owner and submitted to the LEC for the tow service agency, and a LEC Tow Truck Application form for each tow truck the operator/owner desires to have approved for towing service.

801.6 MAP

A map showing the tow service area boundaries may be prepared by the Communications Supervisor in conjunction with the tow service in each district. This map will be placed in the radio communications room for use by the Beltrami County Sheriff's Office Communications Operators.

801.7 TOW SERVICE LIST

A list will be prepared for each law enforcement entity listing the law enforcement entity approved towing service agencies and the designated towing service area for each agency. This information will be given to the Beltrami County Sheriff's Office Communications Operators for their use.

Beltrami County IPAWS Alerting System

802.1 PURPOSE

The Beltrami County Sheriff's Office is an alerting authority authorized to utilize the Federal Emergency Management Agency (FEMA) Integrated Public Alert and Warning System (IPAWS) Open Platform for Emergency Networks (OPEN). Beltrami County gains access to FEMA IPAWS OPEN through vendor software provided by Emergency Communications Network's product known as CodeRED. The purpose of this IPAWS Policy is to manage the access and usage of IPAWS by Beltrami County. This policy does not supersede the existing CodeRED policy for Community Notification Alerts and CodeRED users should adhere to the most current CodeRED policy for all non-IPAWS community notifications.

802.2 BELTRAMI COUNTY CREDENTIALS

The Beltrami County Sheriff's Office has a Memorandum of Agreement with FEMA and is an approved Collaborative Operating Group and assigned COG ID#200750 and the Federal Information Processing Standard (FIPS) code is #027007. There are two keys for IPAWS, the first being a training key and the other the live key. The training key will allow a user to sign-in to IPAWS through CodeRED but will not send an IPAWS alert. The live key is used when conducting tests of IPAWS or for an actual IPAWS alert. The live key should never be used for training. Upon the separation of an employee who has had access to the training key or live key, or when the password is known or suspected to be compromised, both passwords must be changed immediately by contacting Emergency Communications Network at ph.866-939-0911.

The credentials for the training key and live key are located in the Beltrami County Public Safety Answering Point in a sealed envelope and are never to be displayed openly.

802.3 BELTRAMI COUNTY POINT OF CONTACT

The Beltrami County Point of Contact identified by FEMA is the Beltrami County Emergency Management Director. External or internal inquiries on FEMA IPAWS should be directed to the Emergency Management Director. The Emergency Management Director is responsible for maintaining the training and live key credentials. Documentation related to FEMA IPAWS is on file with the Emergency Management Director.

802.4 TRAINING

Any member of the Beltrami County Sheriff's Office who is capable of disseminating an IPAWS alert must complete FEMA Independent Studies class IS-00247.a (or the most current IPAWS class). This includes any user who has access to IPAWS through the CodeRED Dashboard Community Notifications.

802.5 ALERT AUTHORIZATION

The Beltrami County Sheriff's Office has identified the following personnel to have the authority to issue an IPAWS alert: 1. Sheriff, 2. Chief Deputy and 3. Emergency Management Director.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Beltrami County IPAWS Alerting System

Prior to a user issuing an IPAWS alert, the user must have explicit authorization from one of the aforementioned personnel. If reasonable efforts to gain authorization are unsuccessful, a user may issue an IPAWS alert only if it meets the criteria identified under the acceptable use portion of this policy and with the request from an Incident Commander.

802.6 CROSS-BORDER NOTIFICATION

Beltrami County's IPAWS access was developed and funded through the Region 3 Homeland Security Emergency Management Joint Powers Board as a collaborative effort across the 14 counties in northwestern Minnesota. As part of that collaboration, the region gained the capability of having cross border notification. Cross border notification allows a county to send an IPAWS alert into another county within the region. Only the Emergency Management Director is permitted to authorize an IPAWS alert for another county and only with the permission or at the request of personnel authorized to issue an alert in that county.

802.7 CAPABILITIES

FEMA-IPAWS enables local agencies who have completed the necessary training and agreements to become a Collaborative Operating Group (COG) or IPAWS Alerting Authority to have access to OPEN. Utilizing vendor software integrated into FEMA-IPAWS, local alerting authorities are capable of accessing a number of warning resources including Non-Weather Emergency Messages/NOAA All-Hazards Radio, Emergency Alert System, Wireless Emergency Alerts and COG to COG alerts.

Non-Weather Emergency Messages (NWEM): NWEMs are alerts that are broadcast through the National Weather Service and will activate over the NOAA All-Hazards Radio Network utilizing HAZCOLLECT data and services.

Emergency Alert System (EAS): EAS is the system broadcasters receive emergency alerts to their broadcast stations. The alerts may or may not automatically preempt broadcasts from a local alerting authority depending on the preferences and settings by the broadcaster.

Wireless Emergency Alerts (WEA): WEAs enable alerting authorities to broadcast an alert through cellular telephone towers to WEA capable devices. Most smart phones and smart devices manufactured in the last four years are capable of receiving WEAs. WEAs are very brief messages, limited to 90 characters that are broadcast from cellular towers. It is not a text message or imessage and is a broadcast and not two-way communication with a tower. Due to being a broadcast, the targeted area will not completely match a polygon or selected area through the CodeRED mapping interface. Mobile device users do have the capability to deactivate WEAs on their device.

COG to COG: COGs are a local alerting authority. Messages from COG to COG are currently only delivered to the COG's software and not sent to email or a mobile device such as a text or call. COGs need to be signed in and monitoring their software to receive a COG to COG alert.

If Beltrami County sends a COG to COG message, the operator must make a phone call to the other COG alerting them of the COG to COG message.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Beltrami County IPAWS Alerting System

Beltrami County is assigned one FIPS code, so for NWEMs and EAS activations, the alert will be disseminated to the entire county. Alerting authority should keep this in mind when utilizing IPAWS alerts. Due to the large geographic area of Beltrami County, over warning is very easy.

802.8 LOCAL AUTHORIZED EVENT CODES

Beltrami County is authorized to use IPAWS for the following event codes:

CDW – Civil Danger Warning

CEM – Civil Emergency Message

EVI – Evacuation Immediate

SPW – Shelter in Place Warning

RWT – Required Weekly Test

802.9 ACCEPTABLE USE

The effectiveness of IPAWS relies heavily on the appropriate use of the system by local alerting authorities. Over use of the system diminishes the effectiveness of IPAWS as citizens are more likely to ignore or opt-out of receiving notifications if they receive too many alerts. Misuse of the system when there is not an immediate threat reduces the credibility of IPAWS alerts. The State of Minnesota has an IPAWS administrator and committee who establishes what alerting codes alerting authorities are permitted to use. The Beltrami County Sheriff's Office is authorized to use four IPAWS alert codes and one testing code. Acceptable use of IPAWS alerts are identified below:

CDW – Civil Danger Warning:

Armed personnel with intent to harm the public who are either mobile or whereabouts unknown.

The alert should include critical information including area being warned and what the threat is.

CEM – Civil Emergency Message:

Notifications where the public is in immediate danger or a dangerous environment is imminent or occurring.

EVI – Evacuate Immediate:

When a large area needs to be evacuated due to a hazard. This can be hazardous materials releases, widespread wildfire threats or radiological emergencies. IPAWS should not be used for small scale evacuations such as a neighborhood or concentrated area and are intended to be used for evacuation orders of a city or large area. Clear instructions must be provided.

SPW – Shelter in Place Warning:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Beltrami County IPAWS Alerting System

When dangerous situations exist where the public would be safest sheltering in place.

Examples could be hazardous materials releases, radiological emergencies or law enforcement emergencies where widespread public safety concerns persist.

RWT – Required Weekly Test:

Currently the “required” weekly test is not required. Required weekly tests are used to verify EAS activation. The local alerting authority should contact broadcasters before to determine effectiveness of the test. The required weekly test should be coordinated by the agency point of contact.

802.10 USE NOT PERMITTED

FEMA IPAWS cannot be used for the follow:

AMBER Alerts – are only allowed to be disseminated by the Bureau of Criminal Apprehension.

Weather Alerts – are only to be distributed by the National Weather Service*.

(*Local alerting authorities can still utilize their Community Notification Systems to relay warning information from the National Weather Service.)

802.11 ALERT DECISION-MAKING

Making a decision to issue an IPAWS alert can be difficult. The impressive reach and intrusive nature of IPAWS make this a very effective alerting tool but also has the capability of disrupting normalcy for thousands of people. When an alert is issued it should be anticipated that incomplete or inaccurate alerts will cause confusion and adversely affect the public’s response as well as generate additional overwhelming inquiries and traffic to the Beltrami County PSAP.

The following should be considered when making a decision to issue an IPAWS alert:

Does the hazardous situation require the public to take immediate action?

Does the hazardous situation pose a serious threat to life or property?

Is there a high degree of probability the hazard situation will occur?

When the decision is made to issue an alert, the following should be included in the message:

Specific Hazard: What is/are the hazards that are threatening? What are the potential risks?

Location: Where will the impacts occur? Is the location described so those without local knowledge will understand their risk?

Timeframes: When will it arrive at various locations? How long will the impacts last? Whenshould people take action?

Source of Warning: Who is issuing the warning, is the warning credible?

Magnitude: A description of the expected impact. How bad is it likely to get?

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Beltrami County IPAWS Alerting System

Likelihood: The probability of occurrence of the impacts.

Protective Behavior: What protective measures should people take and when? If evacuation is called for, where should people go and what should they take with them.

802.12 EFFECTIVE MESSAGE MAKING

Currently IPAWS is only available in English. Whenever possible, avoid abbreviations, slang or jargon. Text to speech resources may misinterpret what your message is trying to convey. When using text to speech, play the message prior to launching and correct any errors.

Once the threat subsides or is no longer a hazard, cancel the alert through IPAWS. WEAs are limited to 90 characters and abbreviations should be simple and easy to understand.

CodeRED

803.1 PURPOSE

The purpose of this policy is to establish guidelines for the administration and use of the Emergency Communications Network, Inc. Code Red services. This service is an internet based high speed telephone and email notification service.

803.2 POLICY

A. System Control

1. Operational control and administration shall be the responsibility of the Beltrami County Emergency Management Director and/or Assistant EM Director.
2. Only those trained in Code Red are eligible to have access codes and may be authorized to launch a Code Red alert. (The system allows a maximum of five authorized users)
3. In Emergency situations, any authorized user may initiate a CodeRED alert.
4. In non-emergency situations, the Sheriff, EM Director/Assistant Director will determine if a request meets the systems purpose
5. A request can be made from the following Beltrami County agencies and local units of government: any emergency response department including police, fire, EMS, public health, any city or school. Each Department that uses the system shall designate a liaison that will be trained on how to use the system.
6. The Emergency Management Director/Assistant Director will maintain a list of names of those authorized to initiate a CodeRED Alert.
7. An incident report (ICR) shall be completed for every request to launch Code Red (if an incident is already created which is the reason for the launch note the reason in the ICR).

B. System Purpose

1. Code Red services may be used for emergency and non-emergency community notifications including but not limited to:
 - a. City or county government information of importance
 - b. Search and rescue including missing children, missing elderly, missing disabled, evacuation notices and evacuation routes.
 - c. Public works purposes such as road closures or other significant road work, utility outages, and related issues.
 - d. Public Health purposes such as: disease outbreaks, drinking water contamination, and related issues.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

CodeRED

- e. Evacuations and other information concerning critical incidents.
- f. Crime related information such as escaped prisoners, sexual predator notifications, neighborhood crime watch support
- g. Natural disaster notifications including fires, floods, dangerous water conditions, levy breaks, and related issues.
- h. Man-made disaster notifications including terrorism threats, bomb threats, nuclear hazards, bio-hazards, chemical spills, gas leaks, HAZMAT emergencies, hostage situations, and related issues.
- i. Emergency weather related information.
- j. Providing urgent information to emergency responders regarding public safety with the intent to protect lives and/or property of the citizens and/or visitors of Beltrami County.
- k. EOC activation and notification
- l. Emergency Operations Team member activation
- m. Other situations deemed appropriate by the Sheriff, Chief of Police, EM Director or Assistant Director.

803.3 PROCEDURES

A. Requests for CodeRED Alerts

- 1. Emergency messages:
 - a. Can be approved by any authorized CodeRed user.
 - b. Can be launched at any time.
- 2. Non-emergency messages
 - a. Must be approved by the EM Director or Assistant Director
 - b. Can only be launched between the hours of 8 am and 8 pm.

B. Processing a Request

- 1. An incident report must be completed for each activation and must include:
 - A. Who is requesting activation.
 - B. What type of incident.
 - C. Who approved or denied the request.
 - D. Area or list to be contacted.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

CodeRED

- E. Text of message.
 - F. Time of activation./ expiration
 - G. Any problems encountered with the process.
- C. Launching Code Red
- 1. Access internet and go to www.coderedweb.com
 - 2. Login with your assigned login and password.
 - 3. Click on "Launch emergency calls" (3 step Wizard)
 - 4. Follow instructions to launch call.
 - 5. Ensure the Beltrami County Dispatch Center is aware of the call.
 - 6. Attach system reports with incident report and forward to the EM Director/Assistant Director.
- D. Managing Complaints and System Problems
- 1. Citizen complaints regarding the use of the system shall be handled by the Beltrami County EM Director or Assistant Director.
 - 2. System performance issues are the responsibility of Beltrami County and all concerns and complaints shall be forwarded to the EM Director or Assistant Director for resolution with the vendor.

Records Center Procedures

804.1 PURPOSE AND SCOPE

The Records Supervisor shall maintain the Office Records Center Procedures Manual on a current basis to reflect the procedures being followed within the Records Center. Policies and procedures that apply to all employees of this office are contained in this chapter.

804.1.1 NUMERICAL FILING SYSTEM

Case reports are filed numerically within the Records Center by Records Center personnel.

Reports are numbered commencing with the assigned agency initials and the last two digits of the current year followed by a sequential number beginning with 00001 starting at midnight on the first day of January of each year. As an example, case number 11-00001 would be the first new case beginning January 1, 2011.

804.2 FILE ACCESS AND SECURITY

All reports including, but not limited to, initial, supplemental, follow-up, evidence and all reports related to a case shall be maintained in a secure area within the Records Center, accessible only to authorized Records Center personnel.

804.2.1 REQUESTING ORIGINAL REPORTS

Generally, original reports shall not be removed from the Records Center. Should an original report be needed for any reason, the requesting employee shall first obtain authorization from the Records Supervisor. All original reports removed from the Records Center shall be recorded on the Report Check-Out Log, which shall constitute the only authorized manner by which an original report may be removed from the Records Center.

804.3 RECORDS MANAGER TRAINING

The Records Supervisor shall receive training in records management, including proper maintenance, retention and disposal of records and the proper release of records under the Minnesota Government Data Practices Act (MGDPA).

804.4 REQUISITION OF SUPPLIES

All personnel in need of supplies shall complete a Requisition of Supplies in the Records Center. The form shall be approved by a supervisor and submitted to the supply clerk in the Records Center.

Only Records Center personnel shall issue supplies from the supply room. No supplies will be provided without a Requisition of Supplies Form.

Records Maintenance and Release

805.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of office records. Protected information is separately covered in the Protected Information Policy.

805.1.1 DEFINITIONS

Definitions related to this policy include:

Confidential Data on Individuals - Data classified as confidential by state or federal law and that identifies individuals and cannot be disclosed to the public or even to the individual who is the subject of the data (Minn. Stat. § 13.02, Subd. 3).

Corrections and Detention Data - Data on individuals created, collected, used or maintained because of their lawful confinement or detainment in state reformatories, prisons and correctional facilities, municipal or county jails, lockups, work houses, work farms and all other correctional and detention facilities (Minn. Stat. § 13.85, Subd. 1).

Data on Individuals - All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual (Minn. Stat. § 13.02, Subd. 5).

Government Data - Data collected, created, received, maintained or disseminated by this office regardless of its physical form, storage media or conditions of use (Minn. Stat. § 13.02, Subd. 7).

Private Data - Data classified as private by state or federal law and that identifies individuals that are only available to the individual who is the subject of the data or with the individual's consent (Minn. Stat. § 13.02, Subd. 12).

805.2 POLICY

The Beltrami County Sheriff's Office is committed to providing public access to records and data in a manner that is consistent with the Minnesota Government Data Practices Act (MGDPA) and Official Records Act (Minn. Stat. § 13.03; Minn. Stat. § 15.17).

805.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

The Sheriff shall designate a Custodian of Records. The responsibilities of the Custodian of Records include, but are not limited to:

- (a) Managing the records management system for the Office, including the retention, archiving, release, and destruction of office data (Minn. Stat. § 15.17; Minn. Stat. § 138.17, Subd. 7).
- (b) Maintaining and updating the office records retention schedule, including:
 1. Identifying the minimum length of time the Office must keep data.
 2. Identifying the office division responsible for the original data.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Records Maintenance and Release

- (c) Establishing rules regarding the inspection and copying of office data as reasonably necessary for the protection of such data.
- (d) Identifying data or portions of data that are confidential under state or federal law and not open for inspection or copying.
- (e) Establishing rules regarding the processing of subpoenas for the production of data.
- (f) Ensuring a current schedule of fees for public data as allowed by law is available.
- (g) Ensuring the posting or availability to the public a document that contains the basic rights of a person who requests government data, the responsibilities of the Office, and any associated fees (Minn. Stat. § 13.025).
- (h) Ensuring data created by the Office is inventoried and subject to inspection and release pursuant to lawful requests consistent with the MGDPA requirements (Minn. Stat. § 13.03, Subd. 1).

805.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any office member who receives a request for data shall route the request to the Custodian of Records or the authorized designee.

805.4.1 REQUESTS FOR RECORDS

The processing of requests for data is subject to the following:

- (a) A person shall be permitted to inspect and copy public government data upon request at reasonable times and places and shall be informed of the data's meaning if requested (Minn. Stat. § 13.03, Subd. 3).
 1. The Office may not charge or require the requesting person to pay a fee to inspect data. Inspection includes, but is not limited to, the visual inspection of paper and similar types of government data. Inspection does not include printing copies, unless printing a copy is the only method to provide for inspection of the data (Minn. Stat. § 13.03, Subd. 3(b)).
 2. For data stored and made available in electronic form via remote access, public inspection includes allowing remote access by the public to the data and the ability to print copies or download the data. A fee may be charged for remote access to data where either the data or the access is enhanced at the request of the person seeking access (Minn. Stat. § 13.03, Subd. 3(b)).
- (b) Government data maintained by this office using a computer storage medium shall be provided in that medium in electronic form, if a copy can be reasonably made. The Office is not required to provide the data in an electronic format or program that is different from the format or program in which the data is maintained (Minn. Stat. § 13.03, Subd. 3 (e)).
- (c) The Office is not required to create records that do not exist.
- (d) The Custodian of Records or designee processing the request shall determine if the requested data is available and, if so, whether the data is restricted from release or denied. The Custodian of Records or designee shall inform the requesting person of the determination either orally at the time of the request or in writing as soon after

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Records Maintenance and Release

that time as reasonably possible. The Custodian of Records or designee shall cite the specific statutory section, temporary classification or specific provision of state or federal law on which the determination is based. Upon the request of any person denied access to data, the denial shall be certified in writing (Minn. Stat. § 13.03, Subd. 3 (f)).

- (e) When a record contains data with release restrictions and data that is not subject to release restrictions, the restricted data shall be redacted and the unrestricted data released.
 - 1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/video release should be maintained in the office-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.

805.5 RELEASE RESTRICTIONS

Examples of release restrictions include:

- (a) Personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver's license record, motor vehicle record, or any office record, including traffic collision reports, is restricted except as authorized by the Office, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722).
- (b) Private data on the following individuals (Minn. Stat. § 13.82, Subd. 17):
 - 1. An undercover law enforcement officer.
 - 2. A victim or alleged victim of criminal sexual conduct, or sex trafficking, or of a violation of Minn. Stat. § 617.246, Subd. 2.
 - 3. A paid or unpaid informant if the Office reasonably believes revealing the identity would threaten the personal safety of the informant.
 - 4. A victim of or witness to a crime if the victim or witness specifically requests not to be identified publicly, unless the Office reasonably determines that revealing the identity of the victim or witness would not threaten the personal safety or property of the individual.
 - 5. A person who placed a call to a 9-1-1 system or the identity of the person whose phone was used to place a call to the 9-1-1 system when revealing the identity may threaten the personal safety or property of any person or the purpose of the call was to receive help in a mental health emergency. A voice recording of a call placed to the 9-1-1 system is deemed to reveal the identity of the caller.
 - 6. A juvenile witness when the subject matter of the investigation justifies protecting the identity of the witness.
 - 7. A mandated reporter.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Records Maintenance and Release

- (c) Audio recordings of calls placed to the 9-1-1 system requesting law enforcement, fire, or medical agency response, except that a written transcript of the call is public unless it reveals the identity of protected individuals (Minn. Stat. § 13.82, Subd. 4).
- (d) Criminal investigative data involving active cases and inactive investigative data (Minn. Stat. § 13.82, Subd. 7):
 - 1. If the release of the data would jeopardize another ongoing investigation or would reveal the identity of protected individuals or is otherwise restricted.
 - 2. Images and recordings, including photographs, video, and audio records that are clearly offensive to common sensibilities. However, the existence of any such image or recording shall be disclosed.
 - 3. As otherwise restricted by law.
- (e) Juvenile records and data (Minn. Stat. § 260B.171).
- (f) State criminal history data held in the Bureau of Criminal Apprehension (BCA) database, including but not limited to fingerprints, photographs, identification data, arrest data, prosecution data, criminal court data, and custody and supervision data (Minn. Stat. § 13.87).
- (g) Traffic collision reports and related supplemental information (Minn. Stat. § 169.09, Subd. 13).
- (h) Corrections and detention data (Minn. Stat. § 13.85).
- (i) Personnel data except, unless otherwise restricted (Minn. Stat. § 13.43, Subd. 2):
 - 1. Name, employee identification number, and some aspects of compensation.
 - 2. Job title, bargaining unit, job description, education and training background, and previous work experience.
 - 3. Date of first and last employment.
 - 4. Existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action.
 - 5. Final disposition of any disciplinary action together with the specific reasons for the action, and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of this office.
 - 6. Terms of any agreement settling any dispute arising out of an employment relationship.
 - 7. Work location, work telephone number, badge number, and honors and awards received.
 - 8. Time sheets or other comparable data only used to account for an employee's work time for payroll purposes, excluding the use of sick or other medical leave or other nonpublic data.
 - 9. All other personnel data regarding employees of this office are private data and may only be released as authorized by that classification.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Records Maintenance and Release

- (j) Any data that was created under the direction or authority of the County Attorney exclusively in anticipation of potential litigation involving this office shall be classified as protected nonpublic or confidential data while such action is pending (Minn. Stat. § 13.39).
- (k) All data collected by an Automated License Plate Reader (ALPR) on individuals or nonpublic data absent an exception (Minn. Stat. § 13.82; Minn. Stat. § 13.824).
- (l) Response or incident data, so long as the Custodian of Records determines that public access would likely endanger the physical safety of an individual or cause a perpetrator to flee, evade detection, or destroy evidence (Minn. Stat. § 13.82, Subd. 14).
- (m) Any data on individuals receiving peer counseling or critical incident stress management services (Minn. Stat. § 13.02, Subd. 12; Minn. Stat. § 181.9731; Minn. Stat. § 181.9732).

Any other record not addressed in this policy shall not be subject to release where such record is classified as other than public data. All public data shall be released as required by the MGDPA (Minn. Stat. § 13.03, Subd. 1).

805.6 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for data should promptly contact a supervisor and the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested data.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the County Attorney, County Attorney or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Office so that a timely response can be prepared.

805.7 RELEASED RECORDS TO BE MARKED

Each page of any written record released pursuant to this policy should be stamped in a colored ink or otherwise marked to indicate the office name and to whom the record was released.

Each audio/video recording released shall include the office name and to whom the record was released.

805.8 EXPUNGEMENT

A petition for expungement and expungement orders received by the Office shall be reviewed for appropriate action by the Custodian of Records.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Records Maintenance and Release

805.8.1 ORDERS OF EXPUNGEMENT

The Custodian of Records shall expunge such records as ordered by the court. Records may include, but are not limited to, a record of arrest, investigation, detention or conviction. Once a record is expunged, members shall respond to any inquiry as though the record did not exist.

Upon request by the individual whose records are to be expunged, the Custodian of Records must send a letter at an address provided by the individual confirming the receipt of the expungement order and that the record has been expunged (Minn. Stat. § 609A.03, Subd. 8).

Expunged records may be opened only by court order (Minn. Stat. § 609A.03, Subd. 7).

Expunged records of conviction may be opened for purposes of evaluating a prospective employee of the Office without a court order.

The Custodian of Records shall inform any law enforcement, prosecution or corrections authority, upon request, of the existence of a sealed record and of the right to obtain access to it.

805.8.2 PETITION FOR EXPUNGEMENT

When responding to a petition for expungement, the Custodian of Records shall inform the court and the individual seeking expungement that the response contains private or confidential data (Minn. Stat. § 609A.03, Subd. 3).

805.9 MAINTENANCE OF CLOSED RECORDS

Records such as offense reports, arrest reports, juvenile records or other sensitive records shall be secured in such a manner as to reasonably protect them from unauthorized disclosure. Closed records shall be kept separate from public records and shall remain confidential.

Protected Information

806.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Beltrami County Sheriff's Office. This policy addresses the protected information that is used in the day-to-day operation of the Office and not the government data information covered in the Records Maintenance and Release Policy.

806.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Beltrami County Sheriff's Office and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

806.2 POLICY

Members of the Beltrami County Sheriff's Office will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

806.3 RESPONSIBILITIES

The Sheriff shall select a member of the Office to coordinate the use of protected information (Minn. Stat. § 13.05, Subd. 13).

The responsibilities of this position include, but are not limited to:

- (a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, the National Law Enforcement Telecommunications System (NLETS), Minnesota Division of Driver and Vehicle Services (DVS) records, Minnesota Bureau of Criminal Apprehension (BCA) and the Minnesota Comprehensive Incident-Based Reporting System (CIBRS).
- (b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy.
- (c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.
- (d) Developing procedures to ensure training and certification requirements are met.
- (e) Resolving specific questions that arise regarding authorized recipients of protected information.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Protected Information

- (f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.
- (g) Ensuring a comprehensive security assessment of any personal information maintained by the Beltrami County Sheriff's Office is conducted at least annually (Minn. Stat. § 13.055, Subd. 6).
- (h) Ensuring CIBRS is notified within 10 days that an investigation in CIBRS has become inactive (Minn. Stat. § 299C.40).

806.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Beltrami County Sheriff's Office policy or training (Minn. Stat. § 13.09). Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access (Minn. Stat. § 13.05; Minn. Stat. § 299C.40).

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution.

806.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know.

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Records Supervisor for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Office may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Center to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of deputies, other office members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Protected Information

806.5.1 REVIEW OF CHRI

Members of this office shall refer individuals seeking access to CHRI to the Minnesota BCA (Minn. Stat. § 13.87, Subd. 1(b)).

806.5.2 REVIEW OF CIBRS DATA

An individual who is the subject of private data held by CIBRS may request access to the data by making a request to the Records Supervisor. If the request is to release the data to a third party, the individual who is the subject of private data must appear in person at the Office to give informed consent to the access or release.

Private data provided to the individual must also include the name of the law enforcement agency that submitted the data to CIBRS and the name, telephone number and address of the agency responsible for the data.

A person who is the subject of private data may challenge the data. The Records Supervisor shall review the challenge and determine whether the data should be completed, corrected or destroyed. The corrected data must be submitted to CIBRS and any future dissemination must be of the corrected data.

The Records Supervisor must notify BCA as soon as reasonably practicable whenever data held by CIBRS is challenged. The notification must identify the data that was challenged and the subject of the data.

806.6 SECURITY OF PROTECTED INFORMATION

The Sheriff will select a member of the Office to oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

- (a) Developing and maintaining security practices, procedures and training.
- (b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.
- (c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.
- (d) Tracking, documenting and reporting all breach of security incidents to the Sheriff and appropriate authorities.

806.6.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal).

Protected Information

806.7 TRAINING

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.

806.8 SECURITY BREACHES

In the event of an actual or potential breach of the security or other unauthorized acquisition of private or confidential information, the Sheriff or designee shall ensure an investigation into the breach is made. Upon completion of the investigation and final disposition of any disciplinary action, a report containing the facts and result of the investigation shall be prepared. If the breach was conducted by an employee, contractor or agent of Beltrami, the report must include a description of the type of data that was breached, the number of individuals whose information was breached, the disposition of any related disciplinary action, and the identity of the employee determined to be responsible for the breach (Minn. Stat. § 13.055).

Written notice shall be given to any individual whose private or confidential data was, or is reasonably believed to have been, acquired by an unauthorized person as soon as reasonably practicable. The notice shall include the following (Minn. Stat. § 13.055):

- (a) Notification that an investigation will be conducted.
- (b) Notification that a report containing the facts and results will be prepared.
- (c) Information on how the person may obtain access to the report, including that he/she may request delivery of the report by mail or email.

The notice may be delayed only so long as necessary to determine the scope of the breach and restore the reasonable security of the data or so long as it will impede an active criminal investigation. Notice shall be made by first class mail, electronic notice or substitute notice as provided in Minn. Stat. § 13.055, Subd. 4. If notification is required to be made to more than 1,000 individuals, notice to all consumer reporting agencies of the timing distribution and content of the notices must also be made (Minn. Stat. § 13.055, Subd. 5).

Data Security Breach Policy

807.1 PURPOSE

This protocol is intended to assist Beltrami County in implementing the requirements of Minn. Stat. § 13.055 that is intended to provide timely and appropriate notice to individuals who are affected by a breach of the security of their private or confidential data. All employees must immediately report known or potential breaches of security to the responsible authority and their supervisor.

The County Attorney's Office in consultation with the affected department or office or Information Technology personnel as appropriate shall determine whether notice of the breach is required and if so how the notice will be provided. This protocol shall be integrated with Information Technology Policy 812, a copy of which is included and incorporated in the event a potential data breach or data breach involves electronic related data, resources or components.

807.2 DEFINITIONS

- (a) Potential Data Security Breach. A situation or incident that provides a reasonable basis to believe not public data may have been compromised or accessed for a purpose not authorized by law or by a person or entity not authorized by law to have access to such data.
- (b) Breach of the security of the data. Breach of the security of the data means the unauthorized acquisition of data maintained by the county in any medium that compromises the security and classification of the data, but not including the good faith acquisition by an employee, contractor or agent of the county if not provided to an unauthorized person.
- (c) Contact Information. Contact information means either name and mailing address or name and e-mail address for each individual who is the subject of data maintained by the county.
- (d) Unauthorized acquisition. Unauthorized acquisition means a person has obtained government data without the informed consent of the individuals who are the subjects of the data or lacks statutory or other legal authority and with the intent to use the data for non-governmental purposes.
- (e) Unauthorized person. Unauthorized person means any person who accesses government data without permission or without a work assignment that reasonably requires the person to have access to the data.

807.3 GUIDELINES

If the potential breach is on a county computing system that contains or has network access to private or confidential data, the R.A. shall consult with IT personnel and consider control measures that may include but is not necessarily limited to removing the computing system from the network.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Data Security Breach Policy

- Determining Breach. The responsible authority shall consult with the affected staff supervisor to determine whether a breach of security of data has occurred.
- Incidents. Examples of the types of incidents that may result in a notice-triggering breach include, but are not limited to:
 - (a)
 1. Evidence of unauthorized access into a computer system containing private/confidential data;
 2. Missing documents or papers or stolen or missing laptop, desktop, storage device or other types of information technology resource containing files with private/confidential data;
 3. Documents containing private/confidential data sent in any form to a wrong recipient;
 4. IT Systems containing private/confidential data that has been compromised; or
 5. Employee misuse of authorized access to or disclose of private or confidential data.

1. Indications the data is in the physical possession and control of an unauthorized person such as a lost or stolen computer or other device or documents containing unprotected private or confidential data

2. Indications the data has been downloaded or otherwise acquired

3. Indications the data was used by an unauthorized person such as a fraudulent account opened or an instance of identity theft reported;

4. The encryption protection of the data, if any;

5. Duration of exposure;

6. The extent to which the compromise of electronic data indicates a directed attack such as a pattern showing the device itself was specifically targeted; or

7. Indications the attack was intended to seek and collect private or confidential data.

807.4 TIMING OF NOTIFICATION

If a breach has been determined in most instances the affected department or office has primary responsibility to notify affected individuals. Notice is to occur without unreasonable delay. Notice maybe delayed due to

a) the legitimate needs of a law enforcement agency; or

b) any measures necessary to determine the scope of the breach and restore the reasonable security of the data.

Data Security Breach Policy

Immediate notification may be appropriate in the event of a breach that could have immediate deleterious impact on individuals whose data may have been acquired by an unauthorized person.

807.5 CONTACTING INVESTIGATIONS/OTHER LAW ENFORCEMENT

The responsible authority or designee(s) shall contact law enforcement agencies if the breach of security is believed to involve illegal activities. Data may be shared with law enforcement consistent with applicable data practice laws. If law enforcement is contacted it should be informed of the County's practice to provide notice to affected individuals. If law enforcement advises such notice would impede an active criminal investigation notice may be delayed. Delayed notice should be sent out as soon as law enforcement advises it would no longer impede the criminal investigation.

807.6 WHOM TO NOTIFY

The responsible authority in consultation with other appropriate county personnel, including but not limited to the affected department or office, shall determine the scope of the notice. Notice of a breach must be provided to any individual whose private or confidential data has been or is reasonably believed to have been acquired by an unauthorized person. If specific individuals cannot be identified notice should be sent to groups of individuals likely to have been affected such as all whose data is stored in the database of files involved in the breach. Measures should be taken to prevent notice lists from being over-inclusive. If questions arise regarding the scope of the notice required the County Attorneys' Office may be contacted for guidance.

807.7 NOTICE BEING GIVEN

1. Content. The responsible authority or designee shall consult with the affected department or office on the wording of a notice. IT personnel may also be consulted where appropriate. Notices shall generally be sent separate from other documents. The notice should use clear and plain language.

The following should generally be included in the notice:

- (a) A general description of what happened and when to the extent known.
- (b) The nature of the individual's private or confidential data that was involved, but not listing the specific private/confidential data.
- (c) Information about what the county has done to protect the individual's private/confidential data from further disclosure.
- (d) Institution assistance such as website information or telephone number for further information about the incident.
- (e) Information such as Web sites about what individuals can do to protect themselves against identity theft including contact information for nationwide credit reporting agencies.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Data Security Breach Policy

2. Method of Notification. The responsible authority in consultation with the affected division shall determine the appropriate method of notice as follows.

- (a) Written notice by first class mail to each affected individual; or
- (b) Electronic notice to each affected individual if communication normally occurs in that medium and the procedure is otherwise consistent with the provisions regarding electronic records and signatures contained in 15 U.S.C. 7001.
- (c) Substitute notice may be provided if the cost of providing the written notice required to each affected individual would exceed \$250,000 or the affected class of individuals to be notified exceeds 500,000 or the county does not have sufficient contact information to notify affected individuals. Substitute notice consists of all the following:
 - i E-mail notice if the county has an e-mail address for the affected individuals;
 - ii Conspicuous posting of the notice on the county website for a minimum of 45 days and
 - iii Notification to major media outlets that reach the general public.

807.8 COORDINATION WITH CREDIT REPORTING AGENCIES

Credit reporting agencies assist individuals in responding to a notice of a security breach. Such agencies should be notified in advance of sending notice of security breach incidents that may significantly increase calls to agencies for assistance.

If notice is required to be given to 1,000 or more individuals at one time the county shall notify without unreasonable delay all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis as defined in 15 U.S.C. 1681a, of the timing, distribution and content of the notice to be sent. Such contacts shall include but not be limited to the following:

- Equifax: U.S. Consumer Services, Equifax Information Services, LLC., Phone: 1-800-525-6285
- Experian: Experian Security Assistance, P.O. Box 72, Allen, TX 75013, 1-888-397-3742
- TransUnion: Phone: 1-800-680-7289

807.9 DOCUMENTATION

The responsible authority or designee must complete a Breach of Security Incident Response Summary for each reported breach regardless of whether notice is given. The form should be completed beginning at the time of the initial report or as soon thereafter as reasonably practical.

Where appropriate all documentation related to the breach and investigation shall be labeled and maintained as not public pursuant to the applicable data privacy classification including but not limited to, "security information" as defined by Minn. Stat. 13.37, Subd. 1(a). The form shall be retained by the responsible authority in accordance with the applicable records retention policy.

Information Security Incident Response Policy

808.1 POLICY

Beltrami County must manage Information Security Incidents to protect the integrity of Beltrami County Information Technology Resources and the personal security of the constituents the county serves.

Users will immediately report unauthorized disclosures of county not public data, theft or loss of Beltrami County Information Technology Resources (defined below), and any other potential information security events or incidents, to their supervisor.

808.2 PURPOSE

Adopting an enterprise approach to security incident management will help the county identify and respond to security incidents in a more timely, consistent, and effective manner. This policy establishes a standard for reporting, escalating, and resolving information security events or incidents to protect the integrity of Beltrami County Information Technology Resources and the personal security of the constituents the county serves. In addition, this will also provide a better understanding of the security posture of the county through metrics based reporting of security incidents.

808.3 DEFINITIONS

“Information Security Event” An identifiable occurrence of activity that has significance for a system and typically represents some outcome that is suspected to be a security incident, but has not been validated. Some examples of an Information Security Event are:

- a. Suspected security breaches of Beltrami County Information Technology Resources, whether or not resulting in the loss or damage of any data, intellectual property, software or hardware.
- b. Suspected instances of misuse or misappropriations of Beltrami County Information Technology Resources;
- c. Suspected thefts of Beltrami County Information Technology Resources;
- d. Any situation which may pose a threat to Beltrami County Information Technology Resources, Department of Information Technology business processes, or potentially impact on Beltrami County’s ability to continue operations or service its constituents.

808.4 RESPONSE TO A SECURITY INCIDENT

- (a) The Information Security Incident Response Team (iSIRT) is comprised of the Information Security Officer, Director of MIS Department, Responsible Authority for Data Practices, Risk Manager, and other individuals to be mobilized as needed to respond to a computer security incident. The iSIRT is responsible for responding to

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Information Security Incident Response Policy

computer security incident reports and activity with the goal of minimizing the impact of security incidents to the county by:

- a. Immediately halting any active security breach.
- b. Determining appropriate countermeasures for containment of the incident
- c. Enable reporting to proper external partners, such as law enforcement agencies or information security entities such as the Multi-State Information Sharing and Analysis Center (MS-ISAC).
- d. Refining the security incident response process through evaluation of previous responses.

808.5 NOT PUBLIC DATA

Any government data which is classified by statute, federal law, or temporary classification as confidential, private, non-public or protected non-public data as those terms are defined in the Minnesota Governmental Data Practices Act.

808.6 INFORMATION TECHNOLOGY RESOURCES

"Information Technology Resources" refers to hardware, software, and data assets. This includes the county's networks; electronic messaging (ex. Voice messaging and telephony services, radio, e-mail, etc.); all activities relating to the concept of the Internet/Web (includes the county's intranet, and all external networks accessible to users); and the storage, transmission, or use of all data acquired and maintained by any user on behalf of the county.

808.7 USER

"User" is defined as any Beltrami County employee or representative, elected official, contractor, vendor, licensee, as well as anyone who represents themselves as connected to Beltrami County and uses, possesses, or has access to Beltrami County Information Technology Resources.

808.8 RESPONSIBILITIES

Individual Users:

- (a) Immediately inform their supervisor of any potential breach of information security.
- (b) Any staff with contract oversight responsibilities are responsible for ensuring that Contractors who will use or have access to county information technology resources have read and signed the "Vendor/Contractor Information Technology Acceptable Use Policy Acknowledgement Form", and that this document is incorporated as a part of their contract.
- (c) Assist the Information Security Incident Response Team (iSIRT) with security incident resolution as needed.

Departments:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Information Security Incident Response Policy

- (a) Supervisors are responsible for informing the Information Security Officer, Director of the Information Technology Department, Responsible Authority for Data Practices, Risk Manager, and their Department Director of any potential breach of information security. Follow Incident Process Guidelines
- (b) Ensure that the individuals under their supervision are familiar with this policy and are able to recognize potential breaches of information security.

Information Security Officer:

Convene and direct the Information Security Incident Response Team (SIRT) as needed to evaluate the incident, determine notification requirements and next steps actions documented in Information Technology's Incident Process.

Jeanne Clery Campus Security Act

809.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure this office fulfills its obligation in complying with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

809.2 POLICY

The Beltrami County Sheriff's Office encourages accurate and prompt reporting of all crimes and takes all such reports seriously (20 USC § 1092(f)(1)(C)(iii)). Reports will be accepted in any manner, including in person or in writing, at any Beltrami County Sheriff's Office facility. Reports will be accepted anonymously, by phone or via email or on the institution's website.

It is the policy of the Beltrami County Sheriff's Office to comply with the Clery Act. Compliance with the Clery Act requires a joint effort between the Beltrami County Sheriff's Office staff and faculty of the institution.

Supervisors assigned areas of responsibility in the following policy sections are expected to be familiar with the subsections of 20 USC § 1092(f) and 34 CFR 668.46 that are relevant to their responsibilities.

809.3 POLICY, PROCEDURE AND PROGRAM DEVELOPMENT

The Sheriff will:

- (a) Ensure that the Beltrami County Sheriff's Office establishes procedures for immediate emergency response and evacuation, including the use of electronic and cellular communication and testing of these procedures (20 USC § 1092(f)(1)(J)(i); 20 USC § 1092(f)(1)(J)(iii)).
- (b) Enter into agreements as appropriate with local law enforcement agencies to:
 1. Identify roles in the investigation of alleged criminal offenses on campus (20 USC § 1092(f)(1)(C)(ii)).
 2. Assist in the monitoring and reporting of criminal activity at off-campus student organizations that are recognized by the institution and engaged in by students attending the institution, including student organizations with off-campus housing facilities (20 USC § 1092(f)(1)(G)).
 3. Ensure coordination of emergency response and evacuation procedures, including procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation (20 USC § 1092(f)(1)(J)).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Jeanne Clery Campus Security Act

4. Notify the Beltrami County Sheriff's Office of criminal offenses reported to local law enforcement agencies to assist the institution in meeting its reporting requirements under the Clery Act (20 USC § 1092(f)(1)(F)).
 5. Notify the Beltrami County Sheriff's Office of criminal offenses reported to local law enforcement agencies to assist in making information available to the campus community in a timely manner and to aid in the prevention of similar crimes. Such disseminated information shall withhold the names of victims as confidential (20 USC § 1092(f)(3)).
- (c) Appoint a designee to develop programs that are designed to inform students and employees about campus security procedures and practices, and to encourage students and employees to be responsible for their own security and the security of others (20 USC § 1092(f)(1)(D)).
 - (d) Appoint a designee to develop programs to inform students and employees about the prevention of crime (20 USC § 1092(f)(1)(E)).
 - (e) Appoint a designee to develop educational programs to promote the awareness of rape, acquaintance rape, domestic abuse, dating violence, sexual assault and stalking, and what to do if an offense occurs, including, but not limited to, who should be contacted, the importance of preserving evidence and to whom the alleged offense should be reported (20 USC § 1092(f)(8)(B)). The designee shall also develop written materials to be distributed to reporting persons that explains the rights and options provided for under 20 USC § 1092 (20 USC § 1092(f)(8)(C)).
 - (f) Appoint a designee to make the appropriate notifications to institution staff regarding missing person investigations in order to ensure that the institution complies with the requirements of 34 CFR 668.46(h).

809.4 RECORDS COLLECTION AND RETENTION

The Records Supervisor is responsible for maintaining Beltrami County Sheriff's Office statistics and making reasonable good-faith efforts to obtain statistics from other law enforcement agencies as necessary to allow the institution to comply with its reporting requirements under the Clery Act (20 USC § 1092(f)(1)(F)). The statistics shall be compiled as follows:

- (a) Statistics concerning the occurrence of the following criminal offenses reported to this office or to local police agencies that occurred on campus, in or on non-campus buildings or property, and on public property including streets, sidewalks and parking facilities within the campus or immediately adjacent to and accessible from the campus (20 USC § 1092(f)(1)(F)(i); 34 CFR 668.46(c)):
 1. Murder
 2. Sex offenses, forcible or non-forcible
 3. Robbery

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Jeanne Clery Campus Security Act

4. Aggravated assault
 5. Burglary
 6. Motor vehicle theft
 7. Manslaughter
 8. Arson
 9. Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations and weapons possession
 10. Dating violence, domestic abuse and stalking
- (b) Statistics concerning the crimes described in the section above, theft, simple assault, intimidation, destruction, damage or vandalism of property, and other crimes involving bodily injury to any person where the victim was intentionally selected because of his/her actual or perceived race, sex, religion, gender, gender identity, sexual orientation, ethnicity or disability. These statistics should be collected and reported according to the category of prejudice (20 USC § 1092(f)(1)(F)(ii); 34 CFR 668.46(c)).
- (c) The statistics shall be compiled using the definitions in the FBI's Uniform Crime Reporting (UCR) system and modifications made pursuant to the Hate Crime Statistics Act (20 USC § 1092(f)(7) and 34 CFR 668.46(c)(9)). For the offenses of domestic abuse, dating violence and stalking, such statistics shall be compiled in accordance with the definitions used in the Violence Against Women Act (20 USC § 1092(f)(7); 34 USC § 12291; 34 CFR 668.46(a)). The statistics will be categorized separately as offenses that occur in the following places (20 USC § 1092(f)(12); 34 CFR 668.46(c)(5)):
1. On campus.
 2. In or on a non-campus building or property.
 3. On public property.
 4. In dormitories or other on-campus, residential, or student facilities.
- (d) Statistics will be included by the calendar year in which the crime was reported to the Beltrami County Sheriff's Office (34 CFR 668.46(c)(3)).
- (e) Stalking offenses will include a statistic for each year in which the stalking conduct is reported and will be recorded as occurring either at the first location where the stalking occurred or the location where the victim became aware of the conduct (34 CFR 668.46(c)(6)).
- (f) Statistics will include the three most recent calendar years (20 USC § 1092(f)(1)(F); 34 CFR 668.46(c)).
- (g) The statistics shall not identify by name victims of crimes or persons accused of crimes (20 USC § 1092(f)(7)).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Jeanne Clery Campus Security Act

809.4.1 CRIME LOG

The Records Supervisor is responsible for ensuring a daily crime log is created and maintained as follows (20 USC § 1092(f)(4) and 34 CFR 668.46(f)):

- (a) The daily crime log will record all crimes reported to the Beltrami County Sheriff's Office, including the nature, date, time and general location of each crime, and the disposition, if known.
- (b) All log entries shall be made within two business days of the initial report being made to the Office.
- (c) If new information about an entry becomes available, then the new information shall be recorded in the log not later than two business days after the information becomes available to the sheriff's office or security department.
- (d) The daily crime log for the most recent 60-day period shall be open to the public for inspection at all times during normal business hours. Any portion of the log that is older than 60 days must be made available within two business days of a request for public inspection. Information in the log is not required to be disclosed when:
 1. Disclosure of the information is prohibited by law.
 2. Disclosure would jeopardize the confidentiality of the victim.
 3. There is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, may cause a suspect to flee or evade detection, or could result in the destruction of evidence. In any of these cases, the information may be withheld until that damage is no longer likely to occur from the release of such information.

809.5 INFORMATION DISSEMINATION

It is the responsibility of the Administration Chief Deputy to ensure that the required Clery Act disclosures are properly forwarded to campus administration and community members in accordance with institution procedures. This includes:

- (a) Procedures for providing emergency notification of crimes or other incidents and evacuations that might represent an imminent threat to the safety of students or employees (20 USC § 1092(f)(3); 34 CFR 668.46(e) and (g)).
- (b) Procedures for notifying the campus community about crimes considered to be a threat to other students and employees in order to aid in the prevention of similar crimes. Such disseminated information shall withhold the names of victims as confidential (20 USC § 1092(f)(3)).
- (c) Information necessary for the institution to prepare its annual security report (20 USC § 1092(f)(1); 34 CFR 668.46(b)). This report will include, but is not limited to:
 1. Crime statistics and the policies for preparing the crime statistics.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Jeanne Clery Campus Security Act

2. Crime and emergency reporting procedures, including the responses to such reports.
3. Policies concerning security of and access to campus facilities.
4. Crime, dating violence, domestic abuse, sexual assault and stalking awareness and prevention programs, including:
 - (a) Procedures victims should follow.
 - (b) Procedures for protecting the confidentiality of victims and other necessary parties.
5. Enforcement policies related to alcohol and illegal drugs.
6. Locations where the campus community can obtain information about registered sex offenders.
7. Emergency response and evacuation procedures.
8. Missing student notification procedures.
9. Information addressing the jurisdiction and authority of campus security including any working relationships and agreements between campus security personnel and both state and local law enforcement agencies.

Court Services Metal Detection

810.1 METAL DETECTION

PURPOSE:

The Beltrami County Court Security Division will screen for weapons and contraband on persons coming into a secure area of the Beltrami County Courthouse.

810.2 DEFINITIONS

Court Security Officer: Court Security Officer shall refer to both sworn Deputies and non-sworn Bailiffs.

Screening Area: Those areas designated for the screening of persons entering the secure area of the courthouse and/or their possessions. If deemed necessary, the screening area may also include a second checkpoint at the entrance into the courtroom based on safety and security concerns.

810.3 POLICY

A. Notice/Signage

1. All areas subject to security screening shall have adequate signage advising that weapons and prohibited items are not allowed in areas designated for court procedures and activities. The signage will also advise that all persons are subject to screening and/or search prior to entering the secure courthouse area. Signage will be in compliance with Beltrami County Administration.
2. Any person refusing to allow the screening of the belongings and/or pass through security screening will be denied entrance into the Judicial Center.
3. Detected dangerous or deadly weapons, contraband, and articles prohibited by statute courthouse ordinance, or judicial order shall be removed from the person or property. All items seized will be documented and retained as per Sheriff's Office Policy.

B. Screening

1. Magnetometer- All persons (see exceptions) entering the Judicial Center will be directed to place the following items into the designated inspection container:
 - (a) The contents of their pockets.
 - (b) Items on their person that the screening officer believes may set off the detector alarm (large belt buckles, large jewelry, watches, etc.).
 - (c) Purses, briefcases, handbags, backpacks, etc.
 - (d) Jackets/coats or outer garments that may shield contraband from the magnetometer.
 - (e) Other items being brought into the Judicial Center.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Court Services Metal Detection

- (f) Cell phones are prohibited past the screening checkpoint. A bin is available at the checkpoint to leave cell phones, however, the Beltrami County Sheriff's Office or any of its personnel are not liable for the contents of the bin.
 - (g) The individual will then be instructed to walk at a normal pace through the magnetometer.
2. Active Alarm- If the alarm activates on the magnetometer:
- (a) The individual will be instructed to step back behind the magnetometer.
 - (b) Advised to recheck for items with metal
 - (c) The individual will be instructed to step through the magnetometer again.
 - (d) If the individual fails to pass the screening, the above process is repeated until either the individual passes the magnetometer screening or the Court Security Officer believes further screening by use of a hand wand is necessary.
 - (e) If screening by use of a hand wand is necessary, the individual will then be directed to proceed to an area designated by the Court Security Officer for further search. The individual will then be searched by a hand held metal detector to determine the source of the alarm.
 - (f) The Court Security Officer will view what metal is setting off the alarm. If they can not view it, they may request footwear be removed and or will perform a pat search of the area to insure it is not a weapon. If the person denies the pat search or removal of footwear to produce what is setting off the alarm, they will be instructed to leave.
3. X-Ray Scanner
- (a) All items will be scanned with the x-ray scanner such as jackets, backpacks, purses, packages, binders, envelopes, and any object the Court Security Officer deems necessary.
 - (b) If a suspicious or unidentifiable item is seen on the monitor, that item will be subject to further search.
 - (c) If the Court Security Officer identifies a prohibited item on the monitor, the item may be subject to confiscation or removal from the premises. The possessor of the prohibited item may also be subject to legal action.
- C. Exceptions
- 1. Authorized personnel will be allowed to bypass the screening area by displaying the proper credentials to the Court Security Officer.
 - (a) Peace Officer:
 - 1. On duty, uniformed Peace Officer on official business.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Court Services Metal Detection

2. On duty, plain clothes Peace Officers on official business. Plain clothed Peace Officer must provide agency issued photo identification card.
 3. Probation Officer, Federal and State.
 4. Peace Officers appearing and/or attending court on personal/private or unofficial matters shall not carry firearms or any type of weapon beyond the main screening check point. They are subject to the same entry procedure as the public.
- (b) Attorney's:
1. Must provide a BAR card and valid ID so they can have their electronics. They will still be scanned through security for weapons.
- (c) Beltrami County Employees:
1. Social Service Agents, Sheriff's Office employees, and other individuals approved by Court Administration, the Court Security Sergeant, Judges, the Sheriff, or their designee.
- (d) Professionals
1. Professionals performing official business in the Beltrami County courthouse with valid credentials and permissions.
2. Cell Phones
- (a) All cell phones are prohibited from entering the Judicial Center. Exceptions being Judges, Attorneys, Social Workers, Law Enforcement Officers, Probation Agents, and Northwest Juvenile Center staff when on duty and anyone else designated by the Judges.
3. Manual Screening
- (a) Items larger than the opening of the tunnel of the baggage scanner and items, because of their nature, which may not be exposed to the baggage scanner, are subject to manual search.
1. In the event a person has an item to assist them with walking and they must have it to walk more than a few steps safely, they will be allowed to retain the items through the magnetometer. They will be screened with a hand held metal detector and a physical and visual inspection will be made of the device by Court Security Staff.
- (b) Medical Mobility Devices: Examples- Wheel Chairs, Motorized Devices, etc.
1. All removable items will be removed from the device and processed through the x-ray machine.
 2. A visual inspection will be conducted on the device and person. If a satisfactory search can be completed visually, the person may proceed through the check point. If the inspection is not satisfactory, a further search is required.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Court Services Metal Detection

D. Staffing

1. The metal detection post will be operational from 0800-1630 hours. Metal detection will remain open after hours only while a Judge remains on the bench. Metal detection will open early only when the court calendar is scheduled earlier than 0800.
2. Times of operation may be adjusted by the Court Security Sergeant of above.
3. Staffing will consist of a minimum of one (1) Court Security Deputy at all times, ideally having two (2) Court Security Officer during high volume court hours or days.

E. Operational Procedure

1. Two Person Operation:
 - (a) Contact person: This person is located at the entrance desk area, beside the magnetometer. The contact person gives direction to the people entering and controls the flow. They are also responsible for observing and detecting suspicious activity. their focus should be on the people entering the facility.
 - (b) Screener: This person is located at the x-ray scanning monitor and the magnetometer and has the responsibility to observe, detect, and prevent the introduction of prohibited items into the court area. They are also responsible for the movement of bins to the entrance end of the contact personal work area, when the screens are clear.

F. Prohibited Items

1. See Court Security Policy-Amnesty Bin.

G. Operational Exception:

1. this procedure may only be overridden by the rank of Court Security Sergeant or above.

810.4 SECTION TITLE

Court Security Inmate Movement

811.1 INMATE MOVEMENT

Purpose:

The Beltrami County Court Security Division shall monitor and control all inmate movement within the jail tunnel and the Judicial Center.

811.2 DEFINITIONS

Escorted Movement: Escorted movement occurs when an inmate(s) is moved from one location to another in the Judicial Center and/or jail tunnel with a Court Security Officer.

Group Movement: Group movement occurs when two or more inmates are moved from one location to another within the Judicial Center and/or jail tunnel with a Court Security Officer.

Individual Movement: Individual movement occurs when one inmate is moved from one location to another within the Judicial Center and/or jail tunnel with a Court Security Officer.

Vulnerable Inmates: Inmates who are not necessarily a security risk to the facility but may be at risk during unsupervised contact with other inmates. Vulnerable inmates would include, but not be limited to, juveniles, new arrests, and inmates assigned the custody status of protective custody.

Court Security Officer: Court Security Officer shall refer to both sworn Deputies and non-sworn Bailiffs.

811.3 POLICY

A) Inmate Movement:

- 1) The type of inmate movement used shall be determined by the inmate's security risk to the Officer and the courts.
- 2) Inmate movement should be limited to 5 inmates per Court Security Officer.
- 3) Restraints are required for movement. Four#Points will be used during the movement of inmates to and from in-person court.. If medically needed, handcuffs or shackles can be used as an alternative.
- 4) Movement of vulnerable or high risk inmates shall always be escorted individually. They will be placed in the solitary cell when feasible.
- 5) When group movement with male and female inmates is occurring (ex. arraignments), males and females will be kept segregated - with all males in the front of the line.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Court Security Inmate Movement

6) All juvenile inmate movement will be an escorted movement. No juvenile inmate movement will take place while adult inmates are being moved through the tunnel system or while adults occupy any holding areas. Handcuffs and/or shackles will be used for the escort, which will be applied by Court Security or NMJC staff. If Court Security Officers are escorting the juveniles without center staff, the four point system will be used.

7) Restraints will be taken off of juveniles before going into court. If it is determined the juvenile may become aggressive during court, the judge will be advised, and there will be a hearing before court to determine if restraints should stay on. See Minnesota statute 260B.008.

B) Inmate Conduct During Movement:

- 1) Inmates shall be instructed and expected to walk single file on the east side of the corridor.
- 2) Inmates will not be permitted to engage in any loud talking, running, or boisterous conduct during movement.
- 3) Inmates will only be allowed to possess legal papers.
- 4) Males and females will remain in separate holding cells.
- 5) When sending inmates in the elevator alone to go to court, never combine males and females without an officer present.

C) Inmate Movement and Communication:

- 1) Court Security Officers conducting inmate movement will notify the front desk prior to movement through the jail tunnel.
- 2) If sending an inmate in the elevator to another floor, the Officer will make sure there is a receiving party on that floor through radio communication.

D) Prison Inmate Movements:

- 1) When possible, inmates from prison should be kept segregated from jail inmate population.

E) Weapons in the Secure Tunnel:

- 1) Court Security Officers, licensed or non-licensed, will not be allowed to carry their duty weapon or knives while escorting inmates in the jail tunnel. They will utilize the lock boxes in the Court Security office or at the jail. Expandable batons, Tasers, and chemical agents are exempt from this restriction.

Court Security Amnesty Bin/Prohibited Items

812.1 AMNESTY BIN/PROHIBITED ITEMS

Purpose:

The Beltrami County Court Security Division will be responsible for maintaining and coordinating the Amnesty Bin and ensuring prohibited items are not in the courthouse.

812.2 DEFINITIONS

Court Security Officer: Court Security Officer shall refer to both sworn Deputies and non-sworn Bailiffs.

Prohibited items: Include but not limited to any firearms (real, replicas, toys, BB, and air-soft), knives, ammunition, scissors, weapons fashioned out of plastic, multi tools, screwdrivers, metal combs, brass/plastic knuckles, razor blades, nail files, knitting needles, chemical agent, throwing stars, cork screws, nails, chains, or any object deemed to be reasonably used as or to create a weapon in the courthouse. Prohibited items will also include any direct audio and/or video recording devices including but not limited to cell phones, cameras, smart watches, etc. MN State Statute; 609.02 Sub. 6. "Dangerous Weapons".

812.3 POLICY

- A) People entering the Judicial Center with prohibited items will be given the option to return the item to their vehicle, leave the item with a person not entering the secure area or surrender the item to Court Security Officers. Court Security Officers will then place the item into the amnesty bin for later disposal or training purposes.
- B) Prohibited items coming past the metal detection/x-ray machine will be subject to seizure and possible prosecution at the Court Security Officer's discretion.
- C) Once a person surrenders an item to the Court Security Officer, it will not be available for retrieval. Reasonable requests for item retrieval from the amnesty bin will be reviewed on a case by case basis by the Court Security Sergeant or designee. The Beltrami County Sheriff's Office is not responsible for items people discard into the amnesty bin that have been destroyed.
- D) To preserve court and building security, any prohibited items located in the hallways and corridors of the secure courts area appearing to be staged, stashed, or caching are subject to seizure and being placed into the amnesty bin. All other found property will be turned over to the "lost and found" in the Bailiff's office.
- E) The amnesty bin will be emptied of prohibited items on a quarterly basis or as needed.
- F) None of the items located in the amnesty bin will be retained except items approved by the Court Security Sergeant or Field Training Officers, for court security training purposes.

812.4 OPERATIONAL EXCEPTION

This procedure may only be overridden by the rank of Court Security Sergeant or above.

Court Security Radio Use

813.1 RADIO USE

Purpose:

The Beltrami County Court Security Division will utilize the radio to coordinate daily activities and emergencies in the courthouse.

813.2 DEFINITIONS

Court Security Officer: Court Security Officer shall refer to both sworn Deputies and non-sworn Bailiffs.

813.3 POLICY

- A) Transmissions must be legitimate and professional in nature.
- B) Profanity and obscene language shall not be transmitted over the radio.
- C) When using the radio, users shall wait until the frequency is clear before initiating anything other than emergency transmissions.
- D) The button of the microphone on the radio must be held down until the key tone ends before speaking into the microphone. This prevents you from cutting off your first word.
- E) Radio users shall speak in a normal tone of voice without shouting, mumbling, or whispering. The user shall also speak distinctively with syllables articulated, but not broken, and in simple, short phrases so information will be easily understood.
- F) Court Security Officers will not engage in unnecessary conversations. The Court Security Sergeant or designee will be responsible for monitoring radio conversations and intervening to insure professional radio demeanor.
- G) If a radio is lost or stolen, report the loss to the Court Security Sergeant immediately!**

813.4 OPERATIONAL EXCEPTION

This procedure may only be overridden by the rank of Court Security Sergeant or above.

Court Security Incident Response

814.1 INCIDENT RESPONSE

Purpose:

The Beltrami County Court Security Division will respond to reported and observed incidents in the courthouse and county campus, while maintaining the safety and security of the buildings and the people within.

814.2 DEFINITIONS

Court Security Officer: Court Security Officer shall refer to both sworn Deputies and non-sworn Bailiffs.

Incident: Any unexpected occurrence or situation likely to lead to a result in need of immediate action by Court Security. Some examples include but are not limited to: 9#1#1 calls, bomb threat, alarm response, fights, protestors, shootings, hostage situations, inmate escape, domestic assaults, medicals, and disturbances in the courtroom or on the county campus, and removals.

Evacuation: The orderly exit of all persons in the courthouse or county buildings through designated exit areas which may include emergency exits.

Lockdown: The process of securing all courtrooms and entrances into the courthouse preventing anyone from entering or leaving the building.

814.3 POLICY

A) Incident Command

1) Unless relieved by higher rank, the Court Security Sergeant or designee shall be in charge of all emergencies within the courthouse.

B) Reported Incident to Command

1) When an incident is reported to Dispatch, it will be relayed to the Court Security. Based on the severity level, the Court Security Sergeant or designee will direct the appropriate Court Security Staff to respond to the incident.

C) Observed Incident by Court Security

1) When an incident is observed by a Court Security Officer, that Officer will relay the incident clearly and concisely over the radio. Based on the severity level, Court Security Staff will respond to the incident.

D) Incident Response:

1) The Court Security Sergeant or designee will determine the number of Court Security Officers needed to deal with the reported incident and if evacuation or lockdown of the courthouse is needed.

2) It is the responsibility of every Court Security Officer to become familiar with the nearest evacuation routes in the event of an emergency. After the incident has been resolved, the building will be swept to insure the safety and security of the courthouse.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Court Security Incident Response

3) Court Security Officers will be prepared to assist with any evacuation or lock downs of the courthouse. They will also be prepared to assist or direct other responding agencies which may include emergency medical services and law enforcement agencies.

4) It is the responsibility of every Court Security Officer to become familiar with locking up courtrooms and checkpoints.

5) Consideration of a possible diversion or ambush must be made when Court Security Officers are responding to a reported incident.

6) During the incident, no unnecessary radio traffic will be allowed.

7) When necessary, Court Security Staff will notify Dispatch of the incident.

8) An ICR will be created and required reports completed, if necessary, by all Court Security Officers involved with the reported incident.

E) Priorities:

1) When faced with an incident the following priorities are as follows:

- a) Preservation of life
- b) Safety of the public and security of the courthouse
- c) Safety of all hostages, staff and inmates
- d) Restoration of order and control
- e) Protection of property
- f) Identification, evidence gathering, and prosecution of offenders.

F) Proactive Measures:

1) Early detection, intervention, and response to incidents will assist in preventing them and insure the safety and security of the courthouse.

- a) Court Security Officers shall be responsive and communicate with court staff and the public on reported concerns. Creating ICR's to document the concerns may be needed.
- b) Court Security Officers shall stay vigilant in their assignments and recognize any areas of concern with the buildings or suspicious persons and packages. Any concerns observed shall be reported to the Court Security Sergeant or designee.
- c) Court Security Officers shall remain calm and professional when dealing with the public and court staff in resolving any incident.

2) No plan can cover every conceivable circumstance. This procedure is to provide a guide to Court Security Officers when they are called upon to respond to a reported or observed incident. It is essential that Court Security's response to any incident be logical, timely and lawful.

G) Post Response:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Court Security Incident Response

- 1) If it is determined that, after the incident, the courthouse needs to be locked down, the Judges, County Attorneys Office, Court Administration, City Attorneys, Probation, and any public in the building will be advised by the Court Security Sergeant or designee of the lock down through a mass email that the courthouse is going on lock down until the incident is resolved. Once resolved, another email will go to all of the entities stating they can resume business as normal and receive a brief description of the incident. This is needed due to open court needing to be stopped, per Court Rules, if the front door is locked.
- 2) After an evacuation perimeter is established, interior checks will be completed to insure all access points have been properly secured.
- 3) Any affected area of the courthouse in need of evidence collection will be sealed off and access restricted by Court Security until it has been cleared for use by the investigating authority.
- 4) The Court Security Sergeant will insure Court Security Officers complete all appropriate reports, follow up investigations, and documentation of the incident.
- 5) The Sheriff and/or Chief Deputy will be notified of the incident by the Court Security Sergeant.
- 6) After the incident has been resolved, the building will be swept to insure the safety and security of the courthouse.
- 7) An after action report and incident debriefing will be completed by the Court Security Sergeant as needed.

814.4 OPERATIONAL EXCEPTION

This procedure may only be overridden by the rank of Court Security Sergeant or above.

Court Security Courtrooms

815.1 COURTROOMS

Purpose:

The Beltrami County Court Security Division will assist Court Administration with the operation of the courtroom to ensure safety and security is maintained throughout the courthouse.

815.2 RESPONSIBILITIES

All Court Security staff is responsible for following these procedures.

815.3 DEFINITIONS

Court Security Officer: Court Security Officer shall refer to both sworn Deputies and non-sworn Bailiffs.

Rules of Decorum : The instructions for people working, appearing, visiting or attending any court proceeding within the secure area of the courthouse as outlined by the 9th Judicial District Court. Reference Minn. Statute 609.66 Subd. 1 (g)(a)(1).

815.4 PROCEDURES

- a. All courtrooms will be opened at least 5-10 minutes before the start of the scheduled court calendar unless requested to be opened earlier.
- b. Courtrooms with documents/exhibits/evidence left in the courtroom from a continuing trial will remain locked until court personnel or Court Security can remain in the courtroom and/or when the trial resumes.
- c. Court Security Officers will announce the "All Rise" for the presiding judge, as outlined in the Rules of Decorum, as they enter the courtroom to take the bench.
- d. Court Security Officers will coordinate the inmate movements from secure holding areas and into the courtrooms, maintaining safety and security of the court.
- e. Inmates will remain in restraints unless instructed otherwise by the Judge. If the inmate is to be seen in court without restraints the Court Security Officer assigned to the courtroom will notify the Court Security Sergeant or Designee.
- f. Court Security Officers will remain vigilant and observant of persons in the courtroom to maintain safety and security of the court.
- g. Court Security Officers will remain at their assigned post unless relieved or authorized by the Court Security Sergeant or Designee.
- h. Court Security Officers will execute orders of the court including remanding persons into custody and/or service of papers.
- i. At the completion of the court calendar, the courtroom will be secured after checking and clearing the courtroom of contraband and non-court personnel.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Court Security Courtrooms

815.5 OPERATIONAL EXCEPTION

This procedure may only be overridden by the rank of Court Security Sergeant or above.

815.6 BELTRAMI COUNTY DISTRICT COURT RULES OF DECORUM

1. The flags of the United States and the State of Minnesota shall be displayed at all times while court is in session.
2. No chewing gum, food, or drink, is permitted in the courtroom.
3. No hats, caps, or other headgear shall be worn in the courtroom.
4. Children in the court room must be under the control and supervision of an adult at all times.
5. Spectators must remain seated at all times. Spectators may leave or enter the courtroom during the times when the lawyers are approaching or leaving the podium.
6. Reading of newspapers, magazines, books, or any material other than papers related to court business is prohibited in the courtroom while court is in session.
7. No electronic devices to include cell phones, laptops, I-pads, MP3 players, cameras, pagers, Bluetooth, smart watches or any other electronic device identified by Court Security Staff as prohibited, is allowed beyond the security check point in the Beltrami County Judicial Center. Attorneys, Social Workers, Probation Officers, and on duty law enforcement are exempt.
8. No signs or banners are allowed in the courtroom. There shall be no demonstrations of any kind in the courtroom while court is in session. There shall be no unnecessary conversations or loud whispering in the courtroom while court is in session. In addition, any cell phones must be turned off or on silent before entering the courtroom. Distracting or disorderly conduct may result in removal from the courtroom and criminal charges.
9. No tape recorders, video cameras, or still cameras are permitted within the Beltrami County Judicial Center, unless allowed by permission of the Court.
10. Video and/or audio recording by camera, phone, laptop or any other means are prohibited from the courthouse without the prior consent of the Court and parties as prescribed by the Rules of the Court. If such devices are allowed, all public media-related equipment to be utilized during the court proceedings may be set up 45 minutes before court begins. Any equipment not set up 15 minutes before court begins will not be allowed into the courtroom. No equipment, including microphone wire or camera cable, shall obstruct access to or egress from the courtroom or the podium.
11. At the opening of each Jury Trial, the Court Security Officer shall direct all present to stand and shall clearly and distinctly say "Here Ye Here Ye Here Ye, District Court of Beltrami County is now in session, the Honorable _____ presiding. Please be seated." For all other court, "All Rise" shall be said when the Judge enters the court room.
12. It is the duty of the Court Security Officer to maintain order at all times as attorneys and the public assemble in the courtroom. This duty shall include removing persons for distracting or disorderly behavior, admitting persons to the courtroom and directing them to the seating area, and refusing admittance to the courtroom when it is filled to capacity.
13. Attorneys are officers of the Court and shall, at all times, uphold the honor and dignity of the profession, maintaining at all times a respectful attitude toward the Court, opposing attorneys, and all others present.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Court Security Courtrooms

14. With the exception of on-duty law enforcement officers, no weapon of any type shall be taken, carried, or introduced into the courtroom. Refer to Minn. Stat. 609.66, subd. 1(g)(a)(1). All persons entering the courtroom may be searched and examined by electronic detection equipment, or a hand search by a court security officer. However, this usually takes place when entering the courthouse.
15. Attorneys and/or parties shall check in with the Court Security Officer, and shall be prepared to commence at the calendar time designated for their case.
16. All attorneys and court personnel shall wear appropriate business attire to the courtroom.

Court Security Use of Restraints

816.1 USE OF RESTRAINTS

Purpose:

The Beltrami County Court Security Division will use restraint instruments only to effect an arrest, a precaution against escape, for medical reasons, and as a prevention against self-injury, injury to others, or property damage. Through the use of restraint instruments, Court Security Officers will maintain the safety and security of the courts.

816.2 RESPONSIBILITIES

All Court Security Officers are responsible for following this policy. Court Security Officers shall be responsible for the proper application and spacing, removal, and storage of all restraint equipment used in the Court Security Division. Restraint devices carried by Court Security Officers will be maintained and in good working order.

816.3 DEFINITIONS

Court Security Officer: Court Security Officer shall refer to both sworn Deputies and non-sworn Bailiffs.

Conventional Restraints: Hardware equipment used to secure or control an individual. This includes handcuffs, leg shackles, 4-point restraints, waist belts/chains and hobbles.

Restraint Chair: Security chair for restraint and control of violent and/or destructive inmates.

High Risk Inmate: An inmate whose behavior is uncontrollable, unmanageable, self-destructive and a threat to staff or inmate safety or to the security interests of the court.

816.4 POLICY

A) General Information:

- 1) Restraints should never be used as punishment, used to cause undue discomfort, used to inflict physical pain, or used to restrict circulation or breathing.
- 2) Restraints should never be applied any longer than absolutely necessary to accomplish lawful objectives.
- 3) Inmates/new arrests receiving injuries from the use of restraints shall receive prompt medical attention.
- 4) If any Court Security Officer is injured during the use of restraints, they shall complete a "First Report of Injury" immediately - within reason.
- 5) All restraints shall be checked to ensure proper working condition prior to use.
- 6) Any restraints found no longer in good working condition will be taken out of service immediately. If the restraint is owned by the Court Security Division, it will immediately be turned over to the Court Security Sergeant or designee for replacement.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Court Security Use of Restraints

B) Restraints:

- 1) Restraints will be stored in designated locations in the jail, Court Security office, and transport vehicles.
- 2) Only Court Security Officers who have been trained in the proper use of restraint equipment shall be allowed use of restraint equipment.
- 3) Unless directed otherwise by a Judge, inmates will be restrained using the 4-point system when moving from the basement holding areas to the courtroom holding areas and into the courtrooms.
- 4) Based on the escape risk, security risk, and physical/mental health of the inmate/new arrest, additional restraint devices may be used including chain/belt and hobbles. All inmates will remain in restraints from the jail to their designated location in court and back to the jail.
- 5) Inmates that present a high level of security risk will be searched when applying restraint devices. Restraint device should not be considered escape proof. Court Security Officers should make frequent checks on all restraint equipment to insure that they have not been tampered with.
- 6) Handcuffs and leg shackles placed on inmates will be double locked and checked for proper spacing so as not to restrict circulation or cause pain.

C) Pregnant Women:

- 1) Pregnant women may be handcuffed in front, but they may not be shackled. Court Security Officers may not restrain a woman known to be pregnant unless the Officer makes an individualized determination that restraints are necessary for the safety and security needs of the woman, courthouse staff, other inmates, or the public. If restraints are determined to be necessary, the restraints must be the least restrictive available and the most reasonable under the circumstances.
- 2) Refer to Minnesota Statute 241.88.

816.5 OPERATIONAL EXCEPTION

This procedure may only be overridden by the rank of Court Security Sergeant or above.

Court Security Transportation of Inmates

817.1 TRANSPORTATION OF INMATES

Purpose:

To outline the procedures for the transport of inmates in a safe and humane manner using trained employees and the necessary level of security, supervision, and control to ensure public safety.

817.2 RESPONSIBILITIES

Beltrami County Court Security Division will provide local and long distance transport services for warrants, medical appointments, mental health, juvenile, prisons, and court orders. Transport services also include extraditions and meeting other agencies for the transfer of custody.

817.3 DEFINITIONS

Court Security Officer: Court Security Officer shall refer to both sworn Deputies and non-sworn Bailiffs.

Medical: All transports that involve medical issues.

Mental Health: All transports that involve mental health behavior.

Juvenile: A person who is under age (usually below 18), who is found to have committed a crime in states which have declared by law that a minor lacks responsibility and thus may not be sentenced as an adult.

Extraditions: The process whereby one state transfers a suspected or convicted criminal to another state.

Court Ordered: A transport that is ordered and signed by a judge.

High Risk Inmate: An inmate whose case presents the potential for attracting publicity or other attention should the inmate be in the community. Any offender with a documented escape risk or a recent history of assaultive behavior; any maximum custody offender; or any offender that has been indicated as a potential risk.

Writ: A written order issued by a court commanding the party whom it is addressed to bring the named offender/resident to court

817.4 REVIEW, APPROVAL, AND DOCUMENTATION

A) The Court Security Sergeant or the designee will review all requests for inmate transports. Any inmate transport may include the following:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Court Security Transportation of Inmates

- 1) Medical: All medical appointments are set up by medical staff. When transporting you need to have a complete Medical Form.
- 2) Warrant: Warrant Facesheet and copy of the warrant.
- 3) Mental Health: A Transport Request form and the court order.
- 4) Juvenile: Copy of court order and/or warrant.
- 5) Prison: Notice of Admission Sheet sent via e-mail 24 hours in advance.
- 6) Extradition: Copy of warrant(s), signed waiver of extradition, AND restitution form. (Additional paperwork may be needed if using an outside vendor for transport.)
- 7) Property: Contact the facility to determine what type of property the individual will be allowed to have in their possession. The subject and their property will be kept separate during the transport.

B) Set Up The Transport

- 1) A transport sheet is required before going on any type of transport. For instruction on how to set up a transport, refer to the Transport Set Up Procedure in the Court Security Procedure file.

C) Transport Requirements

- 1) The transport team must be available by department issued phone or personal phone.
- 2) Contact the other facility(s) involved to verify the inmate(s) is ready for custody transfer and give your ETA so they can have them ready.
- 3) Conduct an interior and exterior inspection of the transport vehicle before beginning transport.
- 4) Digital Ally must be turned on and ready to record. Whenever there is an inmate, medical, or juvenile in the vehicle the Digital Ally must be recording. (See Digital Ally Procedure.)
- 5) Inform Dispatch when leaving on your transport on the radio using BL ROAM. Say your Badge number and "BELTRAMI, BL ROAM". They will reply and you will say, "Starting transport". (Example: "8113 BELTRAMI, BL ROAM." "Go ahead." "Starting transport".)
- 6) When you arrive at your destination call dispatch immediately using the BL ROAM channel on the vehicle radio. (Example: Say your badge number and "BELTRAMI, BL ROAM", wait for dispatch to respond, you will then respond with "I'll be out at...*your destination*"). When you leave a facility, you will call dispatch again from the radio using your badge number and "BELTRAMI, BL ROAM." Wait for response and tell them

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Court Security Transportation of Inmates

you are clear of the facility and where you will be driving to next. (Example: "8113 BELTRAMI, BL ROAM." Dispatch: "8113". "I'm clear Ramsey County and headed to Hennepin County.")

7) When you are in route back to our jail, call the jail with your ETA so they can be ready.

8) If you have multiple inmates, call to alert the jail you are traveling to and inform them you currently have inmates with you. This gives the jail ample notice, allowing them time to find officers to assist you or meet you in the garage sally port. Never leave inmates in the vehicle unattended.

9) It is the responsibility of the arresting officer to thoroughly search inmates in their custody prior to transport. If it is necessary to search a prisoner of the opposite sex, officers shall, when practical, have a witness present, or have your Body Worn Camera recording.

10) Inmates are not allowed to use the phone during a transport. Inmates are not allowed to smoke at any time. Transporters are not allowed to buy any food, snacks, or drinks for the inmates, unless authorized by the Court Security Sergeant or designee. Any unnecessary stops should be avoided. Inmates will be seat-belted in county vehicles.

11) While returning with an inmate, the Court Security Sergeant or designee should be notified of any unusual circumstances, delays, etc.

12) When you get back to the jail or you park the vehicle and are finished with your transport, call Dispatch again and let them know your transport is complete (Example: "8113 BELTRAMI, BL ROAM" "Clear transport")

13) Insure the vehicle is free of garbage, used gloves, contraband, etc and has a minimum of 3/4 tank of fuel prior to parking. Transport vehicles are to be parked in the designated parking spots in the LEC lot or in front of the jail. Insure the radio, Digital Ally, and all power switches are turned off. After each long distance transport is complete, or when the memory card is full on the Digital Ally, remove the memory card from the Digital Ally and bring it to the Court Security Sergeant for download immediately.

14) Complete the Prisoner Transport Form and Warrant Facesheet immediately by following the Transport Set Up Procedure in the Court Security Procedure file on the S-Drive. Return the vehicle keys to the Transport Key drawer in the Bailiff's Office.

15) The transporter is responsible for insuring all vehicle equipment, including all restraints, are returned to the appropriate vehicle and are in good working order. Any equipment found to be deficient should be taken out of service and the Court Security Sergeant will be notified.

16) If you are redirected to pick up an inmate mid-transport, you must inform Dispatch as soon as possible. They will need the location, name(s), and birth date of the individual you are picking up so they can update your case in LETG and the transport document on the I-Drive.

Court Security Transportation of Inmates

17) All medications will be placed in a safe location away from the inmate for the duration of the transport.

817.5 RESTRAINT USE

A) For all transports, offenders of all custody levels will be restrained in the 4#point restraint system as outlined in Policy 816

B) At the discretion of the transporting officer(s), the use of additional restraints, or limited restraints for special medical needs or pregnancy, can be used when necessary.

817.6 SUPERVISION REQUIREMENTS

A) Relocating inmates or groups of inmates of varied custody levels will be subject to the supervision requirements of the highest level custody inmate in the group.

B) When transporting high risk inmates, you **MUST** have two transport officers; one officer **MUST** be armed.

C) When transporting low risk inmates, you can have one or two transport officers when transporting, licensed or non-licensed.

D) Necessary rest stops must be conducted with minimal public contact. Efforts are made first to use secure (county jail or DOC facility) rest rooms. If public restrooms are necessary in an emergency during transport, staff must position themselves between the offender and the obvious exits and must keep the offender in view at all times. Offenders are to remain in restraints, not to be taken off at any time. No inmate can be left alone in the vehicle or in the restroom.

E) **MINN STATUE 631.412** # A Sheriff or Corrections Officer is not required to provide a same sex escort if the vehicle used for transport has video and audio recording equipment installed, the video and audio recording equipment is operational and in position to record the portion of the vehicle where the transferee is held during the transport and the video and audio is recorded for the duration of the transfer. Recording of an inmate transfer under the provision must be kept for at least 12 months after the date of transfer. The provision that requires same#sex escorts for transports more than 100 miles remains in effect if the provisions are not complied with.

817.7 EMERGENCY PROCEDURES

A) Accidents

1) Assess the situation to evaluate the safety/security of all passengers.

2) Evaluate any injuries of all passengers, including if possible, all others involved. Call 911 if any medical assistance is needed.

3) If another vehicle(s) is involved, write down License Plate, Make, Model, Color of vehicle. If possible, take photos with your phone.

4) Report the accident to the local authorities. Per county policy, a police report is required. Make written notification and forward all reports and procedures to the Court Security Sergeant or Chief Deputy.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Court Security Transportation of Inmates

- 5) If the inmate(s) are in need of medical assistance, one officer (if able to do so) will go with the ambulance, escorting the inmate to the hospital. The inmate will remain guarded until further arrangements can be made. If only one officer is there, the officer will follow the ambulance to the emergency room.
- 6) If your vehicle is disabled, consider making arrangements with the local jurisdiction for transport of any inmates to their facility for temporary housing.
- 7) Contact the Court Security Sergeant or designee to inform them of the event and make any necessary arrangements.
- 8) Upon return to the courthouse, an incident report will be completed and sent to the Court Security Sergeant.

B) Medical Emergencies

- 1) In the event of a medical emergency involving your partner or inmate, contact 911 by phone or use of the MNIS system on the radio.
- 2) Check airway, pulse, and breathing. If necessary perform CPR.
- 3) Retrieve the first aid kit from the back/trunk of the vehicle.
- 4) If more than one inmate is being transported, consider removing the inmate with the emergency out of the vehicle if possible or necessary, securing the others in the vehicle.
- 5) If the inmate(s) is in need of medical assistance, one officer (if able to do so) will go with the ambulance, escorting the inmate to the hospital. The inmate will remain guarded until further arrangements can be made. If no officer is able to go with in the ambulance - follow the ambulance.
- 6) Contact the Court Security Sergeant or designee to inform them of the event and make any necessary arrangements.
- 7) Upon return to the courthouse, an incident report will be completed and sent to the Court Security Sergeant.

C) Vehicle Breakdown

- 1) If the transport vehicle becomes disabled during transport, consider the following: distance from the Beltrami County Courthouse, if the area is safe, the number of inmates being transported, and the source or nature of the problem, if known.
- 2) In the event of a flat tire and you are comfortable making the repair - do so in a safe and secure manner. Otherwise, call a local towing agency for assistance with the repair.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Court Security Transportation of Inmates

3) Consider making arrangements with the local jurisdiction for transport of any inmates to their facility for temporary housing or to complete the transport and do a meet with our agency.

4) If a tow is necessary, document the name of the towing company, address, and phone number. Also contact the local jurisdiction for transport of any inmates to their facility for temporary housing.

5) Contact the Court Security Sergeant or designee to inform them of the event and make any necessary arrangements.

D) If you are unable to use your cell phone and are out of range of Beltrami County Dispatch, use radio channel BL ROAM, so our dispatch can get help or to attempt communications. Another option is to use the regional channels on Zone F (which is our transport zone) and go to MSP Call or Regional Call. This will contact the county or region you are in. You will call out as follows: "Beltrami 8113 to *whatever your county* on Regional call (or MSP Call)". Someone in their dispatch should answer your call.

817.8 MEDICAL TRANSPORTS

A) Inmates will be secured using 4#point restraints and dressed in transport (orange) clothing when leaving the secure perimeter of the facility. Officer discretion on restraints should be used when escorting or transporting pregnant or injured inmates. One officer will transport unless they are a flight risk or high risk, or otherwise approved by the Court Security Sergeant or designee.

B) Medical staff will inform the Court Security Sergeant or designee of any necessary local medical appointments. They will provide Court Security with a Medical Form which will indicate the time and place of the appointment and the name of the medical provider being seen. Any notes written by the provider on the form should be given to medical staff at the jail upon return to the facility.

C) The Digital Ally **MUST BE** recording throughout the transport.

D) Transporting officers should request a private waiting area if available, or wait in the least occupied area of the public waiting room. While it is not possible to limit all inmate communication with the public, conversations should be cut off or avoided. If a safety or security concern exists, transport officers do have the authority to return to the jail at any time.

E) At a minimum, one transport officer will be present during the appointment to maintain safety and security and prevent the inmate from introducing contraband into the jail facility upon return. The officer will be of like gender if the nature of the appointment includes the inmate undressing.

817.9 PRISON TRANSPORTS

A) All inmates will be secured using 4#point restraints when leaving the secure perimeter of the jail facility. Officer discretion should be used when escorting or transporting pregnant or injured inmates.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Court Security Transportation of Inmates

- B) A Notice of Admission Form must be emailed to the receiving DOC facility 24 hours prior to transport.
- C) Inmates will be given the opportunity to take care of toileting needs prior to departing to avoid unnecessary stops.
- D) Inmates must be dressed in jail issued clothing and no personal items can come with them to prison. The only allowed items are glasses, medications, and legal paperwork.
- E) The proper paperwork should be in hand if needed, such as Writs or Interim Commit paperwork.
- F) The inmates will remain in restraints until the receiving facility authorizes the removal.
- G) Jail issued clothing will be returned to the transport team by the drop off facility prior to leaving. Return these items to the jail.
- C) Any changes must be approved by the Court Security Sergeant or designee.

817.10 MENTAL HEALTH TRANSPORTS

- A) All Mental Health transports will be performed by a transporter of the same sex as the client.
- B) The four-point system is not mandatory. At minimum, handcuffs shall be used. Officer shall use their discretion.
- C) Before placing the mental health client in the transport vehicle, assess if the transport will be safe for the client and the officer.
- E) Call facility the day before the transport to give them an estimated ETA and ask for any information they can give you on the client's behavior. Any information shall be used to consider if it is a low risk or high risk transport. If high risk, two transporters shall transport.
- F) If the client is especially violent before entering the vehicle or after they are placed in the vehicle, the transporter must call the Court Security Sergeant or designee with information of what is happening. The Sergeant will make the necessary arrangements with court and attorney's to deny transport for the safety of both client and officer.
- G) If the client is claiming they do not want to come to court, they have that option. The transporter will ask the client if they are then refusing to come to court and if they say they do not want to come, the transport is then canceled. A phone call to the Court Security Sergeant or designee shall be made before leaving the facility to make sure the Judge or attorney's do not want to take further action in getting the client to come to court.
- H) If the client is comatose, non-responsive, or a health risk, a call shall be made to the Court Security Sergeant or designee to assess if the transport will happen, considering the safety and health concerns of both client and officer.
- I) All medications will be placed in a safe location away from the individual for the duration of the transport.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Court Security Transportation of Inmates

817.11 EMPLOYEE TRAVEL AND REIMBURSEMENT

- A) If using a BCSO issued gas card, take a picture of the receipt and email it to Pam at the Sheriff's Office immediately.
- B) If using personal money to buy gas, you will ask for reimbursement by completing the WHITE expense claim form and attach your receipts to it.
- C) If you are seeking per diem or meal reimbursement, you will complete a GREEN expense claim form. This form must be filled out and submitted before the transport.
- D) All requests for the reimbursement of employee expenses must be approved by the Court Security Sergeant and the Chief Deputy. A signature is required of the Department Head on all green and white expense claim forms before submitting to the Auditors office for reimbursement.
- E) Any food or toiletry items purchased for an inmate will have prior approval from the Court Security Sergeant, and must be documented on the White Detailed Expense Claim Form. Receipts must be attached and submitted to the Court Security Sergeant for approval. Signature is required of the department head on all Green and White Expense Claim Forms before submitting.
- F) No food for yourself or the inmate will be purchased on the county credit card. You will use your money and then get reimbursed with proof of receipt.

817.12 OPERATIONAL EXCEPTION

This procedure may only be overridden by the Court Security Sergeant or above.

Chapter 9 - Custody

Custodial Searches

900.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the Beltrami County Sheriff's Office facility. Such items can pose a serious risk to the safety and security of office members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

900.1.1 DEFINITIONS

Definitions related to this policy include:

Custody search - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

Strip search - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

900.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

900.3 FIELD AND TRANSPORTATION SEARCHES

A deputy should conduct a custody search of an individual immediately after his/her arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any office vehicle.

Whenever practicable, a custody search should be conducted by a deputy of the same sex as the person being searched. If a deputy of the same sex is not reasonably available, a witnessing deputy should be present during the search.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Custodial Searches

900.4 SEARCHES AT SHERIFF'S FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the Beltrami County Sheriff's Office facilities. Except in exigent circumstances, the search should be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

900.4.1 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this office, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property and Evidence Section Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another office member. The inventory should include the case number, date, time, member's Beltrami County Sheriff's Office identification number and information regarding how and when the property may be released.

900.4.2 VERIFICATION OF MONEY

All money shall be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the contents on the front. The office member sealing it should place his/her initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

900.5 STRIP SEARCHES

No individual in temporary custody at any Beltrami County Sheriff's Office facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband. Factors to be considered in determining reasonable suspicion include, but are not limited to:

- (a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Custodial Searches

- (b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.
 - 1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.
- (c) Custody history (e.g., past possession of contraband while in custody, assaults on office members, escape attempts).
- (d) The individual's actions or demeanor.
- (e) Criminal history (i.e., level of experience in a custody setting).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

900.5.1 STRIP SEARCH PROCEDURES

Strip searches at Beltrami County Sheriff's Office facilities shall be conducted as follows (28 CFR 115.115):

- (a) Written authorization from the Shift Sergeant shall be obtained prior to the strip search.
- (b) All members involved with the strip search shall be of the same sex as the individual being searched, unless the search is conducted by a medical practitioner.
- (c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that it cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.
- (d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.
- (e) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.
- (f) The primary member conducting the search shall prepare a written report to include:
 - 1. The facts that led to the decision to perform a strip search.
 - 2. The reasons less intrusive methods of searching were not used or were insufficient.
 - 3. The written authorization for the search, obtained from the Shift Sergeant.
 - 4. The name of the individual who was searched.
 - 5. The name and sex of the members who conducted the search.
 - 6. The name, sex and role of any person present during the search.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Custodial Searches

7. The time and date of the search.
 8. The place at which the search was conducted.
 9. A list of the items, if any, that were recovered.
 10. The facts upon which the member based his/her belief that the individual was concealing a weapon or contraband.
- (g) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is showering, performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect his/her privacy and dignity.

900.5.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES

A strip search may be conducted in the field only with Shift Sergeant authorization and only in exceptional circumstances, such as when:

- (a) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.
- (b) There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy, except that the Shift Sergeant authorization does not need to be in writing.

900.6 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following:

- (a) No individual shall be subjected to a physical body cavity search without written approval of the Shift Sergeant and only upon a search warrant or approval of legal counsel. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).
- (b) Only a physician may conduct a physical body cavity search.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Custodial Searches

- (c) Except for the physician conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary office members needed to maintain the safety and security of the medical personnel shall be present.
- (d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.
- (e) All such searches shall be documented, including:
 - 1. The facts that led to the decision to perform a physical body cavity search of the individual.
 - 2. The reasons less intrusive methods of searching were not used or were insufficient.
 - 3. The Shift Sergeant's approval.
 - 4. A copy of the search warrant.
 - 5. The time, date and location of the search.
 - 6. The medical personnel present.
 - 7. The names, sex and roles of any office members present.
 - 8. Any contraband or weapons discovered by the search.
- (f) A copy of the written authorization shall be retained and shall be provided to the individual who was searched or other authorized representative upon request.

900.7 TRAINING

The Training Officer shall ensure members have training that includes (28 CFR 115.115):

- (a) Conducting searches of cross-gender individuals.
- (b) Conducting searches of transgender and intersex individuals.
- (c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

Transporting Prisoners

901.1 PURPOSE AND SCOPE

Our policy is to outline transport procedures to ensure safety and security.

901.1.1 GENERAL PROCEDURES

- (a) Prisoners shall be separated by age and sex, if practical.
- (b) When an officer transports a prisoner of the opposite sex, the Communications Center shall be notified of starting and ending mileage and locations.
- (c) All prisoners should be removed from the scene of arrest as soon as is practical.
- (d) The most direct route of transport shall be used.
- (e) Any prisoner in a state of undress or otherwise indecent shall be covered to the extent practical using any means available (blanket, jacket, etc.).
- (f) Except in emergency situations, Deputies shall not divert to other calls while transporting prisoners.
- (g) Arrested persons are to be transported in a department vehicle that is equipped with an effective barrier between the front and back seats, whenever possible.
- (h) Prisoners will be seat-belted in county vehicles.

901.1.2 SEARCH OF PRISONERS

It is the responsibility of the arresting officer to thoroughly search prisoners in their custody prior to transport. If it is necessary to search a prisoner of the opposite sex, officers shall, when practical, have a witness present. This does not preclude officers from protective pat-down searches for weapons.

901.1.3 USE OF HANDCUFFS

The purpose of handcuffs is to enhance the safety of the officer, reduce the possibility of prisoner escape, and to ensure the personal safety of the prisoner. Therefore, normally all arrestees will be handcuffed while being transported. The prisoner's hands will be placed behind the back with palms out. If this is impractical, the prisoner may be handcuffed in front, securing the cuffs through a belt if possible. Handcuffs shall be double-locked and properly gapped to prevent prisoner injuries. Juvenile prisoners may be handcuffed if necessary. Members shall not handcuff prisoners to vehicles or to stationary objects except under emergency situations. Prisoners shall be secured by seat belts when practical. Following any transport, the back seat of the vehicle will be searched prior to being returned to service. No prisoner shall be transported and then introduced to the correctional facility without being secured with handcuffs.

Prison Rape Elimination

902.1 PURPOSE AND SCOPE

This policy provides guidance for complying with the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation that establishes standards (PREA Rule) to prevent, detect and respond to sexual abuse, harassment and retaliation against prisoners in the Beltrami County Sheriff's Office Temporary Holding Facilities (28 CFR 115.111).

902.1.1 DEFINITIONS

Definitions related to this policy include:

Intersex - A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development (28 CFR 115.5).

Sexual abuse - Any of the following acts, if the prisoner does not consent, is coerced into such act by overt or implied threats of violence or is unable to consent or refuse:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva or anus
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object or other instrument
- Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or the buttocks of another person, excluding contact incidental to a physical altercation (28 CFR 115.6)

Sexual abuse also includes abuse by a staff member, contractor or volunteer as follows, with or without consent of the prisoner or resident:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva or anus
- Contact between the mouth and any body part where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
- Penetration of the anal or genital opening, however slight, by a hand, finger, object or other instrument, that is unrelated to official duties, or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh or the buttocks, that is unrelated to official duties, or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Prison Rape Elimination

- Any attempt, threat or request by a staff member, contractor or volunteer to engage in the activities described above
- Any display by a staff member, contractor or volunteer of his/her uncovered genitalia, buttocks or breast in the presence of a prisoner or resident
- Voyeurism by a staff member, contractor or volunteer (28 CFR 115.6)

Sexual harassment - Repeated and unwelcome sexual advances; requests for sexual favors; verbal comments, gestures or actions of a derogatory or offensive sexual nature by one prisoner or resident that are directed toward another; repeated verbal comments or gestures of a sexual nature to a prisoner or resident by a staff member, contractor or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures (28 CFR 115.6).

Transgender - A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth (28 CFR 115.5).

902.2 POLICY

The Beltrami County Sheriff's Office has zero tolerance toward all forms of sexual abuse and sexual harassment (28 CFR 115.111). The Office will not tolerate retaliation against any person who reports sexual abuse or sexual harassment or who cooperates with a sexual abuse or sexual harassment investigation.

The Beltrami County Sheriff's Office will take immediate action to protect prisoners who are reasonably believed to be subject to a substantial risk of imminent sexual abuse (28 CFR 115.162).

902.3 PREA COORDINATOR

The Sheriff shall appoint an upper-level manager with sufficient time and authority to develop, implement and oversee office efforts to comply with PREA standards in the Beltrami County Sheriff's Office Temporary Holding Facilities (28 CFR 115.111). The PREA Coordinator's responsibilities shall include:

- (a) Developing and maintaining procedures to comply with the PREA Rule.
- (b) Ensuring that any contract for the confinement of Beltrami County Sheriff's Office prisoners includes the requirement to adopt and comply with applicable PREA standards and the PREA Rule, including the obligation to provide incident-based and aggregated data, as required in 28 CFR 115.187 (28 CFR 115.112).
- (c) Developing a staffing plan to provide adequate levels of staffing and video monitoring, where applicable, in order to protect prisoners from sexual abuse (28 CFR 115.113). This includes documenting deviations and the reasons for deviations from the staffing plan, as well as reviewing the staffing plan a minimum of once per year.
- (d) Developing methods for staff to privately report sexual abuse and sexual harassment of prisoners (28 CFR 115.151).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Prison Rape Elimination

- (e) Developing a written plan to coordinate response among staff first responders, medical and mental health practitioners, investigators and office leadership to an incident of sexual abuse (28 CFR 115.165).
- (f) Ensuring a protocol is developed for investigating allegations of sexual abuse in the Temporary Holding Facility. The protocol shall include (28 CFR 115.121; 28 CFR 115.122):
 - 1. Evidence collection practices that maximize the potential for obtaining usable physical evidence based on the most recent edition of the U.S. Department of Justice's (DOJ) Office on Violence Against Women publication, "A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents" or a similarly comprehensive and authoritative protocol.
 - 2. A process to ensure a criminal or administrative investigation is completed on all allegations of sexual abuse or sexual harassment.
 - 3. A process to document all referrals to other law enforcement agencies.
 - 4. Access to forensic medical examinations, without financial cost, for all victims of sexual abuse where appropriate. Such examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible. If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified medical practitioners. The efforts to provide SAFEs or SANEs shall be documented.
 - 5. In accordance with security needs, provisions to permit, to the extent available, prisoner access to victim advocacy services if the prisoner is transported for a forensic examination to an outside hospital that offers such services.
- (g) Ensuring that prisoners with limited English proficiency and disabilities have an equal opportunity to understand and benefit from efforts to prevent, detect and respond to sexual abuse and sexual harassment. This includes, as appropriate, access to interpreters and written materials in formats or through methods that provide effective communication to those with disabilities (e.g., limited reading skills, intellectual, hearing or vision disabilities) (28 CFR 115.116).
 - 1. The agency shall not rely on other prisoners for assistance except in limited circumstances where an extended delay in obtaining an interpreter could compromise the prisoner's safety, the performance of first-response duties under this policy, or the investigation of a prisoner's allegations of sexual abuse, harassment or retaliation.
- (h) Publishing on the office's website:
 - 1. Information on how to report sexual abuse and sexual harassment on behalf of a prisoner (28 CFR 115.154).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Prison Rape Elimination

2. A protocol describing the responsibilities of the Office and any other investigating agency that will be responsible for conducting sexual abuse or sexual harassment investigations (28 CFR 115.122).
- (i) Establishing a process that includes the use of a standardized form and set of definitions to ensure accurate, uniform data is collected for every allegation of sexual abuse at facilities under this agency's direct control (28 CFR 115.187).
 1. The data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence, conducted by DOJ, or any subsequent form developed by DOJ and designated for lockups.
 2. The data shall be aggregated at least annually.
- (j) Ensuring audits are conducted pursuant to 28 CFR 115.401 through 28 CFR 115.405 for all Temporary Holding Facilities used to house prisoners overnight (28 CFR 115.193).
- (k) Ensuring contractors or others who work in the Temporary Holding Facility are informed of the agency's zero-tolerance policy regarding sexual abuse and sexual harassment (28 CFR 115.132).

902.4 REPORTING SEXUAL ABUSE AND HARASSMENT

Prisoners may make reports verbally, in writing, privately or anonymously of any of the following (28 CFR 115.151):

- Sexual abuse
- Sexual harassment
- Retaliation by other prisoners or staff for reporting sexual abuse or sexual harassment
- Staff neglect or violation of responsibilities that may have contributed to sexual abuse or sexual harassment

During intake the Office shall notify all prisoners of the zero-tolerance policy regarding sexual abuse and sexual harassment, and of at least one way to report abuse or harassment to a public or private entity that is not part of the Office and that is able to receive and immediately forward prisoner reports of sexual abuse and sexual harassment to agency officials. This allows the prisoner to remain anonymous (28 CFR 115.132; 28 CFR 115.151).

902.4.1 MEMBER RESPONSIBILITIES

Office members shall accept reports from prisoners and third parties and shall promptly document all reports (28 CFR 115.151).

All members shall report immediately to the Shift Sergeant any knowledge, suspicion or information regarding:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Prison Rape Elimination

- (a) An incident of sexual abuse or sexual harassment that occurs in the Temporary Holding Facility.
- (b) Retaliation against prisoners or the member who reports any such incident.
- (c) Any neglect or violation of responsibilities on the part of any office member that may have contributed to an incident or retaliation (28 CFR 115.161).

No member shall reveal any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment and investigation decisions.

902.4.2 SHIFT SERGEANT RESPONSIBILITIES

The Shift Sergeant shall report to the office's designated investigators all allegations of sexual abuse, harassment, retaliation, neglect or violations leading to sexual abuse, harassment or retaliation. This includes third-party and anonymous reports (28 CFR 115.161).

If the alleged victim is under the age of 18 or considered a vulnerable adult, the Shift Sergeant shall also report the allegation as required under mandatory reporting laws and office policy.

Upon receiving an allegation that a prisoner was sexually abused while confined at another facility, the Shift Sergeant shall notify the head of the facility or the appropriate office of the agency where the alleged abuse occurred. The notification shall be made as soon as possible but no later than 72 hours after receiving the allegation. The Shift Sergeant shall document such notification (28 CFR 115.163).

If an alleged prisoner victim is transferred from the Temporary Holding Facility to a jail, prison or medical facility, the Office shall, as permitted by law, inform the receiving facility of the incident and the prisoner's potential need for medical or social services, unless the prisoner requests otherwise (28 CFR 115.165).

902.5 INVESTIGATIONS

The Office shall promptly, thoroughly and objectively investigate all allegations, including third-party and anonymous reports, of sexual abuse or sexual harassment. Only investigators who have received office-approved special training shall conduct sexual abuse investigations (28 CFR 115.171).

902.5.1 FIRST RESPONDERS

The first deputy to respond to a report of sexual abuse or sexual assault shall (28 CFR 115.164):

- (a) Separate the parties.
- (b) Establish a crime scene to preserve and protect any evidence. Identify and secure witnesses until steps can be taken to collect any evidence.
- (c) If the abuse occurred within a time period that still allows for the collection of physical evidence, request that the alleged victim not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Prison Rape Elimination

- (d) If the abuse occurred within a time period that still allows for the collection of physical evidence, ensure that the alleged abuser does not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating.

If the first responder is not a deputy the responder shall request that the alleged victim not take any actions that could destroy physical evidence and should then notify a law enforcement staff member (28 CFR 115.164).

902.5.2 INVESTIGATOR RESPONSIBILITIES

Investigators shall (28 CFR 115.171):

- (a) Gather and preserve direct and circumstantial evidence, including any available physical and biological evidence and any available electronic monitoring data.
- (b) Interview alleged victims, suspects and witnesses.
- (c) Review any prior complaints and reports of sexual abuse involving the suspect.
- (d) Conduct compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.
- (e) Assess the credibility of the alleged victim, suspect or witness on an individual basis and not by the person's status as a prisoner or a member of the Beltrami County Sheriff's Office.
- (f) Document in written reports a description of physical, testimonial, documentary and other evidence, the reasoning behind any credibility assessments, and investigative facts and findings.
- (g) Refer allegations of conduct that may be criminal to the County Attorney for possible prosecution, including any time there is probable cause to believe a prisoner sexually abused another prisoner in the Temporary Holding Facility (28 CFR 115.178).
- (h) Cooperate with outside investigators and remain informed about the progress of any outside investigation.

902.5.3 ADMINISTRATIVE INVESTIGATIONS

Administrative investigations shall include an effort to determine whether staff actions or failures to act contributed to the abuse. The departure of the alleged abuser or victim from the employment or control of this office shall not be used as a basis for terminating an investigation (28 CFR 115.171).

902.5.4 SEXUAL ASSAULT AND SEXUAL ABUSE VICTIMS

No prisoner who alleges sexual abuse shall be required to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation (28 CFR 115.171(e)).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Prison Rape Elimination

Prisoner victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment. Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident (28 CFR 115.182).

902.5.5 CONCLUSIONS AND FINDINGS

All completed investigations shall be forwarded to the Sheriff, or if the allegations may reasonably involve the Sheriff, to the County Administrator. The Sheriff or County Administrator shall review the investigation and determine whether any allegations of sexual abuse or sexual harassment have been substantiated by a preponderance of the evidence (28 CFR 115.172).

All personnel shall be subject to disciplinary sanctions up to and including termination for violating this policy. Termination shall be the presumptive disciplinary sanction for office members who have engaged in sexual abuse. All discipline shall be commensurate with the nature and circumstances of the acts committed, the member's disciplinary history and the sanctions imposed for comparable offenses by other members with similar histories (28 CFR 115.176).

All terminations for violations of this policy, or resignations by members who would have been terminated if not for their resignation, shall be criminally investigated unless the activity was clearly not criminal and reported to any relevant licensing body (28 CFR 115.176).

Any contractor or volunteer who engages in sexual abuse shall be prohibited from contact with prisoners and reported to any relevant licensing bodies (28 CFR 115.177). The Sheriff shall take appropriate remedial measures and consider whether to prohibit further contact with prisoners by a contractor or volunteer.

902.6 RETALIATION PROHIBITED

All prisoners and members who report sexual abuse or sexual harassment or who cooperate with sexual abuse or sexual harassment investigations shall be protected from retaliation (28 CFR 115.167). If any other individual who cooperates with an investigation expresses a fear of retaliation, appropriate measures shall be taken to protect that individual.

The Shift Sergeant or the authorized designee shall employ multiple protection measures, such as housing changes or transfers for prisoner victims or abusers, removal of alleged abusers from contact with victims, and emotional support services for prisoners or members who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

The Shift Sergeant or the authorized designee shall identify a staff member to monitor the conduct and treatment of prisoners or members who have reported sexual abuse and of prisoners who were reported to have suffered sexual abuse. The staff member shall act promptly to remedy any such retaliation. In the case of prisoners, such monitoring shall also include periodic status checks.

902.7 REVIEWS AND AUDITS

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Prison Rape Elimination

902.7.1 INCIDENT REVIEWS

An incident review shall be conducted at the conclusion of every sexual abuse investigation, unless the allegation has been determined to be unfounded. The review should occur within 30 days of the conclusion of the investigation. The review team shall include upper-level management officials and seek input from line supervisors and investigators (28 CFR 115.186).

The review shall (28 CFR 115.186):

- (a) Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect or respond to sexual abuse.
- (b) Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender or intersex identification, status or perceived status; gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility.
- (c) Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse.
- (d) Assess the adequacy of staffing levels in that area during different shifts.
- (e) Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff.

The review team shall prepare a report of its findings, including any determinations made pursuant to this section and any recommendations for improvement. The report shall be submitted to the Sheriff and the PREA Coordinator. The Sheriff or the authorized designee shall implement the recommendations for improvement or shall document the reasons for not doing so (28 CFR 115.186).

902.7.2 DATA REVIEWS

The facility shall conduct an annual review of collected and aggregated incident-based sexual abuse data. The review should include, as needed, data from incident-based documents, including reports, investigation files and sexual abuse incident reviews (28 CFR 115.187).

The purpose of these reviews is to assess and improve the effectiveness of sexual abuse prevention, detection and response policies, practices and training. An annual report shall be prepared that includes (28 CFR 115.188):

- (a) Identification of any potential problem areas.
- (b) Identification of any corrective actions taken.
- (c) Recommendations for any additional corrective actions.
- (d) A comparison of the current year's data and corrective actions with those from prior years.
- (e) An assessment of the office's progress in addressing sexual abuse.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Prison Rape Elimination

The report shall be approved by the Sheriff and made readily available to the public through the office website or, if it does not have one, through other means. Material may be redacted from the reports when publication would present a clear and specific threat to the safety and security of the Temporary Holding Facility. However, the nature of the redacted material shall be indicated.

All aggregated sexual abuse data from Beltrami County Sheriff's Office facilities and private facilities with which it contracts shall be made readily available to the public at least annually through the office website or, if it does not have one, through other means. Before making aggregated sexual abuse data publicly available, all personal identifiers shall be removed (28 CFR 115.189).

902.8 RECORDS

The Office shall retain all written reports from administrative and criminal investigations pursuant to this policy for as long as the alleged abuser is held or employed by the Office, plus five years (28 CFR 115.171).

All other data collected pursuant to this policy shall be securely retained for at least 10 years after the date of the initial collection unless federal, state or local law requires otherwise (28 CFR 115.189).

902.9 TRAINING

All employees, volunteers and contractors who may have contact with prisoners shall receive office-approved training on the prevention and detection of sexual abuse and sexual harassment within this facility. The Training Officer shall be responsible for developing and administering this training as appropriate, covering at a minimum (28 CFR 115.131):

- The Office's zero-tolerance policy and prisoners' right to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.
- The dynamics of sexual abuse and harassment in confinement settings, including which prisoners are most vulnerable.
- The right of prisoners and staff members to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.
- Detecting and responding to signs of threatened and actual abuse.
- Communicating effectively and professionally with all prisoners.
- Compliance with relevant laws related to mandatory reporting of sexual abuse to outside authorities.

Investigators assigned to sexual abuse investigations shall also receive training in conducting such investigations in confinement settings. Training should include (28 CFR 115.134):

- Techniques for interviewing sexual abuse victims.
- Proper use of *Miranda* and *Garrity* warnings.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Prison Rape Elimination

- Sexual abuse evidence collection in confinement settings.
- Criteria and evidence required to substantiate a case for administrative action or prosecution referral.

The Training Officer shall maintain documentation that employees, volunteers, contractors and investigators have completed required training and that they understand the training. This understanding shall be documented through individual signature or electronic verification.

All current employees and volunteers who may have contact with prisoners shall be trained within one year of the effective date of the PREA standards. The agency shall provide annual refresher information to all such employees and volunteers to ensure that they understand the current sexual abuse and sexual harassment policies and procedures.

Arrested Persons in Need of Medical Care or Treatment

903.1 PURPOSE AND SCOPE

The Sheriff's Office recognizes that officers frequently arrest subjects who have committed a crime and who are in need of some sort of medical care/ treatment. In those circumstances where the subject is arrested and must be transported to the hospital for treatment, officers will promptly transport the prisoner to the hospital and make arrangements at the Emergency Room for the prisoner's treatment.

903.1.1 PROCEDURE

Officers will follow the procedure outlined below for dealing with prisoners at Sanford Hospital under these circumstances:

- (a) Pull your squad into the ambulance bay if available or park outside and enter the ER through the ambulance entrance with your prisoner.
- (b) If it is available, you will be placed into room 15 (secure room) until the prisoner can be "in-processed" as a patient at the hospital. If room 15 is already occupied, you will be placed into another ER room pending "in-processing."
- (c) If the prisoner is a candidate for a "72 hour hold" refer to Policy 418. " Release the person to the ER once they have them under control or sedated. The sheriff's office will not place patients being held for mental illness issues under guard. For the time being, the sheriff's office will continue to transport psych patients pending further meetings with medical and transportation officials to deal with this transportation issue.
- (d) If the prisoner is being treated for an injury and they will be immediately released, you will wait (or make arrangements for another officer to stand by) and take your prisoner to the Beltrami County Jail once they have been treated.
- (e) If the prisoner is to be admitted to the hospital for treatment that will take more time (IE: the doctors can't tell you when the release date might be) you will obtain full identification on the prisoner, release the prisoner to the hospital and insure that the subject is safely under the control of hospital personnel. Ask that the hospital call the sheriff's office before they release the prisoner so they can be picked up and taken to jail at that time. The sheriff's office will not place a guard on the prisoner. If it happens that the prisoner is released from the hospital and the sheriff's office misses that opportunity to re-arrest the suspect, a warrant will be applied for and the suspect will be arrested at a later date.
- (f) If the prisoner is under arrest for a serious felony involving death or serious bodily harm (IE: homicide, CSC, Assault) or is a danger to the community and the prisoner

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Arrested Persons in Need of Medical Care or Treatment

is to be admitted, the sheriff's office will place the prisoner under guard at the hospital, until the case can be reviewed by the Chief Deputy or Sheriff.

Arrests, Detention, and Bail

905.1 PURPOSE AND SCOPE

Our policy is to affect arrests safely and lawfully. This order deals with arrest, detention, citizen's arrests, and the 36 and 48 Hour Rules. Officers are responsible for this information.

905.1.1 ARREST, DETENTION, AND BAIL FOR VIOLATORS

The basic authority for police officers within the State of Minnesota to make arrests derives from Minnesota §629.30. The primary purpose of an arrest is to bring an arrested person before the court to answer to the violation for which he/she was arrested.

905.1.2 CUSTODIAL ARRESTS

A custodial arrest is the actual, physical restraint of a person and subsequent detention. Custodial arrest may occur with or without a warrant, depending on the circumstances.

905.1.3 WHEN FORCE MAY BE USED TO MAKE ARRESTS § 629.33

If a peace officer has informed a defendant that the officer intends to arrest the defendant, and if the defendant then flees or forcibly resists arrest, the officer may use all necessary and lawful means to make the arrest but may not use deadly force unless authorized to do so under section §609.066. After giving notice of the authority and purpose of entry, a peace officer may break open an inner or outer door or window of a dwelling house to execute a warrant if:

- (a) The officer is refused admittance
- (b) Entry is necessary for the officer's own liberation or
- (c) Entry is necessary for liberating another person who is being detained in the dwelling house after entering to make an arrest

905.1.4 ARREST WITH A COURT WARRANT

It is not necessary that the police officer possess the actual warrant, however, there must be reliable information that an active warrant exists for the individual's arrest. The officer shall inform the defendant that the officer is acting under a court warrant, and shall show the warrant if requested to do so or as soon as possible and practical. A police officer may make a custodial arrest of a named or described individual after being informed by any competent court or police agency that a warrant is active. If the warrant is a misdemeanor or petty misdemeanor, the defendant may be taken into custody only between 8:00 a.m. and 10:00 p.m. and not on Sunday, unless the warrant is "night-capped" by the specific court authority, or if the defendant is found on a public highway, street, or public place. If the defendant is charged with a felony or gross misdemeanor, the defendant may be arrested on any day and at any time.

905.1.5 WARRANTLESS ARREST

Minnesota §629.34, subdivision 1-d, an officer may make an arrest without a warrant under the following circumstances:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Arrests, Detention, and Bail

- (a) For a public offense (misdemeanor or gross misdemeanor) committed or attempted in his/her presence;
- (b) When the person arrested has committed a felony, although not in his/her presence;
- (c) When a felony has in fact been committed and he/she has reasonable cause to believe the person arrested has committed the felony;
- (d) Upon a charge made upon reasonable cause of the commission of a felony by the person arrested;
- (e) Under the circumstances described above when the offender is in violation of a restraining order or no contact order previously issued by a court;
- (f) Under the circumstances described above when the offense is a gross misdemeanor violation of Minnesota § 609.52 (Theft), §609.595 (Damage to Property), §609.631 (Check Forgery), §609.749 (Harassment/Stalking), or §609.821 (Financial Transaction Card Fraud); or
- (g) According to Minnesota §609.341 (Allowing Probable Cause Arrests for Domestic Violence). According to Minnesota §629.34, subdivision 1-d, to make an arrest authorized under this subsection, the officer may break open an outer or inner door or window of a dwelling house if, after notice of office and purpose, the officer is refused admittance. This must be read along with the case of *Payton v. New York*, a United States Supreme Court case that states that, without consent or exigent circumstances, a search warrant is necessary to enter a private dwelling to affect an arrest based upon probable cause. Examples of exigent circumstances would be that the defendant may commit another crime, the defendant may harm himself or someone else, or when the officer is in fresh pursuit.

905.1.6 CITATIONS IN LIEU OF ARREST OR DETENTION

The use of citations are controlled by Rule 4.02, subdivision 2, of the Minnesota Rules of Criminal Procedure. Deputies of the Beltrami County Sheriff's Office who have decided to proceed with the prosecution of an individual without the direction of a court order shall issue citations to a person subject to arrests for misdemeanors, unless it reasonably appears to the officer that arrest or detention is necessary to prevent bodily harm to the accused or another, or that the arrestee is likely to commit further criminal conduct, or there is a substantial likelihood that the arrest would fail to respond to the citation. If the officer decides to proceed with the prosecution of a misdemeanor, a citation must be issued and the accused not further detained if he/she does not fit any of the other exceptions. Minnesota Rules require that a person arrested for a misdemeanor without a warrant must be released on a promise to appear, unless it reasonably appears that continued detention is necessary based on the following factors:

- (a) If the accused refuses to satisfactorily identify himself/herself;
- (b) If the accused has no permanent address;

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Arrests, Detention, and Bail

- (c) If the accused has a past history of not responding to criminal procedure;
- (d) If the accused is an out-of-state resident;
- (e) If the defendant may cause harm to himself or another or may, upon release, engage in further criminal conduct;
- (f) If the accused is under the influence of drugs or liquor and not accompanied by an otherwise responsible person;
- (g) If the accused exhibits assaultive behavior or verbally threatens another; or
- (h) If the accused is charged with a crime that constitutes the violation of previous conditions of release. In all cases where citations or summonses are issued, the officer should pay attention to using the correct wording in the charge, along with the correct statute or ordinance citation (for instance, "Driving While Under the Influence of an Alcoholic Beverage" instead of D.U.I.) The officers should make sure that everything is in order before a citation or summons is issued. Once issued, only a judge can void a citation or summons if an error is made. If there is a wish to void the citation or summons, this must be accompanied by a letter of explanation written by the arresting officer. The reverse side of the citation must be filled out in detail, as well as the front of the summons. Detailed descriptions on the back of a summons facilitate prosecution and provides necessary information to the court, the prosecuting attorney, and the defendant. The officer is not to advise the violator on court procedures. The officer should only inform the subject as to the date, time, and location of any court appearance. If the subject is arrested on a misdemeanor arrest for any of the aforementioned reasons, the original of the summons must be attached to the arrest report and submitted to the court at the first appearance. It is very important that the court have all reports at that time so appropriate release conditions can be determined. These items should go with the arrestee to the jail. It is the jail's responsibility to see that the summons, detention request, and police reports accompany the arrestee to court. A copy of the police report in this type of case must be sent to the appropriate prosecutor as soon as possible. In the case of felonies and gross misdemeanors, the prosecutor's complaint and warrant are the preferred method to commence prosecution, unless on probable cause you intercept a crime or immediately pursue the report of a felony and the delay in time in obtaining a warrant may result in the loss of evidence and subsequent inability to locate the defendant. In any case, when a defendant is jailed under a gross misdemeanor or felony, all reports will be submitted by the end of your shift, including the Judicial Determination of Probable Cause to Detain form(s).

905.1.7 CITIZEN'S ARREST

In cases where the complainant makes a citizen's arrest, the complainant will be required to complete and sign a citizen's arrest form against the arrestee. The complainant will also need to be advised that it may be necessary for him/her to testify in court against the arrestee and the

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Arrests, Detention, and Bail

complainant must indicate a willingness to do so. The handling of the arrestee will then follow guidelines for a petty misdemeanor or misdemeanor arrest and be referred to the City or County Attorney for prosecution.

905.1.8 36 HOUR RULE

The 36 Hour Rule controls how long a person arrested without a warrant may be held in custody before he/she must be brought before a judge or judicial officer. Whenever a suspect is taken into custody, he/she must be brought before a judge without unnecessary delay and, in any event, not more than 36 hours after the arrest. The rule applies to all misdemeanor, gross misdemeanor, and felony warrantless arrests, regardless of whether a complaint or affidavit has been signed.

In calculating the 36 Hour Rule for arrested adults, the clock always begins at midnight at the end of the day of arrest, but the following is not counted:

- (a) The day of the arrest
- (b) Sundays or
- (c) Legal holidays

If the person arrested is a juvenile, in addition to the above adult time computation rule, also do not count the day of arrest or Saturdays.

If the arrest is pursuant to a warrant, then the arrested person must be brought promptly before the court, if court is in session. If court is not in session, the arrested person must be brought before a judge without unnecessary delay and, in any event, not later than 36 hours after the arrest, excluding the day of arrest, or as soon thereafter as a judge is available. When computing the 36 hours for warrant arrests, the clock starts ticking at midnight following the arrest. Although the day of arrest is not counted, all other days, including Saturdays, Sundays, and legal holidays, are counted.

905.1.9 48 HOUR RULE

Whenever a person (adult or juvenile) is arrested without a warrant (misdemeanor, gross misdemeanor, or felony), he/she may not be detained for longer than 48 actual hours from the time of the arrest unless a complaint has been signed by a judge or a judicial determination has been made that probable cause exists for continued detention. Note: The judicial determination that probable cause exists will almost always take the form of a judge either:

- (a) Signing a formal complaint prepared by a City or County Attorney or
- (b) Signing a Judicial Determination of Probable Cause form prepared by a police officer

905.1.10 TIME COMPUTATION

The time begins on the 48 Hour Rule starts as soon as the suspect is arrested and runs continuously for the next 48 hours. There are no exclusions in computing the 48 hour time limit. Each day is counted, including the day of the arrest, weekends, and legal holidays. Note on 36 Hour Rule versus 48 Hour Rule:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Arrests, Detention, and Bail

Because of the exclusions permitted in computing the time under the 36 Hour Rule (i.e. excluding the day of arrest, Sundays, and legal holidays), compliance with the 36 Hour Rule does not guarantee compliance with the 48 Hour Rule. The 36 and 48 Hour Rules are separate and distinct, and both must be followed.

905.1.11 RELEASE ON BAIL

Under most circumstances, an individual charged with a misdemeanor may be released on bail pending an appearance in court for arraignment. The supervisor on duty will determine whether the person is eligible for bail and see that the proper bail forms are filled out. The personal appearance on a court date assigned is mandatory, even though bail is posted, and the arrested person must be so informed. Therefore, in making a determination as to whether a person arrested on a misdemeanor charge should be allowed to bail, the supervisor may take into consideration such things as:

- (a) Residence
- (b) Employment
- (c) Past record
- (d) Possible hardship to family
- (e) Circumstances involved in the crime
- (f) Completeness of the investigation and
- (g) Danger to the subject and others if he/she is bailed

As a general rule, the normal bail schedule is to be followed.

905.1.12 MUTUAL AID ARRESTS

Officers in another jurisdiction on official business have the same arrest authority as if in their own jurisdiction and may use their own summons/citation forms.

Temporary Custody of Adults

906.1 PURPOSE AND SCOPE

This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the Beltrami County Sheriff's Office for processing prior to being released or transferred to a housing or other type of facility.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults who are in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

906.1.1 DEFINITIONS

Definitions related to this policy include:

Holding cell/cell - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Office.

Safety checks - Direct, visual observation by a member of this office performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

Temporary custody - The time period an adult is in custody at the Beltrami County Sheriff's Office prior to being released or transported to a housing or other type of facility.

906.2 POLICY

The Beltrami County Sheriff's Office is committed to releasing adults from temporary custody as soon as reasonably practicable and to keeping adults safe while in temporary custody at the Office. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

906.3 GENERAL CRITERIA AND SUPERVISION

No adult should be in temporary custody for longer than four hours (Minn. R. 2945.0100; Minn. R. 2945.0120).

906.3.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY

Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the Beltrami County Sheriff's Office, but should be transported to a jail facility, a medical facility or other type of facility as appropriate. These include:

- (a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.
- (b) Any individual who has a medical condition, including pregnancy, or who may require medical attention, supervision or medication while in temporary custody.
- (c) Any individual who is seriously injured.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Temporary Custody of Adults

- (d) Individuals who are a suspected suicide risk (see the Civil Commitments Policy).
 - 1. If the deputy taking custody of an individual believes that he/she may be a suicide risk, the deputy shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed.
- (e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.
- (f) Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
- (g) Any individual who has exhibited extremely violent or continuously violent behavior.
- (h) Any individual who has claimed, is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk.
- (i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to his/her health or safety.

Deputies taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation. These individuals should not be in temporary custody at the Office unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

906.3.2 SUPERVISION IN TEMPORARY CUSTODY

An authorized office member capable of supervising shall be present at all times when an individual is held in temporary custody. The member responsible for supervising should not have other duties that could unreasonably conflict with his/her supervision. Any individual in custody must be able to summon the supervising member if needed. If the person in custody is deaf or hard of hearing or cannot speak, accommodations shall be made to provide this ability.

At least one female office member should be present when a female adult is in temporary custody. In the event that none is readily available, the female in custody should be transported to another facility or released pursuant to another lawful process.

Absent exigent circumstances, such as a medical emergency or a violent subject, members should not enter the cell of a person of the opposite sex unless a member of the same sex as the person in custody is present.

No individual in custody shall be permitted to supervise, control or exert any authority over other individuals in custody.

906.3.3 ENTRY RESTRICTIONS

Entry into any location where a person is held in custody should be restricted to:

- (a) Authorized members entering for official business purposes.
- (b) Emergency medical personnel when necessary.

Temporary Custody of Adults

- (c) Any other person authorized by the Shift Sergeant.

When practicable, more than one authorized member should be present for entry into a location where a person is held in custody for security purposes and to witness interactions.

906.4 INITIATING TEMPORARY CUSTODY

The deputy responsible for an individual in temporary custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The deputy should specifically ask if the individual is contemplating suicide and evaluate him/her for obvious signs or indications of suicidal intent.

The receiving deputy should ask the arresting deputy if there is any statement, indication or evidence surrounding the individual's arrest and transportation that would reasonably indicate the individual is at risk for suicide or critical medical care. If there is any suspicion the individual may be suicidal, he/she shall be transported to the County jail or the appropriate mental health facility.

The deputy should promptly notify the Shift Sergeant of any conditions that may warrant immediate medical attention or other appropriate action. The Shift Sergeant shall determine whether the individual will be placed in a cell, immediately released or transported to jail or other facility.

906.4.1 SCREENING AND PLACEMENT

The deputy responsible for an individual in custody shall:

- (a) Advise the Shift Sergeant of any significant risks presented by the individual (e.g., suicide risk, health risk, violence).
- (b) Evaluate the following issues against the stated risks in (a) to determine the need for placing the individual in a single cell:
 1. Consider whether the individual may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141) or whether the person is facing any other identified risk.
 2. Provide any individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include (28 CFR 115.113; 28 CFR 115.141):
 - (a) Continuous, direct sight and sound supervision.
 - (b) Single-cell placement in a cell that is actively monitored on video by a member who is available to immediately intervene.
 3. Ensure individuals are separated according to severity of the crime (e.g., felony or misdemeanor).
 4. Ensure males and females are separated by sight and sound when in cells.
 5. Ensure restrained individuals are not placed in cells with unrestrained individuals.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Temporary Custody of Adults

- (c) Ensure that those confined under civil process or for civil causes are kept separate from those who are in temporary custody pending criminal charges.
- (d) Ensure separation, as appropriate, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.

906.4.2 CONSULAR NOTIFICATION

Consular notification may be mandatory when certain foreign nationals are arrested. The Field Operations Chief Deputy will ensure that the U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to office members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation. Prominently displayed signs informing foreign nationals of their rights related to consular notification should also be posted in areas used for the temporary custody of adults.

Office members assigned to process a foreign national shall:

- (a) Inform the individual without delay he/she may have his/her consular officers notified of the arrest or detention and may communicate with them.
 - 1. This notification should be documented.
- (b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.
 - 1. If the country is on the mandatory notification list, then:
 - (a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
 - (b) Tell the individual this notification has been made and inform him/her without delay he/she may communicate with consular officers.
 - (c) Forward any communication from the individual to his/her consular officers without delay.
 - (d) Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual's file.
 - 2. If the country is not on the mandatory notification list and the individual requests his/her consular officers be notified, then:
 - (a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
 - (b) Forward any communication from the individual to his/her consular officers without delay.

906.5 SAFETY, HEALTH AND OTHER PROVISIONS

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Temporary Custody of Adults

906.5.1 TEMPORARY CUSTODY LOGS

Any time an individual is in temporary custody at the Beltrami County Sheriff's Office, the custody shall be promptly and properly documented in a custody log, including:

- (a) Identifying information about the individual, including his/her name.
- (b) Date and time of arrival at the Office.
- (c) Any charges for which the individual is in temporary custody and any case number.
- (d) Time of all safety checks.
- (e) Any medical and other screening requested and completed.
- (f) Any emergency situations or unusual incidents.
- (g) Any other information that may be required by other authorities, such as compliance inspectors.
- (h) Date and time of release from the Beltrami County Sheriff's Office.

The Shift Sergeant should initial the log to approve the temporary custody and should also initial the log when the individual is released from custody or transferred to another facility.

The Shift Sergeant should make periodic checks to ensure all log entries and safety and security checks are made on time.

906.5.2 TEMPORARY CUSTODY REQUIREMENTS

Members monitoring or processing anyone in temporary custody shall ensure:

- (a) Safety checks and significant incidents/activities are noted on the log.
- (b) Individuals in custody are informed they will be monitored at all times, except when using the toilet.
 - 1. There shall be no viewing devices, such as peep holes or mirrors, of which the individual is not aware.
 - 2. This does not apply to surreptitious and legally obtained recorded interrogations.
- (c) There is reasonable access to toilets and wash basins.
- (d) There is reasonable access to a drinking fountain or water.
- (e) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.
- (f) There is privacy during attorney visits.
- (g) Those in temporary custody are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
- (h) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.
 - 1. The supervisor should ensure that there is an adequate supply of clean blankets.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Temporary Custody of Adults

- (i) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.
- (j) Adequate furnishings are available, including suitable chairs or benches.

906.5.3 MEDICAL CARE

First-aid equipment and basic medical supplies should be available to office members. At least one member who has current certification in basic first aid and CPR should be on-duty at all times.

Should a person in custody be injured or become ill, appropriate medical assistance should be sought. A supervisor should meet with those providing medical aid at the facility to allow access to the person. Members shall comply with the opinion of medical personnel as to whether an individual in temporary custody should be transported to the hospital. If the person is transported while still in custody, he/she will be accompanied by a deputy.

Those who require medication while in temporary custody should not be at the Beltrami County Sheriff's Office. They should be released or transferred to another facility as appropriate.

906.5.4 ORTHOPEDIC OR PROSTHETIC APPLIANCE

Subject to safety and security concerns, individuals shall be permitted to retain an orthopedic or prosthetic appliance. However, if the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance may be removed from the individual unless its removal would be injurious to his/her health or safety.

Whenever a prosthetic or orthopedic appliance is removed, the Shift Sergeant shall be promptly apprised of the reason. It shall be promptly returned when it reasonably appears any risk no longer exists.

906.5.5 TELEPHONE CALLS

Every individual in temporary custody should be allowed to make a reasonable number of completed telephone calls as soon as possible after arrival.

- (a) Telephone calls may be limited to local calls, except that long-distance calls may be made by the individual at his/her own expense.
 - 1. The Office should pay the cost of any long-distance calls related to arranging for the care of a child or dependent adult (see the Child and Dependent Adult Safety Policy).
- (b) The individual should be given sufficient time to contact whomever he/she desires and to make any necessary arrangements, including child or dependent adult care, or transportation upon release.
 - 1. Telephone calls are not intended to be lengthy conversations. The member assigned to monitor or process the individual may use his/her judgment in determining the duration of the calls.
- (c) Calls between an individual in temporary custody and his/her attorney shall be deemed confidential and shall not be monitored, eavesdropped upon or recorded.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Temporary Custody of Adults

906.5.6 RELIGIOUS ACCOMMODATION

Subject to available resources, safety and security, the religious beliefs and needs of all individuals in custody should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The responsible supervisor should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves or simple head coverings for religious reasons should generally be accommodated absent unusual circumstances. Head coverings shall be searched before being worn.

Individuals wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex if they so desire. Religious garments that substantially cover the individual's head and face may be temporarily removed during the taking of any photographs.

906.5.7 FIREARMS AND OTHER SECURITY MEASURES

Firearms and other weapons and control devices shall not be permitted in secure areas where individuals are in custody or are processed. They should be properly secured outside of the secure area. An exception may occur only during emergencies, and upon approval of a supervisor.

All perimeter doors to secure areas shall be kept locked at all times except during routine cleaning when no individuals in custody are present or in the event of an emergency, such as an evacuation.

906.5.8 FINGERPRINTING

Once the person has been taken into temporary custody the arresting deputy should ensure the following are taken:

- (a) Finger and thumb prints
- (b) Photographs
- (c) Distinctive physical mark identification data
- (d) Information on any known aliases or street names
- (e) Any other identification data requested or required by the Bureau of Criminal Apprehension

The Shift Sergeant should ensure fingerprints and other identifying information is entered into the searchable database managed by the Bureau of Criminal Apprehension (Minn. Stat. § 299C.10, Subd. 1).

906.6 USE OF RESTRAINT DEVICES

Individuals in custody may be handcuffed in accordance with the Handcuffing and Restraints Policy. Unless an individual presents a heightened risk handcuffs should generally be removed when the person is in a cell.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Temporary Custody of Adults

The use of restraints other than handcuffs or leg irons generally should not be used for individuals in temporary custody at the Beltrami County Sheriff's Office unless the person presents a heightened risk and then only in compliance with the Handcuffing and Restraints Policy.

Individuals in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

906.6.1 PREGNANT ADULTS

Women who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

906.7 PERSONAL PROPERTY

The personal property of an individual in temporary custody should be removed, inventoried and processed as provided in the Custodial Searches Policy unless the individual requests a different disposition. For example an individual may request property (i.e., cash, car or house keys, medications) be released to another person. A request for the release of property to another person must be made in writing. Release of the property requires the recipient's signature on the appropriate form.

Upon release of an individual from temporary custody his/her items of personal property shall be compared with the inventory, and he/she shall sign a receipt for the property's return. If the individual is transferred to another facility or court, the member transporting the individual is required to obtain the receiving person's signature as notice of receipt. The Office shall maintain a copy of the property receipt.

The Shift Sergeant shall be notified whenever an individual alleges there is a shortage or discrepancy regarding his/her property. The Shift Sergeant shall attempt to prove or disprove the claim.

All intangible personal property that is unclaimed for more than three years is presumed abandoned (Minn. Stat. § 345.38).

906.8 HOLDING CELLS

A thorough inspection of a cell shall be conducted before placing an individual into the cell to ensure there are no weapons or contraband and that the cell is clean and sanitary. An inspection also should be conducted when he/she is released. Any damage noted to the cell should be photographed and documented. The following requirements shall apply:

- (a) The individual shall be searched (see the Custodial Searches Policy), and anything that could create a security or suicide risk such as contraband, hazardous items, belts, shoes or shoelaces and jackets, shall be removed.
- (b) The individual shall constantly be monitored by an audio/video system during the entire custody.
- (c) The individual shall have constant auditory access to office members.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Temporary Custody of Adults

- (d) The individual's initial placement into and removal from a locked enclosure shall be logged.
- (e) Safety checks by office members shall occur no less than every 15 minutes.
 - (a) Safety checks should be at varying times.
 - (b) All safety checks shall be logged.
 - (c) The safety check should involve questioning the individual as to his/her well-being.
 - (d) Individuals who are sleeping or apparently sleeping should be awakened.
 - (e) Requests or concerns of the individual should be logged.

906.9 RELEASE AND/OR TRANSFER

When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

- (a) All proper reports, forms, and logs have been completed prior to release.
- (b) A check has been made to ensure the individual is not reported as missing and does not have outstanding warrants.
- (c) It has been confirmed the correct individual is being released or transported.
- (d) All property except evidence, contraband, or dangerous weapons, has been returned to, or sent with, the individual.
- (e) All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of his/her property, warrant copies).
- (f) The individual is not permitted in any nonpublic areas of the Beltrami County Sheriff's Office unless escorted by a member of the Office.
- (g) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if he/she is being sent to another facility.
 - 1. The office member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility.
- (h) Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating individuals is not practicable, deputies should be alert to inappropriate physical or verbal contact and take appropriate action as necessary.
- (i) Transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with his/her personal needs as reasonable.
- (j) Transfers that exceed 100 miles shall be accomplished with a custodial escort of the same sex as the individual being transferred unless video and audio recording

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Temporary Custody of Adults

equipment is installed in the vehicle that is capable of recording the transferee for the entire duration of the transfer (Minn. Stat. § 631.412).

- (a) Recordings of such transfer shall be maintained by the Office for at least 12 months after the date of the transfer.

906.10 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY

The Field Operations Chief Deputy will ensure procedures are in place to address any suicide attempt, death, or serious injury of any individual in temporary custody at the Beltrami County Sheriff's Office. The procedures should include (Minn. Stat. § 390.11, Subd. 1(6)):

- (a) Immediate request for emergency medical assistance if appropriate.
- (b) Immediate notification of the Shift Sergeant, Sheriff, and Investigation Chief Deputy.
- (c) Notification of the spouse, next of kin, or other appropriate person.
- (d) Notification of the appropriate prosecutor.
- (e) Notification of the County Attorney.
- (f) Notification of the Coroner.
- (g) Evidence preservation.

906.11 ASSIGNED ADMINISTRATOR

The Field Operations Chief Deputy will ensure any reasonably necessary supplemental procedures are in place to address the following issues:

- (a) General security
- (b) Key control
- (c) Sanitation and maintenance
- (d) Emergency medical treatment
- (e) Escapes
- (f) Evacuation plans
- (g) Fire- and life-safety
- (h) Disaster plans
- (i) Building and safety code compliance

906.12 TRAINING

Office members should be trained and familiar with this policy and any supplemental procedures.

Chapter 10 - Personnel

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Beltrami County Sheriff's Office and that are promulgated and maintained by the Department of Human Resources.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Beltrami County Sheriff's Office provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Office does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Office will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Administration Chief Deputy should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive office website and the use of office-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.

The Administration Chief Deputy shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

The Office should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

1000.4 SELECTION PROCESS

The Office shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Office should employ

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Recruitment and Selection

a comprehensive screening, background investigation and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- (a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
- (b) Driving record
- (c) Reference checks
- (d) Citizenship eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents (Minn. R. 6700.0700, Subp. 1). This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.
- (e) Information obtained from public internet sites
- (f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
- (g) Local, state, and federal criminal history record checks
- (h) Medical and psychological examination
- (i) Review board or selection committee assessment

1000.4.1 VETERAN'S PREFERENCE

Veterans who are candidates for job openings shall receive preference recognizing the training and experience, loyalty and sacrifice not otherwise readily assessed by examination pursuant to Minn. Stat. § 197.455. The following preference, credit and requirements shall be applied as applicable (Minn. Stat. § 197.455):

Nondisabled Veteran's Credit - There shall be added to the competitive open examination rating of a nondisabled veteran, who so elects, a credit of 10 points, provided that veteran obtained a passing rating on the examination without the addition of the credit points.

Disabled Veteran's Credit - There shall be added to the competitive open examination rating of a disabled veteran, who so elects, a credit of 15 points, provided that the veteran obtained a passing rating on the examination without the addition of the credit points. There shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, a credit of five points provided that:

- (a) The veteran obtained a passing rating on the examination without the addition of the credit points.
- (b) The veteran is applying for a first promotion after securing public employment.

For the purpose of the preference to be used in securing appointment from a competitive open examination, "disabled veteran" means a person has a compensable service-connected disability as adjudicated by the U.S. Veterans Administration, or by the retirement board of one of the several branches of the armed forces, that is existing at the time preference is claimed.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Recruitment and Selection

For purposes of the preference to be used in securing appointment from a competitive promotional examination, "disabled veteran" means a person who, at the time of election to use a promotional preference, is entitled to disability compensation under laws administered by the Veterans Administration for a permanent service-connected disability rated at 50 percent or more.

Preference for Spouses - A preference available pursuant to Minn. Stat. § 197.455 may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

Ranking of Veterans - An eligible applicant with a rating augmented by veteran's preference shall be entered on an eligible list ahead of a non-veteran with the same rating. When notifying eligible applicants that they have passed examinations this office shall show the final examination ratings and preference credits and shall notify eligible applicants that they may elect to use veteran's preference to augment passing ratings.

When this office rejects a certified eligible applicant who has received veteran's preference, the appointing authority shall notify the eligible applicant in writing of the reasons for the rejection and file the notice with the Beltrami Department of Human Resources.

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Beltrami County Sheriff's Office.

The background investigation must determine whether the candidate meets the standards established by the Minnesota Board of Peace Officer Standards and Training (POST) as well as the security standards established to access state and national computerized record and communication systems (Minn. Stat. § 626.87; Minn. R. 6700.0700).

1000.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA and Minnesota law (15 USC § 1681d; Minn. Stat. § 13C.02).

1000.5.2 STATE NOTICES

Upon initiation of a candidate's background investigation, the office shall provide written notice to POST that includes the candidate's full name and date of birth and the candidate's peace officer license number, if applicable (Minn. Stat. § 626.87).

1000.5.3 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule (Minn. R. 6700.0700, Subp. 2).

Recruitment and Selection

1000.5.4 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Office and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Department of Human Resources should maintain validated standards for all positions.

1000.7.1 STANDARDS FOR DEPUTIES

Candidates shall meet the minimum standards established by Minnesota POST (Minn. R. 6700.0700):

- (a) Citizen of the United States (Minn. R. 6700.0700, Subp. 1)
- (b) Possess a valid driver's license

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Recruitment and Selection

- (c) Free of any felony conviction
- (d) Not be required to register as a predatory offender under state law
- (e) Free of conviction of any controlled substance law or of any misdemeanor conviction listed in Minn. R. 6700.0700
- (f) Fingerprinted for purposes of disclosure of any felony convictions
- (g) Submit to a medical examination and psychological evaluation to ensure that the candidate is free from any physical, emotional or mental condition which might adversely affect his/her performance of peace officer duties
- (h) Successfully complete a physical strength and agility examination
- (i) Successfully complete an oral examination

1000.7.2 NOTIFICATION TO POST

The Sheriff shall notify the POST Board of any candidate appointed to the position of peace officer before the first day of employment on a form provided by POST. The appointee may not exercise peace officer powers until the notification form is received and approved by POST Board (Minn. R. 6700.0800).

1000.8 PROBATIONARY PERIODS

The Administration Chief Deputy should coordinate with the Beltrami Department of Human Resources to identify positions subject to probationary periods and procedures for:

- (a) Appraising performance during probation.
- (b) Assessing the level of performance required to complete probation.
- (c) Extending probation.
- (d) Documenting successful or unsuccessful completion of probation.

Evaluation of Employees

1001.1 PURPOSE AND SCOPE

The Office's employee performance evaluation system is designed to record work performance for both the Office and the employee, providing recognition for good work and developing a guide for improvement.

1001.2 POLICY

The Beltrami County Sheriff's Office utilizes a performance evaluation report to measure performance and to use as a factor in making personnel decisions that relate to merit increases, promotion, reassignment, discipline, demotion and termination. The evaluation report is intended to serve as a guide for work planning and review by the supervisor and employee. It gives supervisors a way to create an objective history of work performance based on job standards.

The Office evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to sex, race, color, national origin, religion, age, disability or other protected classes.

1001.3 EVALUATION PROCESS

Evaluation reports will cover a specific period of time and should be based on documented performance during that period. Evaluation reports will be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

All sworn and non-licensed supervisory personnel shall attend an approved supervisory course that includes training on the completion of performance evaluations within one year of the supervisory appointment.

Each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation criteria with each employee at the beginning of the rating period. Supervisors should document this discussion in the prescribed manner.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise.

Non-probationary employees demonstrating substandard performance shall be notified in writing of such performance as soon as possible in order to have an opportunity to remediate the issues. Such notification should occur at the earliest opportunity, with the goal being a minimum of 90 days written notice prior to the end of the evaluation period.

Employees who disagree with their evaluation and who desire to provide a formal response or a rebuttal may do so in writing in the prescribed format and time period.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Evaluation of Employees

1001.4 EVALUATION FREQUENCY

Employees are evaluated based on the following chart:

Position	Evaluated Every Month	Evaluated Yearly	Length of Probation
Probationary Licensed Employees	X		1 Year
Non-Probationary Licensed Employees		X	
Probationary Non-licensed Employees	X		1 Year
Non-Probationary, Non-licensed Employees		X	

1001.4.1 PART-TIME DEPUTY EVALUATIONS

Part-time deputy evaluations are covered in the Part-Time Deputy Policy.

1001.4.2 VOLUNTEER AND RESERVE DEPUTY EVALUATIONS

Volunteer and reserve deputy evaluations are covered in the Volunteer Program Policy.

1001.5 FULL-TIME PROBATIONARY PERSONNEL

Personnel must successfully complete the probationary period before being eligible for certification as regular employees. An evaluation will be completed monthly for all full-time non-licensed personnel during the probationary period. Probationary licensed personnel are evaluated daily, weekly and monthly during the probationary period.

1001.6 FULL-TIME REGULAR STATUS PERSONNEL

Regular employees are subject to three types of performance evaluations:

Regular - An Employee Performance Evaluation shall be completed annually by the employee's immediate supervisor.

Transfer - If an employee is transferred from one assignment to another in the middle of an evaluation period and less than six months have transpired since the transfer an evaluation shall be completed by the current supervisor with input from the previous supervisor.

Special/Coaching plan - A special evaluation may be completed any time the rater or the rater's supervisor determine one is necessary due to employee performance that is deemed less than standard. Generally, the special evaluation will be the tool used to demonstrate those areas of performance deemed less than standard when follow-up action is planned (e.g., action plan, remedial training, retraining). The evaluation form and the attached documentation shall be submitted as one package.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Evaluation of Employees

1001.6.1 RATINGS

When completing the Employee Performance Evaluation, the rater will place the corresponding number (.5 ratings may be given when appropriate) that best describes the employee's performance in the rating area. The definition of each rating category is as follows:

4 Outstanding- Clearly demonstrates actions far above established guidelines. This person performs consistently above set standards. Employee is consistently superior in this category. Supervisor must provide written description of performance indicators for this level.

3 Highly Successful- Above average performance. Employee is full competent and whose work exceeds standards and expectations as stated in written remarks.

2 Fully Proficient- Meets the standards for the performance criteria. Errors are within acceptable limits, in terms of both frequency and consequences.

1 Improvement Needed- This rating is earned by the individual who is not performing up to standards. A plan should be clearly outlined in this evaluation by supervisor/employee to assist in upgrading skills and performance in this area.

0 Unacceptable- Employee must improve their performance to "fully proficient" or other alternatives may have to be considered. A written plan of goals and specific time frame must be included with the use of this rating.

N/A Not Applicable- Evaluation of the factor or criterion is inappropriate or not relevant for the employee being rated.

Space for written comments is provided at the end of the evaluation in the rater comments section. This rater shall use this area to document the employee's strengths, weaknesses and suggestions for improvement.

1001.7 EVALUATION INTERVIEW

When the supervisor has completed the preliminary evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results of the recently completed rating period and clarify any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement, specialty positions and training opportunities. The supervisor and employee will sign and date the evaluation. Employees may also write comments in the Employee Comments section of the performance evaluation report.

1001.8 EVALUATION REVIEW

After the supervisor finishes the discussion with the employee, the signed performance evaluation is forwarded to the Chief Deputy. The Chief Deputy shall review the evaluation for fairness, impartiality, uniformity and consistency. The Chief Deputy shall evaluate the supervisor on the quality of ratings given.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Evaluation of Employees

1001.9 EVALUATION DISTRIBUTION

The original performance evaluation shall be maintained in the employee's personnel file in the office of the Sheriff for the tenure of the employee's employment. A copy will be given to the employee and a copy will be forwarded to County Department of Human Resources.

Special Assignments and Promotions

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Beltrami County Sheriff's Office.

1002.1.1 PROMOTIONAL PROCESS

The following process will generally be used when filling any promotions within the sheriff's office:

- (a) A promotional announcement will be made by Human Resources. Candidate will submit an application and "Training and Education" form to Beltrami County Human Resources for evaluation.
- (b) HR reviews, analyzes and scores candidate's qualifications. All qualified internal applicants are ranked by HR and candidate list is forwarded to sheriff.
- (c) The sheriff or designee may use a written test, "in-basket" test or other instrument for testing applicant's knowledge.
- (d) The sheriff or designee establishes an interview panel consisting of deputies, supervisors and officers from outside law enforcement or other public safety agencies. Candidates are interviewed by this panel and interviews are scored.
- (e) Background, work history (both within our department and prior experience - including attitude, willingness to work, timeliness, appearance, fitness, etc.), length of service in our sheriff's office are considered.
- (f) The sheriff will select from the top three candidates at the conclusion of a final "Sheriff's Interview."
- (g) Candidates are notified.
- (h) Newly promoted members must satisfactorily complete Field Training or Supervisory Training and a six month probationary period.

1002.2 SELECTION PROCESS

The following criteria apply to transfers.

- (a) An administrative evaluation as determined by the Sheriff that shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate will submit recommendations.
- (b) The supervisor recommendations will be submitted to the Chief Deputy. The Chief Deputy will schedule interviews with each candidate.
- (c) Based on supervisor recommendations and those of the Chief Deputy after the interview, the Chief Deputy will submit his/her recommendation(s) to the Sheriff
- (d) The Sheriff may choose to conduct follow-up interviews of candidate (s)

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Special Assignments and Promotions

- (e) Appointment by the Sheriff.

The policy and procedures for all positions may be waived for temporary assignments, emergency situations or for training.

1002.2.1 CORRECTIONS OFFICER SPECIALIZED ASSIGNMENT SELECTION PROCESS

The following criteria apply to specialized assignments:

- (a) An administrative evaluation will be conducted. This should include a review of supervisor recommendations and the employee's performance evaluation history. Each supervisor who has supervised or otherwise been involved with the candidate will submit these recommendations.
- (b) The supervisor recommendations will be submitted to the Jail Administrator. The Jail Administrator may schedule interviews with each candidate.
- (c) Based on supervisor recommendations and those of the Jail Administrator after the interview, the Jail Administrator may submit his/her recommendation to the Sheriff.
- (d) Appointments will be made by Jail Administration and/or Sheriff. The policy and procedures for all positions may be waived for temporary assignments or emergency situations. This policy may also be waived to allow selected candidates to attend requisite training programs.

1002.3 PROMOTIONAL REQUIREMENTS

Requirements and information regarding any promotional process are available at the Beltrami Department of Human Resources.

1002.4 SUPERVISOR CERTIFICATE

Within one year of the effective date of assignment, all full-time firstline supervisors should complete a supervisor training course approved by Minnesota POST. Correctional firstline supervisors shall complete a supervisor training course, approved by the Jail Administrator and/or Sheriff, within one year of the effective date of assignment.

1002.5 POLICY

The Beltrami County Sheriff's Office determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Sheriff.

1002.6 SPECIAL ASSIGNMENT POSITIONS

The following conditions are considered special assignments and not promotions:

- (a) Special Weapons and Tactics Team member
- (b) Investigator
- (c) Motorcycle deputy

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Special Assignments and Promotions

- (d) Bicycle Patrol deputy
- (e) Canine handler
- (f) Collision investigator
- (g) Field Training Officer
- (h) Community Relations/Training Officer
- (i) School Resource and/or Drug Abuse Resistance Education (D.A.R.E.) deputy
- (j) Court Officer

1002.6.1 GENERAL REQUIREMENTS

The following requirements should be considered when selecting a candidate for a special assignment:

- (a) Three years of relevant experience
- (b) Off probation
- (c) Possession of or ability to obtain any certification required by the Minnesota Board of Peace Officer Standards and Training or law
- (d) Exceptional skills, experience, or abilities related to the special assignment

1002.6.2 EVALUATION CRITERIA

The following criteria will be used in evaluating candidates for a special assignment:

- (a) Presents a professional, neat appearance.
- (b) Maintains a physical condition that aids in his/her performance.
- (c) Expressed an interest in the assignment.
- (d) Demonstrates the following traits:
 1. Emotional stability and maturity
 2. Stress tolerance
 3. Sound judgment and decision-making
 4. Personal integrity and ethical conduct
 5. Leadership skills
 6. Initiative
 7. Adaptability and flexibility
 8. Ability to conform to [departmentoffice] goals and objectives in a positive manner

1002.6.3 SELECTION PROCESS

The selection process for special assignments will include an administrative evaluation as determined by the Sheriff to include:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Special Assignments and Promotions

- (a) Supervisor recommendations - Each supervisor who has supervised or otherwise been involved with the candidate will submit a recommendation.
 - 1. The supervisor recommendations will be submitted to the Chief Deputy for whom the candidate will work.
- (b) Chief Deputy interview - The Chief Deputy will schedule interviews with each candidate.
 - 1. Based on supervisor recommendations and those of the Chief Deputy after the interview, the Chief Deputy will submit his/her recommendations to the Sheriff.
- (c) Assignment by the Sheriff.

The selection process for all special assignment positions may be waived for temporary assignments, emergency situations, training, and at the discretion of the Sheriff.

Grievance Procedure

1003.1 PURPOSE AND SCOPE

It is the policy of this office that all grievances be handled quickly and fairly without discrimination against employees who file a grievance, whether there is a basis for the grievance. The Beltrami County Sheriff's Office philosophy is to promote free verbal communication between employees and supervisors.

1003.1.1 GRIEVANCE DEFINED

A grievance is any difference of opinion concerning terms or conditions of employment or the interpretation or application of any of the following documents:

- The employee collective bargaining agreement.
- This Policy Manual.
- County rules and regulations covering personnel practices or working conditions.

Grievances may be brought by an individual employee or by an employee bargaining group representative.

Specifically outside the category of grievances are:

- (a) Complaints related to allegations of discrimination or harassment subject to the Discriminatory Harassment Policy.
- (b) Personnel complaints regarding any allegation of misconduct or improper job performance against any office employee that, if true, would constitute a violation of office policy or federal, state, or local law, as set forth in the Personnel Complaints Policy.

1003.2 PROCEDURE

Except as otherwise required under a collective bargaining agreement, if an employee believes that he/she has a grievance as defined above, the employee shall observe the following procedure:

- (a) Attempt to resolve the issue through informal discussion with his/her immediate supervisor.
- (b) If after a reasonable period of time, generally 21 days, the grievance cannot be settled by the immediate supervisor, the employee may request an interview with the Chief Deputy of the affected division or bureau.
- (c) If a successful resolution is not found with the Chief Deputy, the employee may request a meeting with the Sheriff.
- (d) If the employee and the Sheriff are unable to arrive at a mutual solution, the employee shall submit a written statement of the grievance and deliver one copy to the Sheriff and another copy to the immediate supervisor that includes the following information:
 1. The basis for the grievance (e.g., the facts of the case).

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Grievance Procedure

2. Allegation of the specific wrongful act and the harm done.
 3. The specific policies, rules or regulations that were violated.
 4. The remedy or goal being sought by the grievance.
- (e) The employee shall receive a copy of the acknowledgment signed by the supervisor including the date and time of receipt.
- (f) The Sheriff will receive the grievance in writing. The Sheriff and the County Administrator will review and analyze the facts or allegations and respond to the employee within five business days. The response will be in writing and will affirm or deny the allegations. The response shall include any remedies if appropriate. The decision of the Sheriff and/or County Administrator is considered final.
- (g) An unresolved grievance may be appealed and submitted to arbitration, subject to the provisions of the Public Employment Labor Relations Act of 1971. Arbitrator selection shall be made in accordance with the Rules of Governing the Arbitration of Grievances as established by the Bureau of Mediation Services.

1003.3 EMPLOYEE REPRESENTATION

Employees are entitled to have representation during the grievance process. The representative may be selected by the employee from the appropriate employee bargaining group.

1003.4 PUNITIVE ACTION

At no time will punitive action be taken against a peace officer or other employee for exercising any rights during the grievance procedure (see generally Minn. Stat. § 626.89, Subd. 14).

1003.5 GRIEVANCE RECORDS

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to Administration for inclusion into a secure file for all written grievances. A second copy of the written grievance will be maintained by the County Administrator's office to monitor the grievance process.

1003.6 JUDICIAL RELIEF

Any employee or representative may, after exhausting the internal grievance procedure, and, if applicable, arbitration, apply to the proper court for judicial relief as allowed by contract or law.

Anti-Retaliation

1004.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or collective bargaining agreement.

1004.2 POLICY

The Beltrami County Sheriff's Office has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1004.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

Anti-Retaliation

1004.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, command staff member, Sheriff or the County Personnel Director.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false, with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1004.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Sheriff via the chain of command and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of a member to make any complaint.
- (i) Taking reasonable steps to accommodate requests for assignment or schedule change made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

Anti-Retaliation

1004.6 COMMAND STAFF RESPONSIBILITIES

The Sheriff should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) The timely review of complaint investigations.
- (c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) The timely communication of the outcome to the complainant.

1004.7 WHISTLE-BLOWING

The Minnesota Whistleblower Act protects an employee who, in good faith (Minn. Stat. § 181.932):

- (a) Communicates a violation of any law or rule to the Office or to any government body or law enforcement official.
- (b) Participates in an investigation, hearing, or inquiry at the request of a public body or office.
- (c) Refuses an order to perform an act that the employee objectively believes violates a law, rule, or regulation, and informs the employer of the reason.
- (d) Reports a situation where the quality of health care services provided by a health care facility or provider violates a state or federal standard and potentially places the public at risk of harm.
- (e) Communicates the findings of a technical or scientific study that the employee believes, in good faith, to be truthful and accurate.

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Internal Affairs Unit for investigation pursuant to the Personnel Complaints Policy.

1004.8 RECORDS RETENTION AND RELEASE

The Records Supervisor shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1004.9 TRAINING

The policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

Reporting of Employee Convictions and Court Orders

1005.1 PURPOSE AND SCOPE

Convictions of certain offenses may restrict or prohibit an employee's ability to properly perform official duties. Therefore, all employees shall be required to promptly notify the Office of any past and current criminal convictions.

1005.2 DOMESTIC VIOLENCE CONVICTIONS AND RESTRAINING ORDERS

Minnesota and federal law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing a firearm. Such convictions and court orders often involve allegations of the use or attempted use of force or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; Minn. Stat. § 518B.01).

All members are responsible for ensuring that they have not been disqualified from possessing a firearm by any such conviction or court order and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

1005.3 CRIMINAL CONVICTIONS

Any person convicted of a felony is prohibited from being a peace officer in the State of Minnesota. Any license of a peace officer convicted of a felony is automatically revoked (Minn. Stat. § 626.8431).

Even when legal restrictions are not imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by a member of this office may prohibit him/her from carrying out law enforcement duties.

Minn. Stat. § 624.713 prohibits ineligible persons from possessing a handgun or semi-automatic assault weapon.

1005.3.1 COURT ORDERS

All employees shall promptly notify the Beltrami County Sheriff's Office if they are a party to, or have been served with, any court order from any jurisdiction.

1005.4 REPORTING PROCEDURE

All members of this office and all retired deputies with an identification card issued by the Office shall promptly notify their immediate supervisor (or the Sheriff in the case of retired deputies) in writing of any past or current criminal arrest or conviction regardless of whether the matter is currently on appeal and regardless of the penalty or sentence, if any.

All members and all retired deputies with an identification card issued by the Office shall further promptly notify their immediate supervisor (or the Sheriff in the case of retired deputies) in writing

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Reporting of Employee Convictions and Court Orders

if the member or retiree becomes the subject of a domestic violence restraining court order or similar court order.

Any member whose criminal conviction unduly restricts or prohibits that member from fully and properly performing his/her duties may be disciplined including, but not limited to, being placed on administrative leave, reassignment and/or termination.

Any member failing to provide prompt written notice pursuant to this policy shall be subject to discipline.

1005.5 CHEMICAL DEPENDENCY TREATMENT

If a deputy is informally admitted to a treatment facility or program pursuant to Minn. Stat. § 253B.04 for chemical dependency he/she is not eligible to possess a pistol, unless the deputy possesses a certificate from the head of the treatment facility discharging or provisionally discharging the deputy from the treatment facility (Minn. Stat. § 624.713 Subd. 1(6)).

Deputies in this situation shall promptly notify the office.

Drug- and Alcohol-Free Workplace

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace (41 USC § 8103).

1006.2 POLICY

It is the policy of this office to provide a drug- and alcohol-free workplace for all members.

1006.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on office time can endanger the health and safety of office members and the public.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Shift Sergeant or appropriate supervisor as soon as the member is aware that the member will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

1006.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to the member's immediate supervisor prior to commencing any on-duty status.

No member shall be permitted to work or drive a vehicle owned or leased by the Office while taking any medication that has the potential to impair the member's abilities, without a written release from the member's physician.

1006.3.2 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action.

1006.4 MEMBER RESPONSIBILITIES

Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on office premises or on office time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Drug- and Alcohol-Free Workplace

Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1006.5 EMPLOYEE ASSISTANCE PROGRAM

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Department of Human Resources, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1006.6 WORK RESTRICTIONS

If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Office.

1006.7 SCREENING TESTS

The Office may request or require drug or alcohol testing in the following circumstances (Minn. Stat. § 181.951; Minn. Stat. § 181.952):

- (a) **Reasonable suspicion** - The Shift Sergeant may request or require an employee to undergo drug and alcohol testing if there is a reasonable suspicion of any of the following:
 1. The employee is under the influence of drugs or alcohol.
 2. The employee has violated office rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working, is on office property, or is operating a vehicle owned by the office.
 3. The employee has sustained an injury arising out of and in the course of employment, or has caused another employee to sustain an injury (full definition of personal injury in Minn. Stat. § 176.011, Subd. 16).
 4. The employee has caused a work-related accident, or the employee's use of a vehicle, firearm, or safety equipment involved a work-related accident.
- (b) Following a conditional job offer

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Drug- and Alcohol-Free Workplace

- (c) As part of an employee's routine physical examination
- (d) Under a random testing program of employees
- (e) When the employee has been referred for an evaluation or treatment, or is participating in a treatment program under an employee benefit plan
- (f) The employee discharges a firearm issued by the Office while off-duty, resulting in injury, death, or substantial property damage.

1006.7.1 DRUG- AND ALCOHOL-TESTING PROGRAM

The following applies to the office's drug and alcohol testing procedures (Minn. Stat. § 181.951; Minn. Stat. § 181.952; Minn. Stat. § 181.953):

- (a) An employee or applicant has the right to refuse a test but the consequences of a refusal may result in discipline, up to and including termination, or a decision not to hire the applicant.
- (b) Initial screening tests must be verified by a confirmatory test for the purpose of discipline.
- (c) Employees will have an opportunity to participate in an appropriate alcohol or drug program for their first confirmed positive test. The program may be in lieu of other discipline unless the employee fails the program or refuses to participate (Minn. Stat. § 181.953).
- (d) A confirmed positive test may result in discipline, up to and including termination.
- (e) An employee or job applicant will have the opportunity to explain a positive test result and may request and pay for a second confirmatory retest.
- (f) All disciplinary procedural safeguards in this manual apply, including the post-discipline appeal procedures (see the Personnel Complaints Policy).
- (g) Employees and job applicants shall receive required written notice, including posting, of the drug- and alcohol-testing policies and procedures as set forth in Minn. Stat. § 181.952.
- (h) The safeguards of Minn. Stat. § 181.953 will be followed for any testing and any related discipline process.

Notice of the adopted drug and alcohol testing policy shall be posted in an appropriate and conspicuous location and copies shall be available for inspection to all employees and job applicants (Minn. Stat. 181.952).

1006.7.2 SUPERVISOR RESPONSIBILITIES

The supervisor shall prepare a written record documenting the specific facts that led to the decision to require the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Drug- and Alcohol-Free Workplace

- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1006.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Office will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1006.9 CONFIDENTIALITY

The Office recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained in the member's confidential medical file in accordance with the Personnel Records Policy.

Sick Leave

1007.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of PTO for sick leave. The accrual and terms of use of sick leave for eligible employees are detailed in the County personnel manual or applicable collective bargaining agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) and the Minnesota Pregnancy and Parenting Leave Act (29 USC § 2601 et seq.; Minn. Stat. § 181.941).

1007.2 POLICY

It is the policy of the Beltrami County Sheriff's Office to provide eligible employees with a sick leave benefit.

1007.3 USE OF PTO FOR SICK LEAVE

PTO use of sick leave is intended to be used for qualified absences. PTO use of sick leave is not considered vacation. Abuse of PTO for sick leave may result in discipline, denial of sick leave benefits, or both.

Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity or other activity that may impede recovery from the injury or illness (see the Outside Employment Policy).

Qualified appointments should be scheduled during a member's non-working hours when it is reasonable to do so.

1007.3.1 NOTIFICATION

All members should notify the Shift Sergeant or appropriate supervisor as soon as they are aware that they will not be able to report to work and no less than one hour before the start of their scheduled shifts. If, due to an emergency, a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor.

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide the Office with no less than 30 days' notice of the impending absence.

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

1007.4 EXTENDED ABSENCE

Members absent from duty for more than three consecutive days may be required to furnish a statement from a health care provider supporting the need to be absent and/or the ability to return

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Sick Leave

to work. Members on an extended absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

Nothing in this section precludes a supervisor from requiring, with cause, a health care provider's statement for an absence of three or fewer days.

1007.5 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

- (a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the PTO use of sick leave and absences is consistent with this policy.
- (b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with legal counsel or the Department of Human Resources as appropriate.
- (c) Addressing absences and sick leave use in the member's performance evaluation when excessive or unusual use has:
 - 1. Negatively affected the member's performance or ability to complete assigned duties.
 - 2. Negatively affected office operations.
- (d) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.
- (e) Referring eligible members to an available employee assistance program when appropriate.

Vacation and Compensatory time off policy

1008.1 PURPOSE AND SCOPE

Sheriff's Office employees earn Vacation, Paid Time Off(PTO) and Compensatory Time off according to their respective collective bargaining agreements. This Policy sets forth the sheriff's office expectations for employee use of their earned Vacation, Paid Time Off and Compensatory Time.

1008.2 EMPLOYEE'S RESPONSIBILITIES

The employee shall submit to their immediate supervisor in writing a signed vacation time off, PTO, or compensatory time off request form. The request form includes the date of the request, the date(s) of the intended time off and the number and categories (Vacation, PTO, Compensatory) of hours they intend to expend. Prior to April 1 of each year employees will-submit their vacation plans on the office request form. The Sheriff or designee will establish work and vacation schedules, with first consideration to be given to the efficient operation of the division. Vacation schedule preference shall be determined by seniority. Seniority shall not apply to vacations scheduled after April 1.

1008.3 APPROVAL OR DENIAL PROCESS AND DOCUMENTATION

Upon receipt of the request form for time off by the immediate supervisor, consideration of the efficient operation of the division is the first priority. Any request for time off received after April 1 of each calendar year will be considered on a first-come, first-served basis. The immediate supervisor will approve or deny the time off request as soon as it is feasible. If the time off request is approved by the immediate supervisor it will then be forwarded to the division supervisor or designee for final approval. The appropriate work schedule will then be documented/adjusted.

If the time off request is denied in whole or in part, the employee will be advised by the denying supervisor in a reasonable period of time. The reason for the denial will be documented on the time off request form. The time off request, whether approved or denied, shall be returned to the employee as soon as feasible. During the pay period in which the time off request was used, the employee must submit the approved time off request to the supervisor responsible for reviewing and approving time sheets.

1008.4 ADMINISTRATION

It shall be the intent of administration to approve all vacation, PTO, and compensatory time off requests that are submitted at a minimum of 14 days prior to the requested dates off when feasible.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Vacation and Compensatory time off policy

Vacation, PTO, and compensatory time off requests made within the 14 days shall only be approved after the supervisor first considers the efficient operation of the division.

Requests for vacation, PTO, or compensatory time off within 14 days of the requested time off will only be approved after consideration of the efficient operation of the division is considered and not compromised.

Communicable Diseases

1009.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of office members contracting and/or spreading communicable diseases.

1009.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Beltrami County Sheriff's Office. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

1009.1.2 EXPOSURE DETERMINATION

- (a) OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. This exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). In the job classifications listed below, all employees have occupational exposure:

1. Job Classifications
 - (a) Sheriff
 - (b) Chief Deputy
 - (c) Deputy Sheriff Sergeant
 - (d) Deputy Sheriff
 - (e) Deputy Sheriff Sergeant Investigator
 - (f) Deputy Sheriff Investigator
 - (g) Correctional Officer Sergeant
 - (h) Correctional Officer
 - (i) Jail Administrator

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Communicable Diseases

- (j) Assistant Jail Administrator
 - (k) Inmate Programs Director
 - (l) Jail Nurse
 - (m) Deputy Sheriff Part-Time Licensed
 - (n) Mounted Posse/ Citizen Patrol Volunteer
2. Tasks and procedures or groups of closely related tasks and procedures in which occupational exposure occurs and that are performed by employees in job classifications identified above:
- (a) First aid/cardiopulmonary resuscitation with body fluid contact.
 - (b) Arrest and prisoner control with physical restraint.

1009.2 POLICY

The Beltrami County Sheriff's Office is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1009.3 EXPOSURE CONTROL OFFICER

The Sheriff will assign a person as the Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

- (a) Exposure-prevention and decontamination procedures.
- (b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.
- (c) The provision that office members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) for each member's position and risk of exposure.
- (d) Evaluation of persons in custody for any exposure risk and measures to separate them.
- (e) Compliance with all relevant laws or regulations related to communicable diseases, including:
 - 1. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
 - 2. Exposure control mandates in 29 CFR 1910.1030 (Minn. R. 5206.0600).
 - 3. Reporting cases and suspected cases of communicable diseases to the Department of Public Health (Minn. R. 4605.7070; Minn. Stat. § 144.4804).
 - 4. Notifying appropriate medical facilities regarding member exposures and providing assistance locating source individuals, as applicable (Minn. Stat. § 144.7414)

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Communicable Diseases

The ECO should also act as the liaison with the Minnesota Occupational Safety and Health Administration (MNOSHA) and may request voluntary compliance inspections. The ECO should annually review and update the exposure control plan and review implementation of the plan.

1009.4 EXPOSURE PREVENTION AND MITIGATION

1009.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (29 CFR 1910.1030; Minn. R. 5206.0600):

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or office vehicles, as applicable.
- (b) Wearing office-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
- (e) Using an appropriate barrier device when providing CPR.
- (f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.
 - 1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.
- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

1009.4.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (29 CFR 1910.1030; Minn. R. 5206.0600).

1009.5 POST EXPOSURE

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Communicable Diseases

1009.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

- (a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- (b) Obtain medical attention as appropriate.
- (c) Notify a supervisor as soon as practicable.

1009.5.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (29 CFR 1910.1030; Minn. R. 5206.0600):

- (a) Name of the member exposed
- (b) Date and time of the incident
- (c) Location of the incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure
- (f) How the incident occurred or was caused
- (g) PPE in use at the time of the incident
- (h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Occupational Disease, Personal Injury and Death Reporting Policy).

1009.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Office members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information (29 CFR 1910.1030; Minn. R. 5206.0600):

- (a) Whether the member has been informed of the results of the evaluation.
- (b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Communicable Diseases

1009.5.4 COUNSELING

The Office shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure (29 CFR 1910.1030; Minn. R. 5206.0600).

1009.5.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

- (a) Obtaining consent from the individual.
- (b) Seeking testing through the procedures of Minn. Stat. § 144.7401 to Minn. Stat. § 144.7415 through a licensed hospital or other emergency medical care facility.

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the County Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

1009.6 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well (Minn. Stat. § 144.7411).

1009.7 TRAINING

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training (29 CFR 1910.1030; Minn. R. 5206.0700):

- (a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.
- (b) Shall be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.
- (c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

Smoking and Tobacco Use

1010.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Beltrami County Sheriff's Office facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1010.2 POLICY

The Beltrami County Sheriff's Office recognizes that tobacco use is a health risk and can be offensive to others.

Smoking and tobacco use also presents an unprofessional image for the Office and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all office facilities, buildings and vehicles, and as is further outlined in this policy (Minn. Stat. § 144.414).

1010.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited anytime members are in public view representing the Office.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside County facilities and vehicles.

1010.4 ADDITIONAL PROHIBITIONS

No employee shall smoke, even while out of view of the public or off-duty, in areas properly posted with "No Smoking" notices nor shall any employee use tobacco products on public school property (Minn. Stat. § 609.681; Minn. Stat. § 144.4165). The Sheriff or the authorized designee should ensure that proper signage is in place for notice of areas where tobacco use is restricted (Minn. R. 4620.0500).

Personnel Complaints

1011.1 POLICY

6700.2200 through 6700.2600

I. PURPOSE

The purpose of this policy is to inform all employees and the public of procedures for reporting, receiving, investigating and disposition of complaints regarding the conduct of licensed peace officers of the Beltrami County Sheriff's Office. The provisions of this policy are applicable only to the investigation and the disposition of allegations of administrative misconduct. This policy does not apply to a criminal investigation.

II. POLICY

It is the policy of the Beltrami County Sheriff's Office to accept and to fairly and impartially investigate all complaints of misconduct to determine the validity of allegations; and to impose any corrective actions that may be justified in a timely and consistent manner.

III. DEFINITIONS

For the purpose of this policy, the terms set forth below are defined as follows:

- A. An internal investigation conducted in response to a complaint with the goal of determining whether an employee engaged in misconduct.
- B. means the chief of police, sheriff, state law enforcement director or designee. Within this model policy, the chief law enforcement officer will be referred to as CLEO.
- C. means an individual who holds a peace officer license in the State of Minnesota. Within this model policy, a law enforcement officer will be referred to as LEO.
- D. means a person who submits a complaint to the Agency or CLEO alleging misconduct by an agency member.
- E. means a statement alleging behavior that constitutes misconduct.
- F. means all voluntary and compensated personnel of the agency.
- G. means any of the following or combination thereof:
 - ◦ Oral Reprimand
 - Written Reprimand
 - Suspension
 - Demotion
 - Discharge
- H. means there is no factual basis for the allegation. The act or acts alleged did not occur.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Personnel Complaints

- I. means a fair preponderance of the evidence established that either:
 - (a) the agency member named in the complaint was not involved in the alleged misconduct; or
 - (b) the act(s) that provided the basis for the complaint occurred; however, the investigation revealed that such act(s) were justified, lawful or proper.
- J. means the investigation failed to disclose sufficient evidence to prove or disprove the allegations made in the complaint.
- K. means a fair preponderance of the evidence obtained in the investigation established that the LEO's actions constituted misconduct.
- L. means that the complaint revealed a policy failure. The allegation is factual and the LEO(s) followed proper agency procedure, however, that procedure has proven to be deficient.
- M. means an individual who is the subject of a complaint investigation.
- N. means:
 - (a) a violation of an agency policy or procedure governing conduct of agency members;
 - (b) conduct by a peace officer that would be a violation of POST Standards of Conduct per Minn. Rules 6700.1600
 - (c)
- A.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.
 - 9.
 - 10.
 - 11.
 - 1.
 - 2.
 - 3.
 - 4.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Personnel Complaints

5.

6.

•

•

•

•

•

•

•

•

▪

▪

▪

(a)

(b)

(c)

(d)

(a)

(b)

(c)

(d)

(e)

Seat Belts

1012.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in office vehicles (Minn. Stat. § 169.686).

1012.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213 (Minn. Stat. § 169.685).

1012.2 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this office while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Office, are properly restrained (Minn. Stat. § 169.686).

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the office member or the public. Members must be prepared to justify any deviation from this requirement.

1012.3 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES

Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any office vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by seat belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

1012.4 INOPERABLE SEAT BELTS

Office vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Office vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Sheriff.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Seat Belts

1012.5 VEHICLES MANUFACTURED WITHOUT SEAT BELTS

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer's operator requirements for safe use.

1012.6 POLICY

It is the policy of the Beltrami County Sheriff's Office that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle collision.

1012.7 TRANSPORTING CHILDREN

All children younger than 8 years of age and shorter than 4 feet 9 inches tall shall be restrained in a child passenger safety seat system (Minn. Stat. § 169.685, Subd. 5(b)).

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer's design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side airbag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible.

1012.8 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

Personnel Records

1013.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel data. Personnel data includes any file maintained under an individual member's name.

Without regard to where and how stored, all data about a current or former employee or applicant for employment shall be defined and classified as personnel data consistent with Minn. Stat. § 13.43. All data relating to a criminal investigation of a current or former employee or applicant shall be defined and classified as criminal data consistent with Minn. Stat. § 13.82.

1013.2 POLICY

It is the policy of this office to maintain personnel data and preserve the confidentiality of personnel data pursuant to the Constitution and the laws of Minnesota (Minn. Stat. § 13.43).

1013.3 OFFICE FILE

The office file shall be maintained as a record of a person's employment/appointment with this office. The office file should contain, at a minimum:

- (a) Personal data, including photographs, marital status, names of family members, educational and employment history or similar information. A photograph of the member should be permanently retained.
- (b) Election of employee benefits.
- (c) Personnel action reports reflecting assignments, promotions and other changes in employment/appointment status. These should be permanently retained.
- (d) Original performance evaluations. These should be permanently maintained.
- (e) Discipline records, including copies of sustained personnel complaints.
- (f) Adverse comments such as supervisor notes or memos may be retained in the office file after the member has had the opportunity to read and initial the comment.
 - 1. Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment.
 - 2. Any member response shall be attached to and retained with the original adverse comment.
 - 3. If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment. Such a refusal, however, shall not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the member's file.
- (g) Commendations and awards.
- (h) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

Personnel Records

1013.4 DIVISION FILE

Division files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The Division file may contain supervisor comments, notes, notices to correct and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

1013.5 TRAINING FILE

An individual training file shall be maintained by the Training Officer for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

- (a) The involved member is responsible for providing the Training Officer or immediate supervisor with evidence of completed training/education in a timely manner.
- (b) The Training Officer or supervisor shall ensure that copies of such training records are placed in the member's training file.

1013.6 INTERNAL AFFAIRS FILE

Internal affairs files shall be maintained under the exclusive control of the Internal Affairs Unit in conjunction with the office of the Sheriff. Access to these files may only be approved by the Sheriff or the Internal Affairs Unit supervisor.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition. Investigations of complaints that result in the following findings shall not be placed in the member's office file but will be maintained in the internal affairs file:

- (a) Not sustained
- (b) Unfounded
- (c) Exonerated

1013.7 MEDICAL FILE

A private medical file shall be maintained separately from all other personnel data and shall contain all documents relating to the member's medical condition and history, including but not limited to:

- (a) Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA).
- (b) Documents relating to workers' compensation claims or the receipt of short- or long-term disability benefits.
- (c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.
- (d) Medical release forms, doctor's slips and attendance records that reveal a member's medical condition.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Personnel Records

- (e) Any other documents or materials that reveal the member's medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

1013.8 EMPLOYEE ASSISTANCE PROGRAMS

Employee assistance records must be kept separate from personnel records and shall not become part of an employee's personnel file (Minn. Stat. § 181.980, Subd. 3).

1013.9 SECURITY

Personnel data should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel data maintained in an electronic format should have adequate password protection.

Any personnel data not deemed public data is private and shall not be subject to disclosure except as provided in this policy, the Records Maintenance and Release Policy, according to applicable discovery procedures or with the member's written consent (Minn. Stat. § 13.43; Minn. Stat. § 181.967, Subd. 4).

Nothing in this policy is intended to preclude review of personnel data by the County Administrator, County Attorney or other attorneys or representatives of the County in connection with official business.

1013.9.1 REQUESTS FOR DISCLOSURE

Any member receiving a request for personnel data shall promptly notify the Custodian of Records or other person charged with the maintenance of such data.

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made.

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member's personnel data shall be logged in the corresponding file.

1013.9.2 RELEASE OF PRIVATE DATA

Except as provided by this policy, pursuant to lawful process, pursuant to state law or court order, no private data shall be disclosed without the written consent of the employee or written authorization of the Sheriff designee (Minn. Stat. § 13.43; Minn. Stat. § 181.967, Subd. 4).

1013.10 MEMBER ACCESS TO HIS/HER OWN PERSONNEL RECORDS

Upon request, any member may request access to his/her own personnel file as set forth in Minn. Stat. § 181.961.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Personnel Records

Any member seeking the removal of any item from his/her personnel files shall file a written request to the Sheriff through the chain of command. The Office shall remove any such item if appropriate, or within 30 days provide the member with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the member's request and the written response from the Office shall be retained with the contested item in the member's corresponding personnel file. If the contested item is ultimately removed, the written responses shall also be removed (Minn. Stat. § 181.962, Subd. 1). An employee not satisfied with this resolution may seek such other remedies as are authorized by the MGDPA.

Members may be restricted from accessing files containing any of the following information:

- (a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.
- (b) Confidential portions of internal affairs files that have not been sustained against the member.
- (c) Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the member.
- (d) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.
- (e) Materials used by the Office for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for office planning purposes.
- (f) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- (g) Records relevant to any other pending claim between the Office and the member that may be discovered in a judicial proceeding.

1013.11 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel data shall be maintained in accordance with the established records retention schedule.

- (a) During the preparation of each member's performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. Each supervisor responsible for completing the member's performance evaluation should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.
- (b) If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Sheriff.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Personnel Records

- (c) If, in the opinion of the Sheriff, a personnel complaint or disciplinary action maintained beyond the required retention period is no longer relevant, all records of such matter may be destroyed in accordance with the established records retention schedule.

Coaching Plans

1014.1 PURPOSE AND SCOPE

The purpose of this Non-Disciplinary Action Policy is to express the philosophy of taking non-disciplinary actions with members. The purpose of Coaching Plans are to set forth the expectations of management in a concise, understandable fashion to aid members in conducting their jobs and themselves more effectively and efficiently thus greatly enhancing the efficiency of the agency. The actions are primarily intended to promote the providing of fair and efficient service to the community. Further, these expectations are intended to be equitable to those who are expected to work by them. Fairness to both the community and department personnel is achieved through a process of careful consideration and constant review.

1014.1.1 COACHING PLANS

Coaching Plans are meant to be a method which gives a supervisor and opportunity to think through issues that need to be addressed with a sub-ordinate and reduce those issues to writing. It is the belief of the administration that most employees simply want to know what is expected of them and what they need to do to accomplish the expectations.

Coaching plans should set forth the issue which the supervisor wishes to address and the expectation of the administration for the employee, in order to inform the employee of the issue and corrective measures which the employee can take to satisfy the needs or address the problem.

1014.1.2 AUTHORITY TO ISSUE COACHING PLANS

An employee's immediate supervisor, Sergeant, Jail Administrator, Assistant Administrator, Supervisor, Chief Deputy or Sheriff have authority to issue performance reviews.

1014.1.3 ROUTING OF PERFORMANCE REVIEWS

Performance Reviews shall be routed through the supervisory ranks and up the chain of command and then to the employees "Supervisory File," which is kept by the Sheriff or Jail Administrator. Performance Reviews will not routinely be forwarded to the Human Resources- Official Personnel File.

1014.1.4 RETENTION OF PERFORMANCE REVIEWS

Coaching Plans and Performance Reviews have replaced annual Performance Reviews in the Beltrami County Sheriff's Office and as such are the "performance notes" which will be retained in the employees Supervisory Personnel File during the tenure of that employee.

Conduct

1015.1 PURPOSE AND SCOPE

The purpose of this policy is to provide employees of this office with guidelines for their conduct in order that they may participate in meeting the goals of this office in serving the community. This policy incorporates the elements of the Peace Officer Standards and Training Board Model Policy regarding the professional conduct of peace officers. However, this policy shall apply to all employees of this office (including volunteer, part-time, auxiliary and contract employees). This policy shall not be construed to increase or establish an employee's civil or criminal liability nor shall it be construed to create or establish a higher standard of safety or care (Minn. Stat. § 626.8457).

A violation of any portion of this policy may only serve as the basis for internal disciplinary and/or administrative action. The rights of employees under this policy are in addition to collective bargaining agreements or any other applicable law (see generally Minn. R. Ch. 6700.1500).

The Office shall report annually to POST data regarding the investigation and disposition of cases involving alleged misconduct of deputies (Minn. Stat. § 626.8457 Subd. 3).

1015.1.1 CONDUCT POLICY

The continued employment of every employee of this office shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure of any employee to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action (see generally Minn. R. Ch. 6700.2000 to Minn. R. Ch. 6700.2600).

An employee's off-duty conduct shall be governed by this policy to the extent that it is related to act(s) that may materially affect or arise from the employee's ability to perform official duties, that it may be indicative of unfitness for his/her position or that brings discredit or harm to the professional image or reputation of the Office, its members, the County or the law enforcement profession.

Any disciplinary actions against deputies arising from violations of this policy shall be investigated in accordance with Personnel Complaint and Misconduct Procedure Policy and the Peace Officer Discipline Procedures Act (Minn. Stat. § 626.89).

1015.1.2 LAWFUL ORDERS

Employees shall comply with lawful directives and orders from any supervisor or person in position of authority absent a reasonable and bona fide excuse. An employee who believes any written or verbal order to be in conflict with another order or unlawful shall:

- Immediately inform the supervisor issuing the order, the employee's immediate supervisor or the Shift Sergeant of the conflict or error of the order.
- Provide details explaining the grounds for the belief of the conflict or error of the order.
- Request clarification, guidance and direction regarding following the order.
- Request the order in writing should the conflict or error be unresolved.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Conduct

- Respectfully Inform the supervisor if he/she intends to disobey what he/she reasonably believes to be an unlawful order.

An employee's election to disobey an order he/she believes to be unlawful is not a bar to discipline should the order be determined as lawful.

1015.1.3 DISCIPLINARY ACTION

Department personnel comprise a special class of public employee. Members of the department are conspicuous and visible representatives of government. Members' conduct is closely scrutinized, and when it is found to be excessive, unwarranted, or unjustified, criticism is more severe than it would be for similar conduct of persons in other walks of life. The end result of criticism is lost community support and respect, both of which are necessary ingredients to the department's ability to perform the law enforcement function. Therefore, close adherence to departmental regulations is absolutely essential to guarantee community support and to maintain effective services.

- (a) In determining what disciplinary action should be taken, the Sheriff may consider the following:
 1. All the circumstances surrounding the case.
 2. The seriousness of the employee's conduct in relation to the employee's particular duties and record with the department.
 3. What action the department has previously taken to prevent this type of conduct.
 4. The contemplated corrective action in light of its training value, rather than strictly as punishment for the offense.
 5. The disciplinary action of a corrective nature that the department has taken in similar instances.
 6. The probable cause of the employee's behavior.
 7. What corrective action will most likely eliminate the cause and prevent a reoccurrence.
 8. The employee's expected reaction to the corrective measure.
 9. The probable reaction of other employees to the corrective action.
- (b) If disciplinary action is determined to be necessary, it will be in the form of one or more of the following:
 1. Oral reprimand
 2. Written reprimand
 3. Suspension
 4. Demotion and/or

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Conduct

5. Discharge

- (c) These disciplinary measures, as listed, are not to be considered to be a prescribed progressive order of application of discipline. The appropriate action(s) will be determined by the circumstances and/or merits of each situation.

1015.1.4 CONDUCT THAT MAY RESULT IN DISCIPLINE

The following causes for disciplinary action constitute a portion of the disciplinary standards of this office. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for specific action or inaction that is detrimental to efficient office service.

- (a) Employees shall conduct themselves, whether on- or off-duty, in accordance with the Constitution of the United States, the Minnesota Constitution, and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.
- (b) Any of the following actions may be deemed sufficient cause for the discipline, discharge, suspension, demotion or removal of any employee:
- (c) Failure to abide by the standards of ethical conduct for employees, including fraud in securing appointment or hire.
- (d) Activity that is incompatible with an employee's conditions of employment established by law or that violates a provision of any agreement or contract.
- (e) Violation of any rule, order, requirement or the failure to follow instructions contained in Office or County manuals.
- (f) Willful disobedience to any legal order properly issued by any superior officer of the Office.
- (g) Willful neglect of duty, including failure or refusal to perform a known mandatory, non-discretionary, ministerial duty of the office or employment within the time or in the manner required by law to perform (Minn. Stat. § 609.43 (1)).
- (h) Making public any active investigation other data classified as not public of the Office to any unauthorized person.
- (i) Unreasonable and unwarranted violence to a person encountered or person under arrest.
- (j) Under pretense or color of official authority intentionally and unlawfully injures another in the other's person, property or rights (Minn. Stat. § 609.43 (3)).
- (k) Use of obscene, profane or derogatory language while on-duty or in uniform.
- (l) Unauthorized attendance while on-duty at official legislative or political sessions or functions.
- (m) Willful and inexcusable destruction or loss of Office property.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Conduct

- (n) Violations of federal, state, local or administrative laws that are willful or inexcusable or involve moral turpitude, including violations of Minn. R. Ch. 6700.1600.
- (o) Commits any act in an official capacity knowing it is excess of authority or forbidden by law (Minn. Stat. § 609.43 (2))
- (p) Any on- or off-duty conduct that any employee knows or reasonably should know is unbecoming a member of the Office or that is contrary to good order, efficiency or morale, disgraceful or that tends to reflect unfavorably upon the Office or its members.

1015.1.5 ATTENDANCE

- (a) Leaving the job to which assigned during duty hours without reasonable excuse and proper permission and approval.
- (b) Tardiness on scheduled day(s) of work.
- (c) Failure to report to work or to place of assignment at time specified and fully prepared to perform duties without reasonable excuse.
- (d) Failure to notify the Office within 24 hours of any change in residence address, home phone number or emergency contact information.
- (e) Unauthorized absence from duty or abuse of leave privileges.

1015.1.6 GENERAL CONDUCT

- (a) Any failure or refusal of an employee to properly perform the function and duties of an assigned position.
- (b) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily injury on another.
- (c) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment without first notifying the Sheriff of such action.
- (d) Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on duty, on Office or County property or while in any way representing him/herself as a member of this office, except as expressly authorized by the Sheriff.
- (e) Engaging in political activities during assigned working hours except as expressly authorized by the Sheriff.
- (f) Failure to maintain required and current licenses (e.g. driver's license, POST license) and certifications (e.g. first aid).
- (g) Establishing an inappropriate social relationship with a known victim, witness, suspect or defendant of an Office case while such case is being investigated or prosecuted as a result of such investigation.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Conduct

- (h) Using Office resources in association with any portion of an independent civil action. These resources include, but are not limited to, personnel, vehicles, equipment and non-subpoenaed records.
- (i) Engaging in horseplay resulting in injury or property damage or the reasonable possibility thereof.
- (j) Unauthorized possession of, loss of or damage to Office property or the property of others, or endangering it through unreasonable carelessness or maliciousness.
- (k) Failure of any employee to promptly and fully report activities on his/her part or the part of any other employee where such activities may result in criminal prosecution or discipline.
- (l) Failure of any employee to promptly and fully report activities that have resulted in official contact by any other law enforcement agency.
- (m) Using or disclosing one's status as an employee with the Office in any way that could reasonably be perceived as an attempt to gain influence or authority for non-Office business or activity.
- (n) The use of any not public data obtained or accessed as a result of employment with the Office for personal or financial gain or without the express authorization of the Sheriff or a designee may result in discipline.
- (o) Seeking restraining orders against individuals encountered in the line of duty without the express permission of the Sheriff.
- (p) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.
- (q) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.
- (r) Receiving from an inmate, any articles to deliver outside of the jail facility.
- (s) Allowing contraband articles, including, but not limited to weapons, clothing, food, illegal drugs or tobacco in any jail facility.
- (t) Accepting gifts of any value or favors from current or former inmates or their families. Attempts on the part of a current inmate, former inmate or his/her family to send gifts or offer favors to jail employees or their families must be immediately reported to the employee's supervisor.
- (u) Divulging home telephone numbers, addresses, e-mail addresses, work schedules or other not public data regarding themselves or other employees to current inmates, former inmates or their families or the general public.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Conduct

1015.1.7 DISCRIMINATION, OPPRESSION, HARASSMENT OR FAVORITISM

- (a) Discriminate against, oppress or provide favoritism to any person because of age, race, color, creed, religion, sex, sexual orientation, national origin, ancestry, marital status, physical or mental disability or medical condition or intentionally deny or impede another in the exercise or enjoyment of any right, privilege, power or immunity, knowing the conduct is unlawful.
- (b) Discourteous, disrespectful or discriminatory treatment toward any member of the public or any member of this office.
- (c) Intentionally subjecting another to sexual harassment.

Racial profiling (Minn. Stat. § 626.8471 Subd. 2).

1015.1.8 INTOXICANTS

The word intoxicants as used in this regulation is intended to include medicine, alcohol, or any other substance which excited or dulls the body to the point where physical or mental control is markedly diminished or which gives off an odor indicating a substance has been consumed which may impair judgment.

- (a) Members shall not consume intoxicants at any time after reporting for a duty shift or during a duty shift unless it is appropriate in the performance of an official assignment. In such cases, there must be prior approval from the member's superior. No member shall consume any intoxicants when armed with a weapon while off duty. At no time shall a member consume intoxicants to such a degree that it impairs their on-duty performance.
- (b) Members of the department shall not operate a county motor vehicle after consuming an intoxicant. There are rare cases where an undercover investigator may have to consume alcohol during the course of an investigation. If this happens, the officer will document the fact that he has consumed alcohol and the reason why.
- (c) When a department member is called to duty while off duty and an intoxicant has been consumed, the employee must advise his supervisor of that fact. The supervisor will determine whether the department member should report for duty. Department members who are on stand-by status may not consume intoxicants, unless prescribed by a physician, and must notify their supervisor when prescribed medication is consumed. The supervisor will determine their suitability for continued stand-by status.
- (d) Investigators or other department members who are scheduled to be subject to call-out during a specific off-duty period ("on-call"), are strongly encouraged to refrain from consuming intoxicants while "on-call." If alcohol is consumed and for eight (8) hours after the alcohol consumption is ceased, the scheduled "on-call" department member must arrange with another equally qualified department member to take their place "on-call" and notify the on-duty shift supervisor of the change.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Conduct

There is an immediate lowering of esteem, suspicion of ineffectiveness, and creation of a safety hazard when there is public contact by a member of the department indicating the use of intoxicants either due to an odor or physical evidence of impairment. Additionally, the stresses of law enforcement require an officer to be mentally alert and physically able to perform.

Therefore, the Sheriff has instituted a zero-tolerance policy for intoxicant consumption, and the prohibition of the use of intoxicants includes off-duty consumption that effects on-duty performance. Officers should not consume intoxicants in public when they are identifiable by uniform. Trousers are the only uniform item considered unrecognizable.

1015.1.9 PERFORMANCE

- (a) Sleeping during on-duty time or assignments without permission.
- (b) Careless workmanship resulting in spoilage or waste of materials or work of an unacceptable nature as applicable to the nature of the work assigned.
- (c) Unsatisfactory work performance, including, but not limited to, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders, work assignments or instructions of supervisors without a reasonable and bona fide excuse.
- (d) Concealing, attempting to conceal, removing or destroying defective or incompetent work.
- (e) Disobedience or insubordination to constituted authorities, including refusal or deliberate failure to carry out or follow lawful directives and orders from any supervisor or person in a position of authority.
- (f) The wrongful or unlawful exercise of authority on the part of any employee for malicious purpose, personal gain, willful deceit or any other improper purpose.
- (g) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of the Office or subverts the good order, efficiency and discipline of the Office or that would tend to discredit any member thereof.
- (h) The falsification of any work-related records, the making of misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any Office record, public record, book, paper document (Minn. Stat. § 609.43 (4)).
- (i) Wrongfully loaning, selling, allowing unauthorized use, giving away or appropriating any Office badge, uniform, identification card or property for personal use, personal gain or any other improper or unauthorized use or purpose.
- (j) Carrying, while on the premises of the workplace, any firearm or other deadly weapon that is not required for the performance of the employee's current job duties or authorized by his/her appointing authority.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Conduct

- (k) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the employee's duties (lawful subpoena fees and authorized work permits excepted).
- (l) Any knowing or negligent violation of the provisions of the Office manual, operating procedures or other written directive of an authorized supervisor. The Office shall make this manual available to all employees. Employees shall familiarize themselves with and be responsible for compliance with this manual and each of the policies contained herein.
- (m) Work-related dishonesty, failure to disclose, being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm or destroy the reputation, authority or official standing of the Office or members thereof, misrepresenting material facts, including upon or within any application, examination form or other official document, report or form, or during the course of any investigation, including failure to participate in any Office-related investigation or business.
- (n) Violating a law related to employment or any misdemeanor or felony statute involvement in any criminal, dishonest, infamous or disgraceful conduct adversely affecting the employee/employer relationship, whether on- or off-duty, including associating with, or joining a criminal gang, organized crime and/or criminal syndicate, security threat group or persons who engage in serious violations of state or federal laws when an employee knew or reasonably should have known of the criminal nature of the organization, except as specifically directed and authorized by the Office.
- (o) Attempted or actual theft of Office property, misappropriation or misuse of public funds, property, personnel or services or the property of others or the unauthorized removal or possession of Office property or the property of another person.
- (p) Failure to take reasonable action while on-duty and when required by law, statute, resolution or approved Office practices or procedures.
- (q) Offer or acceptance of a bribe or gratuity.
- (r) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.
- (s) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions: while on office premises; at any work site; while on-duty or while in uniform; while using any office equipment or system. Gambling activity undertaken as part of a deputy's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
- (t) Knowingly making false, misleading or malicious statements that are reasonably calculated to harm or destroy the reputation, authority or official standing of the Office or members thereof.
- (u) Failure to maintain required and current licenses and certifications.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Conduct

- (v) Giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any office-related business.

1015.1.10 SAFETY

- (a) Failure to observe posted rules, signs and written or oral safety instructions while on-duty and/or within Office facilities or to use required protective clothing or equipment.
- (b) Knowingly failing to report any on-the-job or work-related accident or injury within 24 hours.
- (c) Substantiated employee record of unsafe or improper driving habits or actions in the course of employment.
- (d) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.
- (e) Any personal action contributing to involvement in a preventable traffic collision, or other unsafe or improper driving habits or actions in the course of employment.
- (f) Violating Office safety standards or safe working practices.

1015.1.11 SECURITY

- (a) Unauthorized, intentional release of designated confidential, private, non-public or protected non-public data.

1015.1.12 SUPERVISOR RESPONSIBILITIES

- (a) If an employee's conduct is a cause of action for discipline, the supervisor shall inform the employee promptly and specifically of the improper conduct.
- (b) Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:
- (c) Failure to take appropriate action to ensure that employees adhere to the policies and procedures of this office and that the actions of all personnel comply with all laws.
- (d) Failure of a supervisor to report in a timely manner any known misconduct of an employee to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.
- (e) The unequal or disparate exercise of authority on the part of a supervisor toward any employee for malicious or other improper purpose.

1015.1.13 ABSENT FROM DUTY

- (a) Members shall not be absent from duty without permission from their superior. In the event of sickness, proper notification to one's superior is necessary prior to the time designated for reporting for duty.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Conduct

- (b) Proper conditions for sick leave include injury or illness experienced by the employee or their children. Sick leave may also be used in the event of a critical or potentially critical illness in the employee's immediate family when alternative care for the ill person is not available.
- (c) Notification, when proper conditions for sick leave exist, includes telephone notification or the filing of a request for relief, when possible, prior to the hours scheduled for duty. Extenuating circumstances might make timely notification impossible, in which case notification within a reasonable time is necessary " one hour before scheduled duty.

1015.1.14 PUBLIC CRITICISM

- (a) Members of the department shall not public criticize the operation or personnel of the department if such criticism clearly undermines the discipline, harmony, or general efficiency of the department.
- (b) The department recognizes that its members retain rights to expression and freedom of speech granted by the Constitution, whether on or off duty. However, these rights do not allow for conduct that is disruptive of the proper function of the public's business.

1015.1.15 DEPARTMENTAL CRITICISM

- (a) Members of the department shall not, under any circumstances or in any manner whatsoever, speak critically or derogatorily to other members of the department regarding the orders or instructions issued by superiors; provided, however, in any case when there is sound reason to believe that such orders or instructions are inconsistent or unjust, it is the right and duty of any member to appeal to higher authority in the department.

1015.1.16 COOPERATION DURING INTERNAL INVESTIGATIONS

- (a) Members of the department must cooperate in any official internal investigation of alleged misconduct, illegal activity, or impropriety. Failure to answer questions or submit to proper investigative techniques constitutes insubordination.

1015.1.17 CENSURING DEPARTMENT MEMBERS

- (a) Deliberations or discussions among members conveying censure toward other members of the department and all publications or communications of a personal nature relating to official transactions within the department are prohibited.
 1. This regulation is intended to prohibit the internal criticism which meets the "disruptive" test of the public criticism regulation. However, it should be noted that internal dissension and criticism becomes disruptive more easily than public criticism, due to the fact that the department's duties require a high level of internal discipline to guarantee efficiency, honesty, and equity in the public

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Conduct

service. This regulation is not intended to limit any agreement under any existing labor contracts.

1015.1.18 STRIKE PARTICIPATION BY EMPLOYEES

- (a) Any essential employee of the department who participates in any mass absence without leave constituting a strike within the terms of Minnesota State Statutes and who fails to return to duty upon order of the Sheriff shall be immediately suspended for insubordination and engaging in illegal activity.
- (b) In the event such essential members participate in said strike for a period exceeding twenty-four (24) hours, the Sheriff may thereupon take immediate steps to discharge or take disciplinary action against said violators.
- (c) In the event probationary personnel participate in said strike and fail to return to duty on a specific order to each probationary essential employee by the Sheriff, that member may be summarily discharged from the department by the Sheriff.

1015.1.19 PETITIONING OUTSIDE THE DEPARTMENT

- (a) Members of the department shall not request the aid of any person outside the department to have them transferred to another assignment or beat, to have them restored to any assignment or beat from which they have been removed by order of a superior, or to have them promoted to a higher rank in the department, nor shall they knowingly permit any petition to be formulated or presented by citizens in their behalf requesting such transfer, restoration, or promotion.
 - 1. This regulation is not intended to prohibit members seeking legal redress for grievances or using references requested by the department during a promotional process.

1015.1.20 PERSONS IN CUSTODY OF THE SHERIFF

Deputies and employees will at all times maintain professional boundaries between themselves and Jail Inmates. There will be zero tolerance for violations of these boundaries.

- (a) Deputies and Employees shall not engage in any of the following activities with persons who are in custody of the Beltrami County Jail, except as necessary for the performance of authorized Sheriff's Office duties:
 - 1. Criminal Sexual Conduct, as defined by Minnesota Statutes, Section 609.344 and 609.345.
 - 2. Sexually explicit or suggestive jokes.
 - 3. Sexually oriented dialogue.
 - 4. Intervening in any official or legal processes on behalf of persons in custody.
 - 5. Giving gifts to, or receiving gifts from, persons in custody regardless of the value.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Conduct

6. Provide any personal information about any employee of the Sheriff's Office.
7. Provide personal letters, telephone numbers, e-mail addresses or photographs of any employee, employee's relative or employee's friend.
8. Granting of special requests or favors.
9. Allowing any person in custody to be in an unauthorized area or away from an assigned area.
10. Accepting personal phone calls.
11. Making personal phone calls.
12. Sharing food.
13. Intervening in the personal affairs of the person(s) in custody.

1015.1.21 LEGAL REFERRALS

- (a) Members of the department shall not recommend to any person the employment of any particular person as his attorney or counsel or suggest the name of any lawyer or person to a prisoner with a view to his defense, nor shall they, either directly or indirectly, interfere or interest themselves in any manner whatever in the employment of any attorney to aid any potential litigant.
- (b) No employee is to render legal advice or state his or her opinion as to the legality of any charge made against any prisoner.

1015.1.22 USE OF COUNTY VEHICLES

- (a) Members of the department shall drive assigned vehicles with safety in mind at all times. Careless or irresponsible operation of departmental vehicles is prohibited.
- (b) No member of the department shall use a departmental vehicle for trips outside the county without permission of their superior or unless their duties require it. Take-home vehicles are not to be parked or stored outside the county when out of service, unless authorized by the Sheriff. Departmental vehicles may be used for official on duty purposes only, unless prior approval has been received from the Sheriff or the vehicle is being driven to or from a repair or maintenance facility.

1015.1.23 ACCIDENTS WITH COUNTY VEHICLE

- (a) Members of the department shall promptly report to their superior any accident with any departmental motor vehicle operated by them or in their charge. In all cases in which county vehicles are involved in accidents, a supervisor or ranking officer in charge shall be notified by the dispatcher and this officer will either personally investigate the accident or request another police agency to investigate.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Conduct

1015.1.24 CARE AND USE OF COUNTY PROPERTY

- (a) Members of the department shall be responsible for the good care of departmental property, whether fixed or movable, assigned to their use or keeping and will promptly report to a superior the loss of, damage to, or unserviceable condition of such property. Roughness or carelessness in the handling of such property shall not be tolerated. Any member found responsible for the destruction or loss of county property, either through willfulness or negligence, may be required to pay all costs of repairs or replacement thereof, besides suffering any penalty imposed for violation of this regulation. Further, any department employee failing to report defective equipment may be subject to disciplinary procedures. Members of the department shall not use any department property for private purposes unless approved by the Sheriff or his designee.

1015.1.25 TEMPORARY APPOINTMENTS

- (a) Any member of the department may be temporarily appointed to a position of higher rank by the Sheriff and shall be held responsible in like manner as if regularly appointed to such high office. They shall be careful not to interfere with or countermand any order issued by the member whose place he temporarily occupies, except when the expediency of official business demands.

1015.1.26 DUPLICATE KEYS

- (a) Members of the department are prohibited from making or causing to be made any duplicates of keys under the charge of the department without first receiving the approval of their superior officer.

1015.1.27 REPAIRS TO LEASED EQUIPMENT

- (a) Members of the department may not order repairs to department-leased equipment during the last four months of the lease period without approval of the Chief Deputy.

1015.1.28 FAILURE TO MEET FINANCIAL OBLIGATIONS

- (a) Members of the department shall promptly pay all debts and legal liabilities.
 1. This regulation is intended to deal with a narrow portion of conduct that is the result of financial irresponsibility. Financial hardship cases are not necessarily subject to discipline unless a gross demonstration of financial irresponsibility is present and job performance is adversely affected.

Commendations and Awards

1016.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Beltrami County Sheriff's Office and individuals from the community.

1016.1.1 POLICY

The Beltrami County Sheriff's Office expects a high level of professional performance from all employees. When an employee exceeds that level of performance, recognition by the department is an appropriate way of demonstrating appreciation.

1016.2 POLICY

It is the policy of the Beltrami County Sheriff's Office to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1016.3 COMMENDATIONS

Commendations for members of the Office or for individuals from the community may be initiated by any office member or by any person from the community.

1016.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond the typical duties.

1016.4.1 OFFICE MEMBER DOCUMENTATION

Members of the Office should document meritorious or commendable acts. The documentation should contain:

- (a) Identifying information:
 1. For members of the Office - name, division and assignment at the date and time of the meritorious or commendable act
 2. For individuals from the community - name, address, telephone number
- (b) A brief account of the meritorious or commendable act with report numbers, as appropriate.
- (c) The signature of the member submitting the documentation.

1016.4.2 COMMUNITY MEMBER DOCUMENTATION

Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Office members

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Commendations and Awards

accepting the documentation should attempt to obtain detailed information regarding the matter, including:

- (a) Identifying information:
 - 1. For members of the Office - name, division and assignment at the date and time of the meritorious or commendable act
 - 2. For individuals from the community - name, address, telephone number
- (b) A brief account of the meritorious or commendable act with report numbers, as appropriate.
- (c) The signature of the person submitting the documentation.

1016.4.3 PROCESSING DOCUMENTATION

Documentation regarding the meritorious or commendable act of a member of the Office should be forwarded to the appropriate Chief Deputy for his/her review. The Chief Deputy should sign and forward the documentation to the Sheriff for his/her review.

The Sheriff or the authorized designee will present the commendation to the office member for his/her signature. The documentation will then be returned to the Administration secretary for entry into the member's personnel file.

Documentation regarding the meritorious or commendable act of an individual from the community should be forwarded to the Administration Chief Deputy. The documentation will be signed by the Chief Deputy and forwarded to the Sheriff for his/her review. An appropriate venue or ceremony to acknowledge the individual's actions should be arranged. Documentation of the commendation shall be maintained in a file designated for such records.

1016.5 AWARDS

Awards may be bestowed upon employees and members of the public. These awards include:

- **Award of Merit:**
 - The Sheriff's Award of Merit may be awarded to a department member for performance resulting in improved operations, outstanding community service, or substantial savings in organizational cost. This award may be awarded to an employee for an incident or incidents which clearly show an extraordinary level of expertise, thoroughness, conscientiousness, or determination, or it may be given for achieving a very superior level of performance and maintaining that level for an extended period of time. The formal award for this accomplishment would be a certificate and/or plaque.
- **Award of Valor:**
 - The Medal of Valor may be awarded to an employee who knowingly and purposely exposes him or herself to an extraordinary risk of personal harm or death to accomplish a meaningful police objective. The formal award for this accomplishment would be a blue and white medal and plaque.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Commendations and Awards

- **Lifesaving Award:**
 - A Lifesaving Award may be given to an employee for the saving of a human life. This award is intended for the employees directly responsible for the saving of a human life. The formal award for this accomplishment would be a red and white medal.
- **Medal of Honor:**
 - The Medal of Honor is the highest award given. It may be awarded to an employee for an act of outstanding bravery or heroism. Such an act would be characterized by demonstrated unselfishness, courage, and the immediate high risk of death or serious physical injury. The award may also be posthumously given to a member who has died while involved in an action of demonstrated heroism to accomplish a meaningful police, civic, or humanitarian goal. The formal medal for this accomplishment would be a red, white, and blue medal and plaque
- **Service Award:**
 - The Service Award may be awarded to an employee who is leaving the service of the county and has exhibited excellent service to the citizens of Beltrami County during their time of employment.
 - The formal award for this accomplishment is a certificate

1016.6 CITIZEN RECOGNITION

1016.6.1 PURPOSE

To encourage Beltrami County Sheriff's Office employees to recognize and recommend deserving citizens for special Sheriff's Office recognition. Our Office has had significant support and assistance from the community in which we work. Our Office wants to recognize special efforts by a citizen to assist an officer, to help a victim, to report crimes in progress, or other actions which contribute to the safety of the community or of deputy sheriffs.

1016.6.2 PROCEDURE

- (a) To initiate recognition of a citizen, employees should forward a Recognition Report explaining the citizen's assistance, along with any appropriate, related reports, to their Sergeant, who will forward it to the Chief Deputy, who will then forward it to the Recognition Board for consideration. Citizens will be recognized in one of the following ways:
 1. Letters of Appreciation
 - (a) When an employee becomes aware that a citizen has made a special effort to assist the Sheriff's Office, the employee may request that the Sheriff

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Commendations and Awards

write a Letter of Appreciation. If an employee wishes to personally thank the individual, department stationery may be used for this purpose.

2. Citizen Certificate of Recognition
 - (a) This certificate may be given to a citizen for outstanding assistance to the Sheriff's Office or other efforts on behalf of public safety, usually under difficult circumstances.
3. Commendation Medal
 - (a) A Commendation Medal may be awarded in recognition of a citizen's significant assistance to a level showing extraordinary measures of involvement far beyond that expected of ordinary citizens.
4. Medal of Valor
 - (a) The Medal of Valor may be awarded to citizens who render themselves to a risk of personal harm in order to accomplish a meaningful police, civic, or humanitarian goal.
 - (b) In cases where juveniles received recognition from the Sheriff's Office, their school principal will be notified of the recognition. Permission will be obtained first from the juvenile and the juvenile's parent(s).
 - (c) The employee who submits a recommendation will be notified in writing of the Recognition Board's action in the matter.
 - (d) Adults while on-duty with their employer receive notification of recognition.

1016.7 SELECTION OF A RECOGNITION BOARD

The Sheriff has established the following guidelines for membership on the board:

- (a) Two deputy sheriffs, at least one holding a supervisor rank, to be appointed by the Sheriff.
- (b) Three non-sworn employees, one each from Communications, Corrections and Records Divisions, to be appointed by the Sheriff.
- (c) The Sheriff will appoint the Chair Person. The Chair Person will select the time and place for meetings, as well as giving meeting notice to members of the board. The Chair Person shall also sign Recognition Reports recommending award(s) to the Sheriff.
- (d) The membership will be reviewed annually.

The Sheriff's Office considers being a member of the Recognition Board as an honor and a privilege.

Meetings of the board are to be held on a Monday through Friday basis. The meeting should not start before 0800 hours nor end after 2000 hours. No extra monies will be received by members

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Commendations and Awards

of the board for their participation. When meetings are scheduled during a work shift, supervisors will allow members of the board to attend whenever possible.

A quorum is needed to recommend an award. A majority of the members present will then be needed to ratify the recommendation award for final consideration by the Sheriff. Any promotion received by a board member while an active member is not just cause for removal from the board.

1016.8 AWARDS

Awards may be bestowed upon members of the Office and individuals from the community. These awards include:

- Award of Merit.
- Award of Valor.
- Lifesaving Award.
- Meritorious Conduct.

Criteria for each award, the selection, presentation and display of any awards are determined by the Sheriff.

Fitness for Duty

1017.1 PURPOSE AND SCOPE

All deputies are required to be free from any physical, emotional or mental condition that might adversely affect the exercise of peace officer duties. The purpose of this policy is to ensure that all deputies of this office remain fit for duty and able to perform their job functions.

1017.2 EMPLOYEE RESPONSIBILITIES

- (a) It shall be the responsibility of each member of this office to maintain good physical condition sufficient to safely and properly perform essential duties of the position.
- (b) Each member of this office shall perform his/her respective duties without physical, emotional and/or mental constraints.
- (c) During working hours, all employees are required to be alert, attentive and capable of performing assigned responsibilities.
- (d) Any employee who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1017.3 SUPERVISOR RESPONSIBILITIES

- (a) A supervisor observing an employee, or receiving a report of an employee, who is perceived to be unable to safely perform his/her duties due to a physical, medical or mental condition shall take prompt and appropriate action in an effort to resolve the situation.
- (b) Whenever feasible, the supervisor should attempt to ascertain the reason or source of the problem and in all cases a preliminary evaluation should be made to determine the level of inability of the employee to perform his/her duties.
- (c) In the event the employee appears to be in need of immediate medical or psychiatric treatment, all reasonable efforts should be made to provide such care.
- (d) In conjunction with the Shift Sergeant or the employee's available Chief Deputy, a determination should be made whether the employee should be temporarily relieved from his/her duties.
- (e) The Sheriff shall be promptly notified in the event that any employee is relieved from duty.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Fitness for Duty

1017.4 NON-WORK RELATED CONDITIONS

Any employee suffering from a non-work related condition that warrants a temporary relief from duty may be required to use sick leave or other paid time off in order to obtain medical treatment or other reasonable rest period.

1017.5 WORK RELATED CONDITIONS

Any employee suffering from a work-related condition that warrants a temporary relief from duty shall be required to comply with personnel rules and guidelines for processing such claims.

Upon the recommendation of the Shift Sergeant or unit supervisor and concurrence of a Chief Deputy, any employee whose actions or use of force in an official capacity result in death or serious injury to another may be temporarily removed from regularly assigned duties and/or placed on paid administrative leave for the well-being of the employee and until such time as the following may be completed:

- (a) A preliminary determination that the employee's conduct appears to be in compliance with policy and law.
- (b) If appropriate, the employee has had the opportunity to receive necessary counseling and/or psychological clearance to return to full duty.

1017.5.1 PROCEDURES - OFFICER INVOLVED DEADLY FORCE

See Policy #310 Officer Involved - Critical Incidents

1017.6 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS

- (a) Whenever circumstances reasonably indicate that an employee is unfit for duty, the Sheriff may serve that employee with a written order to undergo a physical and/or psychological examination in cooperation with the Department of Human Resources to determine the level of the employee's fitness for duty. The order shall indicate the date, time and place for the examination.
- (b) The examining physician or therapist will provide the Office with a report indicating that the employee is either fit for duty or, if not, list any functional limitations that limit the employee's ability to perform job duties. If the employee places his/her condition at issue in any subsequent or related administrative action or grievance, the examining physician or therapist may be required to disclose any and all information that is relevant to such proceeding.
- (c) To facilitate the examination of any employee, the Office will provide all appropriate documents and available information to assist in the evaluation and/or treatment.
- (d) All reports and evaluations submitted by the treating physician or therapist shall be part of the employee's private medical file.
- (e) Any employee ordered to receive a fitness for duty examination shall comply with the terms of the order and cooperate fully with the examining physician or therapist

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Fitness for Duty

regarding any clinical interview, tests administered or other procedures as directed. Any failure to comply with such an order and any failure to cooperate with the examining physician or therapist may be deemed insubordination and may subject the employee to discipline up to and including termination.

- (f) Once an employee has been deemed fit for duty by the examining physician or therapist, the employee will be notified to resume his/her duties.
- (g) If an employee is deemed unfit for duty by the Office, the employee may submit a report from the employee's personal physician, psychiatrist, psychologist or other health care provider that will be taken into consideration.

Meal Periods and Breaks

1018.1 PURPOSE AND SCOPE

This policy regarding meals and breaks, insofar as reasonably possible shall conform to the policy governing all County employees pursuant to Minn. Stat. § 177.253, Minn. Stat. § 177.254 and Minn. R. § 5200.0120.

1018.1.1 MEAL PERIODS

Each employee who works for eight or more consecutive hours is entitled to sufficient time to eat a meal (Minn. Stat. § 177.254). Licensed employees and dispatchers shall remain on-duty subject to call during meal periods. All other employees are not on call during meal periods unless directed otherwise by a supervisor.

Uniformed deputies shall request clearance from the Communications Center prior to taking a meal period. Uniformed deputies shall take their meal periods within the County limits unless on assignment outside of the County.

The time spent for the meal period shall not exceed the authorized time allowed.

1018.1.2 10 MINUTE BREAKS

Each employee is allowed adequate time from work within each four consecutive hours of work to utilize the nearest convenient restroom (Minn. Stat. § 177.253).

Employees normally assigned to the sheriff's facility shall remain in the sheriff's facility for their breaks. This does not prohibit them from taking a break outside the facility if on official business.

Field deputies will take their breaks in their assigned areas, subject to call, and shall monitor their radios. When field deputies take their breaks away from their vehicles, they shall do so only with the knowledge and clearance of the Communications Center.

Lactation Break Policy

1019.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to employees desiring to express breast milk for the employee's infant child.

1019.2 POLICY

It is the policy of this office to provide, in compliance with the Fair Labor Standards Act and Minnesota law, reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for her nursing child, pursuant to Minn. Stat. § 181.939 and 29 USC § 207.

1019.3 LACTATION BREAK TIME

A rest period should be permitted each time the employee has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the employee's regularly scheduled rest or meal periods. Employees desiring to take a lactation break shall notify the Communications Center or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt office operations (Minn. Stat. § 181.939).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1019.4 PRIVATE LOCATION

The Office will make reasonable efforts to accommodate employees with the use of an appropriate room or other location to express milk in private (Minn. Stat. § 181.939). Such room or place should be in close proximity to the employee's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207). The location must have access to an electrical outlet.

The area assigned for this purpose should not be used for storage of any devices, supplies, or expressed milk and should be returned to its original state after each use.

Employees occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other employees should avoid interrupting an employee during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for employees assigned to the field may be taken at the nearest appropriate private area.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Lactation Break Policy

1019.5 STORAGE OF EXPRESSED MILK

Any employee storing expressed milk in any authorized refrigerated area within the Office shall clearly label it as such and shall remove it when the employee ends her shift.

Payroll Records

1020.1 PURPOSE AND SCOPE

This policy provides the guidelines for completing and submitting payroll records of office members who are eligible for the payment of wages.

1020.2 POLICY

The Beltrami County Sheriff's Office maintains timely and accurate payroll records.

1020.3 RESPONSIBILITIES

Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Supervisors are responsible for approving the payroll records for those under their commands.

1020.4 TIME REQUIREMENTS

Members who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays. Payroll records shall be completed and submitted to Administration as established by the County payroll procedures.

1020.5 RECORDS

The Administration Chief Deputy shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).

Purchasing and Credit Card

1021.1 PURPOSE AND SCOPE

To provide a guideline and procedure for purchasing within the Sheriff's Office. It will be the policy of Beltrami County Sheriff's Office to follow these guidelines for the use of County credit cards. The preferred payment method is use of the Purchase Order System and issuance of check whenever possible. The credit card should be used only when payment by check is not feasible. All purchase order requests must be authorized by the Sheriff or Chief Deputy.

1021.1.1 POLICY GUIDELINES

- The County Administrator has authority to approve or deny each County issued credit card request. The request for a County issued credit card will be made by the Department Head for use within his/her department. Request will be forwarded to the Administrator's Office to receive approval. Once approved, the Department Head shall be notified. The original request shall be maintained on file in the County Auditor's office.
- The County Auditor shall maintain an inventory of County issued credit cards.
- It shall be the responsibility of the Sheriff or Chief Deputy to notify the County Auditor and County Administrator of a lost card immediately. The County Auditor shall contact the service center to report the card as lost and immediately deactivate the card. The Sheriff, Chief Deputy or Auditor will cancel the lost credit card.
- A background credit check on the applicant's personal credit history may be processed as needed.
- Upon issuance of the County issued credit card, the approved user shall personally sign the Beltrami County Credit Card Policy as agreement to the terms.
- All receipts must be obtained by the person using the card and presented with the billing statement in a timely manner.

1021.1.2 RESTRICTIONS

The use of credit cards is restricted for purchases on behalf of the County. Any unauthorized purchases under the Beltrami County Credit Card Policy may result in disciplinary action, cancellation of your credit card privileges and possible termination of employment. Unauthorized purchases would include, but not limited to:

- o Items for personal use
- o Any single transaction exceeding authorized limit
- o Entertainment
- o Cash Advances
- o Medical and Daycare expenses

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Purchasing and Credit Card

- o Alcoholic beverages
- o Fuel for personal vehicle, even if on County business
- o Meals

1021.2 MONTHLY RECONCILIATION AND PAYMENT

- # It is the responsibility of each card holder to submit all receipts along with the billing from the credit card company to the Auditor's Office in a timely manner for the purpose of paying the bill to avoid service charges.
- # Each Department Head shall review and sign for all charges listed from their department. All original receipts for those charges must be attached. Receipts must contain the date, name of establishment and an itemized detail of items purchased. Card user is responsible to obtain a duplicate receipt from the vendor for any lost receipt.
- # Charges with lost receipts or where no duplicate receipt is available will be immediately reimbursed to the County by the user.
- # It is the responsibility of the user to resolve any disputes with a vendor.
- # No fees or interest charged by a card company because of late payments due to untimely submission to the Auditor's Office shall be paid from County Funds. The Department Head shall be personally responsible for any late payment fees, interest charged and over- limit fees.

1021.2.1 CANCELATION

The County Administrator reserves the right to cancel any individual cardholder at any time. The County Auditor is authorized to cancel individual cardholders due to resignation or termination of employment from Beltrami County

1021.3 VIOLATIONS OF POLICY

Violations of this policy may result in the revocation of the authority to use a County issued credit card and/or discipline, up to and including, termination.

Overtime Payment Requests

1022.1 PURPOSE AND SCOPE

It is the policy of the Office to compensate nonexempt employees who work authorized overtime either by payment of wages as agreed and in effect through the collective bargaining agreement, or by the allowance of accrual of compensatory time off. In order to qualify for either the employee must complete and submit a Request for Overtime Payment as soon as practicable after overtime is worked.

1022.1.1 OFFICE POLICY

Because of the nature of law enforcement work, and the specific needs of the Office, a degree of flexibility concerning overtime policies must be maintained.

Non-exempt employees are not authorized to volunteer work time to the Office. All requests to work overtime shall be approved in advance by a supervisor. If circumstances do not permit prior approval, approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of shift in which the overtime is worked.

Short periods of work at the end of the normal duty day (e.g., less than one hour in duration) may be handled unofficially between the supervisor and the employee by flexing a subsequent shift schedule to compensate for the time worked rather than by submitting requests for overtime payments. If the supervisor authorizes or directs the employee to complete a form for such a period, the employee shall comply.

The individual employee may request compensatory time in lieu of receiving overtime payment. The employee may not exceed the number of hours identified in the collective bargaining agreement.

1022.2 REQUEST FOR OVERTIME COMPENSATION

Employees shall submit all overtime compensation requests to their immediate supervisors as soon as practicable for verification and forwarding to the Administration Division.

Failure to submit a request for overtime compensation in a timely manner may result in discipline.

1022.2.1 EMPLOYEES' RESPONSIBILITY

Employees shall complete the requests after working the overtime and turn them in to their immediate supervisor or the Shift Sergeant. Employees submitting overtime forms for on-call pay when off-duty shall submit forms to the Shift Sergeant the first day after returning to work.

1022.2.2 SUPERVISOR RESPONSIBILITIES

The supervisor who verifies the overtime earned shall verify that the overtime was worked before approving the request.

After the entry has been made on the employee's time card, the overtime payment request form will be forwarded to the employee's Chief Deputy for final approval.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Overtime Payment Requests

1022.2.3 CHIEF DEPUTY RESPONSIBILITIES

Chief Deputies, after approving payment, will then forward the form to the Sheriff for review.

1022.3 ACCOUNTING FOR OVERTIME WORKED

Employees are to record the actual time worked in an overtime status. In some cases, the collective bargaining agreement provides that a minimum number of hours will be paid, (e.g., two hours for court or travel time to court).

1022.3.1 ACCOUNTING FOR PORTIONS OF AN HOUR

When accounting for less than a full hour, time worked shall be rounded up to the nearest quarter of an hour as indicated by the following chart:

<u>TIME WORKED</u>	<u>INDICATE ON CARD</u>
Up to 15 minutes	.25 hour
16 to 30 minutes	.50 hour
31 to 45 minutes	.75 hour
46 to 60 minutes	1.0 hour

Off Duty and Contract Employment

1023.1 PURPOSE AND SCOPE

To avoid actual or perceived conflicts of interest for Beltrami County Sheriff's Office employees engaging in outside employment, all employees shall initially obtain approval from the Sheriff prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Sheriff in accordance with the provisions of this policy.

1023.1.1 DEFINITIONS

Outside Employment - Employment of any member of this office who receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with this office for services, product(s) or benefits rendered or real or implied law enforcement to the employer and is not performed during assigned hours of duty. For purposes of this section, the definition of outside employment includes those employees who are self-employed and not affiliated directly with this office for services, product(s) or benefits rendered.

Outside Off Duty Contract Employment/Overtime - Overtime involving any member of this office who performs duties or services on behalf of an outside organization, company or individual within this jurisdiction on behalf of the Office. Such outside overtime shall be requested and scheduled directly through this office so that the Office may be reimbursed for the cost of wages and benefits.

Employment - Any provision of service, whether for fee or other service, not including volunteer work for charitable organizations or military service in the Reserves or National Guard. All requests for outside or off-duty employment must be pre-approved by the Sheriff.

1023.1.2 POLICY

Outside or off-duty employment will be at the discretion of the Sheriff

1023.2 OBTAINING APPROVAL

No member of this office may engage in any outside employment without first obtaining prior written approval of the Sheriff. Failure to obtain prior written approval for outside employment or engaging in outside employment prohibited by this policy is grounds for disciplinary action.

To obtain approval for outside employment, the employee shall submit an email to the Sheriff detailing the type of employment and their understand that the off-duty employment is not to interfere with their duties at the sheriff's office. All requests must be pre-approved by the Sheriff.

Any employee seeking approval of outside employment and their understanding that the off-duty employment is not in interfere with their duties whose request has been denied shall be provided with a written reason for the denial of the application at the time of the denial and within 30 days of the application.

Employees may engage in outside employment that meets the following criteria:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Off Duty and Contract Employment

- (a) Employment must present no potential conflict of interest between duties as a Sheriff's Office employee and requirements of the outside employer.
- (b) Employment that does not constitute a threat to the status or dignity of law enforcement.

1023.2.1 APPEAL OF DENIAL OF OUTSIDE EMPLOYMENT

If an employee's Outside Employment Application is denied or rescinded by the Office, the employee may file a written notice of appeal to the Sheriff within 10 days of the date of denial.

If the employee's appeal is denied, the employee may file a grievance pursuant to the procedure set forth in the current collective bargaining agreement.

1023.2.2 REVOCATION/SUSPENSION OF OUTSIDE EMPLOYMENT PERMITS

Any outside employment permit may be revoked or suspended after the employee has received written notification of the reasons for revocation or suspension. Revocation will be implemented after the employee has exhausted the appeal process.

The outside employment may be revoked:

- (a) If an employee's performance declines to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of minimum acceptable competency and the outside employment may be related to the employee's performance. The Sheriff may, at his/her discretion, notify the employee of the intent to revoke any previously approved outside employment permit(s). After the appeal process has concluded, the revocation will remain in force until the employee's performance directly related to the outside employment has been reestablished to the minimum level of acceptable competency.
- (b) If, at any time during the term of a valid outside employment permit, an employee's conduct or outside employment conflicts with the provisions of Office policy, or any law.
- (c) The outside employment creates an actual or apparent conflict of interest with the Office or County.

1023.2.3 OFF-DUTY CONTRACT EMPLOYMENT

The Sheriff or their designee must authorize all off-duty contract employment in advance.

- (a) Off Duty Guidelines
 1. Employees assigned to a contracted service are working for the Sheriff's Office, not the individual or company that contracted for service.
 2. The patrol shift supervisor is responsible for providing supervision and guidance to the employee so assigned.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Off Duty and Contract Employment

3. Employees so assigned are to cooperate with the individual contractor(s) as long as the actions requested are consistent with office regulations and applicable law. If the request cannot be fulfilled, the employee shall explain why.
4. Any disagreements on the service between the contractor and employee that cannot be resolved shall be referred immediately to the shift supervisor for clarification.
5. All employee payments for contract services will be made using established payroll procedures.

1023.2.4 LIMITATIONS ON OUTSIDE AND OFF-DUTY EMPLOYMENT

- (a) In order to be eligible for outside and/or off-duty employment, an employee shall:
 1. Have completed their probationary period;
 2. Not be on medical or other leave due to sickness, injury, or disability; and
 3. Have obtained approval for the request(s) for outside or off-duty employment.
- (b) An employee engaged in any outside or off-duty employment is subject to call-out in case of an emergency and may be expected to leave their outside or off-duty employment in such situations.
- (c) Deputies are prohibited from working at events serving alcohol, with the exception of the Beltrami County Fair.
- (d) Exceptions to this policy must be approved by the Sheriff or Chief Deputy.

Reporting Law Enforcement Activity Outside of Jurisdiction

1024.1 PURPOSE AND SCOPE

This policy provides general guidelines for reporting law enforcement activity, while on- or off-duty, that is occurring outside the jurisdiction of the Beltrami County Sheriff's Office.

1024.1.1 ASSISTANCE TO AGENCIES OUTSIDE THE COUNTY

When a deputy is on-duty and is requested by an outside agency to participate in law enforcement activity in another jurisdiction, he/she shall obtain prior approval from the immediate supervisor or the Shift Sergeant. If the request is of an emergency nature, the deputy shall notify the Communications Center before responding and thereafter notify a supervisor as soon as practicable.

1024.1.2 LAW ENFORCEMENT ACTIVITY OUTSIDE THE COUNTY

Any on-duty deputy who engages in law enforcement activities of any type outside the immediate jurisdiction of the Beltrami County Sheriff's Office shall notify his/her supervisor or the Shift Sergeant at the earliest possible opportunity. Any off-duty deputy who engages in any law enforcement activities, regardless of jurisdiction shall notify the Shift Sergeant as soon as reasonably practicable.

The supervisor shall determine if a case report or other documentation of the deputy's activity is required. The report or other documentation shall be forwarded to the Chief Deputy.

Occupational Disease, Personal Injury and Death Reporting

1025.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of occupational diseases, personal injuries and deaths.

1025.1.1 DEFINITIONS

Definitions related to this policy include (Minn. Stat. § 176.011):

Occupational disease – A mental impairment or physical disease arising out of and in the course of employment peculiar to the occupation in which the member is engaged and due to causes in excess of the hazards ordinary of employment. The term includes diagnosis of post-traumatic stress disorder (PTSD) by a psychiatrist or psychologist; however, mental impairment is not considered a disease if it results from a disciplinary action, work evaluation, job transfer, layoff, demotion, promotion, termination, retirement or similar action taken in good faith by the Office.

Personal injury – Any mental impairment or physical injury arising out of and in the course of employment, including personal injury caused by occupational disease, while engaged in, on or about the premises where the member's services require the member's presence as part of that service at the time of the injury and during the hours of that service. Personal injury does not include an injury caused by the act of a third person or fellow office member who intended to injure the member because of personal reasons, and not directed against the member as a member of the Beltrami County Sheriff's Office, or because of the employment with the Beltrami County Sheriff's Office. Mental impairment is not considered a personal injury if it results from a disciplinary action, work evaluation, job transfer, layoff, demotion, promotion, termination, retirement or similar action taken in good faith by the Office.

1025.2 POLICY

The Beltrami County Sheriff's Office will address occupational diseases, personal injuries and deaths appropriately, and will comply with applicable state workers' compensation requirements (Minn. Stat. § 176.231).

1025.3 RESPONSIBILITIES

1025.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational disease or personal injury shall report such event as soon as practicable, but within 24 hours, to a supervisor, and shall seek medical care when appropriate.

1025.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any occupational disease or personal injury should ensure the member receives medical care as appropriate.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Occupational Disease, Personal Injury and Death Reporting

Supervisors shall ensure that required documents regarding workers' compensation are completed and forwarded promptly. Any related Countywide disease- or injury-reporting protocol shall also be followed.

Supervisors shall determine whether the Major Incident Notification and Workplace Accident and Injury Reduction policies apply and take additional action as required.

1025.3.3 CHIEF DEPUTY RESPONSIBILITIES

The Chief Deputy who receives a report of an occupational disease, personal injury or death should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Sheriff, the County's risk management entity and the Administration Chief Deputy to ensure any required Minnesota Occupational Safety and Health Administration (MNOSHA) reporting is made as required in the illness and injury prevention plan identified in the Workplace Accident and Injury Reduction Policy.

1025.3.4 SHERIFF RESPONSIBILITIES

The Sheriff shall review and forward copies of the report to the Department of Human Resources. Copies of the report and related documents retained by the Office shall be filed in the member's confidential medical file.

1025.4 OTHER DISEASE OR INJURY

Diseases, injuries or deaths caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Chief Deputy through the chain of command and a copy sent to the Administration Chief Deputy.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

1025.5 SETTLEMENT OFFERS

When a member sustains an occupational disease or personal injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1025.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational disease or personal injury, the member shall provide the Sheriff with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Sheriff. The purpose of such notice is to permit the County to determine whether the offered settlement will affect any claim the County may have regarding payment for damage to equipment or reimbursement for wages against the

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Occupational Disease, Personal Injury and Death Reporting

person who caused the disease or injury, and to protect the County's right of subrogation, while ensuring that the member's right to receive compensation is not affected.

Personal Appearance Standards

1026.1 PURPOSE AND SCOPE

To project uniformity and neutrality toward the public and other members of the Office, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this office and for their assignment.

1026.1.1 DUTY OF SUPERVISOR TO ENSURE COMPLIANCE

Supervisors should recognize their responsibility to ensure that personnel under their control abide by the uniform and dress standards. Daily formal and/or informal inspection of personnel should take place by supervisors to ensure compliance with this policy.

1026.2 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer health safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Sheriff has granted exception.

1026.2.1 HAIR

Hairstyles of all members shall be neat in appearance. For male licensed members, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female licensed members, hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, and worn up or in a tightly wrapped braid or ponytail.

1026.2.2 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to deputies or others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1026.2.3 JEWELRY

For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the office member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

- (a) Necklaces shall not be visible above the shirt collar.
- (b) Earrings shall be small and worn only in or on the earlobe.
- (c) One ring or ring set may be worn on each hand of the office member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Personal Appearance Standards

- (d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.
- (e) Wristwatches shall be conservative and present a professional image.
- (f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

1026.3 TATTOOS OR BODY ART

Body art or tattoos are allowed to be displayed during duty hours with the following exceptions:

- Tattoos or body art, regardless of subject matter, are prohibited on the head, face and neck (above the shirt line) unless otherwise specifically approved by the Sheriff.
- The following types of tattoos or brands are prejudicial to good order and are, therefore, required to be covered by flesh tone coverings or by the wearing of authorized clothing.
 - (a) Extremist: Extremist tattoos or brands are those affiliated with, depicting or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies, organizations, and activities are those which advocate racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, ethnicity, religion, sexual orientation, or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, and federal or state law.
 - (b) Indecent: Indecent tattoos or brands are those that are grossly offensive to modesty, decency, propriety, or professionalism.
 - (c) Sexist: Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender.
 - (d) Racist: Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin

Review:

A committee of personnel, selected by the Sheriff, shall review all visible tattoo(s), and recommend to the Sheriff if they should be allowed. If a tattoo is determined, by the committee to be prejudicial to the good order the tattoo will be covered by a flesh tone sleeve or by uniform so it is not visible at the employees expense. It is HIGHLY RECOMMENDED, that any staff intending to add or modify a tattoo in a visible area have an initial review completed by the committee of personnel selected by the Sheriff. This will aid in determining whether or not it is likely the finished product would be approved and not require covering. The requirement to obtain approval by the committee after completion will still remain.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Personal Appearance Standards

To initiate a review, staff must email an electronic image (depiction) of the tattoo(s) for consideration to their direct supervisor for submission for review

1026.4 BODY PIERCING OR ALTERATION

Body piercing or alteration to any area of the body that is visible in any authorized uniform or attire, and is a deviation from normal anatomical features and that is not medically required is prohibited. Such body alteration includes, but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or transdermal implantation of any material other than hair replacement or breast augmentation.
- (c) Abnormal shaping of the ears, eyes, nose or teeth.
- (d) Branding or scarification.

1026.5 FACIAL HAIR

Facial Hair:

Mustaches shall be neatly trimmed.

Mustaches shall not: extend below the top of the upper lip; extend below the corners of the mouth; be worn in "handlebar" or drooping type of style.

Sheriff's Office personnel are permitted to have a clean, well-groomed, and neatly trimmed beard or goatee. Facial hair must be a minimum of 1/4 inch (6mm) but may not exceed 3/4 inch (18mm) in length. Facial hair is not permitted below the Adam's apple and all beards/goatees must include a mustache. Patchy or spotty clumps of facial hair are not considered beards and therefore are not permissible. Personnel issued a gas mask or respirator are responsible for insuring that a proper and effective seal can be made with their equipment. The Chief and/or their designee shall have final say on whether facial hair is in compliance with these standards.

The first time a deputy is non-compliant with this policy they will be warned. A second time the Deputy is non-compliant they will not be allowed to have facial hair.

Temporary Modified-Duty Assignments

1027.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, County rules, or current memorandums of understanding or collective bargaining agreements. For example, nothing in this policy affects the obligation of the Office to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

1027.2 POLICY

Subject to operational considerations, the Beltrami County Sheriff's Office may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Office with a productive employee during the temporary period.

1027.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the Minnesota Human Rights Act (Minn. Stat. § 363A.01 et seq.) shall be treated equally, without regard to any preference for a work-related injury.

No position in the Beltrami County Sheriff's Office shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Office. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Sheriff or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle, engaging in outside employment, or being otherwise limited in employing their peace officer powers.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

1027.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Temporary Modified-Duty Assignments

Employees seeking a temporary modified-duty assignment should submit a written request to their Chief Deputy or the authorized designees. The request should, as applicable, include a certification from the treating medical professional containing:

- (a) An assessment of the nature and probable duration of the illness or injury.
- (b) The prognosis for recovery.
- (c) The nature and scope of limitations and/or work restrictions.
- (d) A statement regarding any required workplace accommodations, mobility aids or medical devices.
- (e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Chief Deputy will make a recommendation through the chain of command to the Sheriff regarding temporary modified-duty assignments that may be available based on the needs of the Office and the limitations of the employee. The Sheriff or the authorized designee shall confer with the Department of Human Resources or the County Attorney as appropriate.

Requests for a temporary modified-duty assignment of 20 hours or less per week may be approved and facilitated by the Shift Sergeant or Chief Deputy, with notice to the Sheriff.

1027.5 ACCOUNTABILITY

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate office operations and the employee's medical appointments, as mutually agreed upon with the Chief Deputy.

1027.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include, but not be limited to:

- (a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.
- (b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.
- (c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.
- (d) Submitting a written status report to the Chief Deputy that contains a status update and anticipated date of return to full-duty when a temporary modified-duty assignment extends beyond 60 days.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Temporary Modified-Duty Assignments

1027.5.2 SUPERVISOR RESPONSIBILITIES

The employee's immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified duty.

The responsibilities of supervisors shall include, but not be limited to:

- (a) Periodically apprising the Chief Deputy of the status and performance of employees assigned to temporary modified duty.
- (b) Notifying the Chief Deputy and ensuring that the required documentation facilitating a return to full duty is received from the employee.
- (c) Ensuring that employees returning to full duty have completed any required training and certification.

1027.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Office may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1027.7 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

1027.7.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the County's personnel rules and regulations regarding family and medical care leave.

1027.8 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment shall have their probation extended by a period of time equal to their assignment to temporary modified duty.

1027.9 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Temporary Modified-Duty Assignments

who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

Peer Support Team

1028.1 PURPOSE

A Peer Support Team (PST) member provides support to department members and their families.

The PST member also provides support during critical incidents. They will consult with the contract mental health professional or a mental health professional utilized by team members for consultation.

1028.1.1 ORGANIZATION AND ADMINISTRATION

The PST is comprised of selected department personnel trained in peer support. It functions under the general direction of the mental health professional, and under the specific direction of the PST leader.

1028.1.2 AVAILABILITY AND TEAM RESPONSE

The PST is available 24 hours every day. PST members are accessible by direct contact or by request through dispatch. PST members are available to assist employees and their families with the stressors of everyday life, the cumulative stressors of public safety, and the issues frequently present during and following critical incidents. Any person employed by the department may contact a member or members the PST for support with personal or work-related matters. PST members may respond or be requested to respond to the location of a critical incident or any other location to meet with incident-involved personnel. Any PST contact is considered private information by law. (MN statute 181.973 and 13.43 Subd 9)

PST members should make a reasonable effort to contact the PST leader prior to responding to any critical-incident-related location to engage in on-scene peer support. If this is not possible,

PST members should notify the PST leader as soon as practical.

In the event that any personnel directly involved in a critical incident requests a particular PST member, supervisors shall make every reasonable effort to release the requested PST member from any alternate assignment so that the PST member may provide peer support to the involved employee making the request. Absent exigent circumstances, PST members, when functioning in their peer support role, shall not be utilized for other assignments.

Supervisory referral: If it is thought that professional support or peer support would assist an employee to better manage personal or work-related stressors, supervisors may recommend that a person under their direct supervision contact the department mental health professional or the PST. Such recommendations do not constitute a supervisory order and employee contact of available support services is optional.

Peer Support Team

1028.2 CONFIDENTIALITY

Information discussed in PST interactions is not subject to disclosure by PST members without the consent of the recipient of peer support, except:

- (a) Information indicating a danger to self or others
- (b) Information that falls within mandating reporting exceptions
- (c) Written consent by the peer support recipient
- (d) Written consent of surviving spouse or estate, if peer support recipient is deceased
- (e) The emergency service provider who received public safety peer support voluntarily testifies, in which case the peer support team member may be compelled to testify on the same subject.

PST members function under the clinical oversight and supervision of the PST mental health professional. This person is designated the "PST clinical supervisor." PST members have an obligation to discuss their peer support interactions with the PST clinical supervisor. Discussions between PST members and the PST clinical supervisor are confidential within the limits prescribed by law. Clinical oversight and supervision of PST members is established to help insure the highest quality of peer support.

The Mental Health Professional by contract or utilized for consultation shall monitor the work of the PST for best practices, ethical issues, and to maintain the integrity of the program through practices that maintain its confidentiality. The Mental Health Professional can also be utilized to assist with the selection of Peer Support Team members.

1028.3 INTERNAL AFFAIRS (ADMINISTRATIVE) INVESTIGATIONS OR SUPERVISORY INQUIRIES.

Personnel involved in an internal (administrative) investigation or a supervisory inquiry that wish assistance in dealing with the stress related issues arising from the investigation or inquiry may utilize the support services of the PST clinical supervisor (department mental health professional) or uninvolved members of the PST.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Peer Support Team

1028.4 PEER SUPPORT TEAM OPERATIONAL GUIDELINES

The Peer Support Team operates under the department-approved and adopted Peer Support Team Operational Guidelines.

Performance History Audits

1029.1 PURPOSE AND SCOPE

Performance History Audits are collections of data designed to assist supervisors in evaluating the performance of their employees. Performance History Audits can help identify commendable performance as well as early recognition of training needs and other potential issues. While it is understood that the statistical compilation of data may be helpful to supervisors, it cannot account for and must be carefully balanced with the many variables in law enforcement, such as:

- A deputy's ability to detect crime.
- A deputy's work ethic.
- A deputy's work assignment and shift.
- A deputy's physical abilities, stature.
- Randomness of events.

Employee Speech, Expression and Social Networking

1030.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balance of employee speech and expression with the needs of the Office.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or deputy associations, about matters of public concern such as misconduct or corruption.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1030.1.1 APPLICABILITY

This policy applies to all forms of communication including but not limited to film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, e-mail, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, wikis, video and other file sharing sites.

1030.2 POLICY

Because public employees occupy a trusted position in the community their statements have the potential to contravene the policies and performance of this office. Due to the nature of the work and influence associated with the law enforcement profession it is necessary that employees of this office be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public the Beltrami County Sheriff's Office will carefully balance the individual employee's rights against the organization's needs and interests when exercising a reasonable degree of control over its employees' speech and expression.

1030.3 SAFETY

Employees should carefully consider the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of Beltrami County Sheriff's Office employees such as posting personal information in a public forum can result in compromising an employee's home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably be expected to compromise the safety of any employee, employee's family or associates or persons that this agency has had professional contact with such as crime victims or staff of

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Employee Speech, Expression and Social Networking

other organizations. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an employee.
- Disclosing the address, telephone number or email address of an employee.
- Otherwise disclosing where another employee can be located off-duty.

1030.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the organization's safety, performance and public-trust needs the following are prohibited unless the speech is otherwise protected (for example an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or deputy associations, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Beltrami County Sheriff's Office or its employees.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to or related to the Beltrami County Sheriff's Office and tends to compromise or damage the mission, function, reputation or professionalism of the Beltrami County Sheriff's Office or its employees. Examples may include:
 1. Statements that indicate disregard for the law or the state or U.S. Constitution.
 2. Expression that demonstrates support for criminal activity.
 3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example posting statements or expressions to a website that glorify or endorse dishonesty or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the Office. For example a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen to jeopardize employees by informing criminals of details that could facilitate an escape or attempted escape.
- (e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Beltrami County Sheriff's Office.
- (f) Use or disclosure, through whatever means, of any not public data, photograph, video or other recording obtained or accessible as a result of employment with the Office for financial or personal gain or data classified as not public by state or federal law or any disclosure of such materials without the express authorization of the Sheriff or the authorized designee.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Employee Speech, Expression and Social Networking

- (g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of office logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Beltrami County Sheriff's Office on any personal or social networking or other website or web page without the express authorization of the Sheriff.
- (h) Accessing websites for non-authorized purposes or use of any personal communication device, game device or media device, whether personally or office-owned, for personal purposes while on-duty except in the following circumstances:
 1. When brief personal communications may be warranted by the circumstances (e.g., inform family of extended hours).
 2. During authorized breaks; such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Employees must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

1030.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit or deputy associations, employees may not represent the Beltrami County Sheriff's Office or identify themselves in any way that could be reasonably perceived as representing the Beltrami County Sheriff's Office in order to do any of the following, unless specifically authorized by the Sheriff:

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose or contradict any social issue, cause or religion.
- (c) Endorse, support, or oppose any product, service, company or other commercial entity.
- (d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or any website.

Additionally, when it can reasonably be construed that an employee acting in his/her individual capacity or through an outside group or organization (e.g. bargaining group) is affiliated with this office, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the Beltrami County Sheriff's Office.

Employees retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit or deputy associations, on political subjects and candidates at all times while off-duty. However employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Employee Speech, Expression and Social Networking

indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1030.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to e-mails, texts, or anything published or maintained through file-sharing software or any Internet site (e.g., Facebook, MySpace) that is accessed, transmitted, received or reviewed on any office technology system (see the Information Technology Use Policy for additional guidance).

1030.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Sheriff or authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the Office or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the Office.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the Office.

1030.7 TRAINING

Subject to available resources the Office should provide training regarding employee speech and the use of social networking to all members of the Office.

POST Licensing

1031.1 PURPOSE AND SCOPE

Maintaining a valid POST license is a critical element of a deputy's ability to continue their employment and is their sole professional responsibility. Every deputy and every part-time deputy is required to complete the continuing education requirements to maintain a valid license every three years (Minn. R. § 6700.0900; Minn. R. 6700.1000).

1031.2 RENEWAL SCHEDULE

Any deputy whose license expires is not authorized to work as a peace officer until the license status is valid. Deputies renew their POST licenses according to a schedule established by Administrative Rule (Minn. R. 6700.1000).

1031.2.1 LICENSE RENEWAL CREDITS

A peace officer license may be renewed only upon the licensee or the licensee's appointing authority providing the POST board proof the licensee has successfully completed board-approved continuing education and posting of fees on or before June 30 of the year a license is due for renewal. Licensee required hours of continuing credit are (Minn. R. 6700.1000, Subd. 3):

- 16 hours for a peace officer or a part-time peace officer who has been licensed for at least six months but less than 18 months.
- 32 hours for a peace officer or a part-time peace officer who has been licensed for at least 18 months but less than 30 months.
- 48 hours for a peace officer or a part-time peace officer who has been licensed for at least 30 months.

1031.3 LICENSE PROCESS

A general schedule for the license renewal process is:

- February - The Office or deputy will receive employment verification.
- March - The Office or deputies are sent a license renewal application.
- June - A final notice will be sent from POST for those who have not renewed.
- June 30 - The deadline date for license renewal after which deputies whose license expires will no longer be authorized to practice law enforcement or carry a firearm.

1031.4 INACTIVE LICENSE

Deputies who fail to complete the requirements will have their license placed in the "Inactive" status. The employee may then be placed in a temporary administrative assignment until their license is "Valid". Those employees may also face administrative discipline up to and including termination.

Political Activity, Gratuities and Donations

1032.1 PURPOSE AND SCOPE

In accordance with the provisions of the Federal Hatch Act, and Beltrami County's rules on Political Activities and Ethics, the Sheriff's Office shall regulate the activities of employees while on duty or while representing the Sheriff's Office.

1032.1.1 POLITICS

- (a) Employees shall not be prohibited from engaging in political activity, but employees shall avoid any conflict involving political activity while representing the office and shall not:
 - 1. Use the Sheriff's Office and/or their official position to influence elections or nominations or for any political purpose.
 - 2. Solicit, petition, or receive political contributions while on duty, any time while in uniform, or while performing a function that relates to county employment.
- (b) Employees shall not request aid of any person or business outside of the Sheriff's Office in pursuing transfer to another assignment or promotion for themselves or another or pursuing personal benefit for themselves or another.

1032.1.2 GRATUITIES

- (a) No employee shall accept a personal reward, fee, gift, or bribe for services rendered in the performance of their official duties.
- (b) The acceptance of gratuities is guided by Minnesota Statute 471.895.

Furthermore, approved off-duty employment governed by policy and existing labor contracts are also not prohibited. It is the appearance that a member's authority is being misused for personal gain that can undermine the public's trust in the department.

No member of the department shall solicit money or contributions for any organization or business while off duty, while dressed in the department's uniform, or while representing themselves as a member of the department. Also, no member of the department shall solicit anything of value for the department without the express permission of the Sheriff

Employee Driver's License Validation

1033.1 PURPOSE AND SCOPE

Beltrami County's insurance carrier requires a visual verification of the driver's license of all County Employee's that may operate a County owned vehicle or who may seek reimbursement for vehicle related expenses if they were to operate a vehicle provided by the employee for county business.

1033.1.1 REQUIREMENTS AND DOCUMENTATION

On an annual basis, every Beltrami County employee meeting the aforementioned criteria will present their driver's license to their Supervisor for verification. A photocopy will be made of the driver's license and placed on file.

Workplace Accident and Injury Reduction

1034.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Beltrami County Sheriff's Office, in accordance with the requirements of Minn. Stat. § 182.653.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related Countywide safety efforts.

1034.2 POLICY

The Beltrami County Sheriff's Office is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Office will establish and maintain a Workplace Accident and Injury Reduction (AWAIR) program and will provide tools, training and safeguards designed to reduce the potential for accidents, illness and injuries. It is the intent of the Office to comply with all laws and regulations related to occupational safety.

1034.3 A WORKPLACE ACCIDENT AND INJURY REDUCTION PROGRAM

The Administration Chief Deputy is responsible for developing an AWAIR program that shall include:

- (a) Workplace safety and health training programs.
- (b) Regularly scheduled safety meetings.
- (c) Posted or distributed safety information.
- (d) A system for members to anonymously inform management about workplace hazards.
- (e) Establishment of a safety and health committee that will (Minn. Stat. § 182.676; Minn. R. 5208.0010 et seq.):
 1. Meet regularly.
 2. Prepare a written record of safety and health committee meetings.
 3. Review the results of periodic scheduled inspections.
 4. Review investigations of accidents and exposures.
 5. Make suggestions to command staff for the prevention of future incidents.
 6. Review investigations of alleged hazardous conditions.
 7. Submit recommendations to assist in the evaluation of member safety suggestions.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Workplace Accident and Injury Reduction

8. Assess the effectiveness of efforts made by the Office to meet applicable standards.
- (f) Establishing a process to ensure illnesses and injuries are reported as required under Minnesota Occupational Safety and Health Administration (MNOSHA) (29 CFR 1904.39; Minn. Stat. § 182.674; Minn. R. 5205.0010).
- (g) Descriptions of the following (Minn. Stat. § 182.653):
 1. How managers, supervisors and members are responsible for implementing the program and how continued participation of management will be established, measured and maintained
 2. The methods used to identify, analyze and control new or existing hazards, conditions and operations
 3. How the plan will be communicated to all affected members so that they are informed of work-related hazards and controls
 4. How workplace accidents will be investigated and corrective action implemented
 5. How safe work practices and rules will be enforced

The Administration Chief Deputy must conduct and document a review of the AWAIR program at least annually and document how the program procedures are applied (Minn. Stat. § 182.653).

1034.3.1 SAFETY AND HEALTH COMMITTEE

The Administration Chief Deputy will facilitate the safety and health committee and ensure applicable rules are addressed (Minn. R. 5208.0010 et seq.). The committee's purpose is to assist in the implementation of the AWAIR program and to bring workplace safety concerns or complaints to the attention of the office administration. Members of the committee must be selected by office members (Minn. Stat. § 182.676).

Duties of the committee should, at a minimum, include (Minn. R. 5208.0050):

- (a) Reviewing and making recommendations related to AWAIR.
- (b) Coordinating safety inspections.
- (c) Training members about AWAIR and safe working procedures.
- (d) Identifying the hazards associated with a particular task or job.
- (e) Providing input regarding new workplace safety rules.
- (f) Preparing AWAIR presentations for staff meetings.
- (g) Assisting in workplace accident investigations.
- (h) Reviewing and making recommendations for incidents involving work-related deaths, injuries and illnesses.

1034.4 ADMINISTRATION CHIEF DEPUTY RESPONSIBILITIES

The responsibilities of the Administration Chief Deputy include but are not limited to:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Workplace Accident and Injury Reduction

- (a) Managing and implementing a plan to reduce the incidence of member illness and injury.
- (b) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:
 - 1. New member orientation that includes a discussion of safety and health policies and procedures.
 - 2. Regular member review of the AWAIR program.
- (c) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
- (d) Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes but is not limited to:
 - 1. Informing members of the AWAIR guidelines.
 - 2. Recognizing members who perform safe work practices.
 - 3. Ensuring that the member evaluation process includes member safety performance.
 - 4. Ensuring office compliance to meet standards regarding the following:
 - (a) Bloodborne pathogen precautions (29 CFR 1910.1030; Minn. Stat. § 182.6555; Minn. R. 5206.0600)
 - (b) Personal Protective Equipment (PPE) (see the Personal Protective Equipment Policy) (29 CFR 1910.134; Minn. R. 5205.0010)
 - (c) Appropriate barriers in law enforcement vehicles (Minn. R. 5205.0755)
 - (d) Emergency Action Plan (29 CFR 1910.38(a); Minn. R. 5205.0010)
 - (e) Walk-Working Surfaces (Minn. R. 5205.0010; 29 CFR 1910.21 et seq.)
 - (f) Personal Fall Protection Systems (Minn. R. 5205.0010; 29 CFR 1910.140)
- (e) Making available a form to document inspections, unsafe conditions, or work practices, and actions taken to correct unsafe conditions and work practices.
- (f) Making available a form to document individual incidents or accidents.
- (g) Making available a form to document the safety and health training of each member. This form will include the member's name or other identifier, training dates, type of training, and training providers.
- (h) Conducting and documenting a regular review of the illness and injury prevention plan.

1034.5 SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include, but are not limited to:

- (a) Ensuring member compliance with AWAIR guidelines and answering questions from members about this policy.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Workplace Accident and Injury Reduction

- (b) Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.
- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
- (d) Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Administration Chief Deputy.
- (e) Notifying the Administration Chief Deputy when:
 - 1. New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
 - 2. New, previously unidentified hazards are recognized.
 - 3. Occupational illnesses and injuries occur.
 - 4. New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
 - 5. Workplace conditions warrant an inspection.

1034.6 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Administration Chief Deputy via the chain of command.

The Administration Chief Deputy will take appropriate action to ensure the AWAIR program addresses potential hazards upon such notification.

1034.7 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Workplace Accident and Injury Reduction

The Administration Chief Deputy shall ensure that the appropriate documentation is completed for each inspection.

1034.7.1 EQUIPMENT

Members are charged with daily vehicle inspections of their assigned vehicles and of their PPE prior to working in the field. Members shall complete the appropriate form if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

1034.7.2 FREQUENCY OF INSPECTIONS

Safety inspections shall be conducted by the safety and health committee at a frequency decided by the committee, but at least quarterly (Minn. R. 5208.0040).

1034.8 INVESTIGATIONS

Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

- (a) A visit to the accident scene as soon as possible.
- (b) An interview of the injured member and witnesses.
- (c) An examination of the workplace for factors associated with the accident/exposure.
- (d) Determination of the cause of the accident/exposure.
- (e) Corrective action to prevent the accident/exposure from reoccurring.
- (f) Documentation of the findings and corrective actions taken.

Additionally, the supervisor should proceed with the steps to report an on-duty injury, as required under the Occupational Disease, Personal Injury and Death Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

1034.9 TRAINING

The Administration Chief Deputy should work with the Training Officer to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

- (a) To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.
- (b) To all members with respect to hazards specific to each member's job assignment.
- (c) To all members given new job assignments for which training has not previously been provided.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Workplace Accident and Injury Reduction

- (d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- (e) Whenever the Office is made aware of a new or previously unrecognized hazard.
- (f) Annually for training related to infectious agents and hazardous substances as required by MNOSHA (Minn. Stat. § 182.653).

1034.9.1 TRAINING TOPICS

The Training Officer shall ensure that training includes:

- (a) Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.
- (b) Use of appropriate clothing, including gloves and footwear.
- (c) Use of respiratory equipment.
- (d) Availability of toilet, hand-washing and drinking-water facilities.
- (e) Provisions for medical services and first aid.
- (f) Handling of bloodborne pathogens and other biological hazards.
- (g) Prevention of heat and cold stress.
- (h) Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).
- (i) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.
- (j) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.
- (k) Back exercises/stretchers and proper lifting techniques.
- (l) Avoidance of slips and falls.
- (m) Good housekeeping and fire prevention.
- (n) Other job-specific safety concerns.

1034.10 RECORDS

Records and training documentation relating to the AWAIR program will be maintained in accordance with the established records retention schedule.

All safety and health committee recommendations and reports shall be kept for two years. The reports shall be made available to the Minnesota Department of Labor and Industry upon request (Minn. R. 5208.0050).

Line-of-Duty Deaths

1035.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Beltrami County Sheriff's Office in the event of the death of a member occurring in the line of duty and to direct the Office in providing proper support for the member's survivors.

The Sheriff may also apply some or all of this policy in situations where members are injured in the line of duty and the injuries are life-threatening.

1035.1.1 DEFINITIONS

Definitions related to this policy include:

Line-of-duty death - The death of a sworn member during the course of performing law enforcement-related functions while on- or off-duty, or a non-licensed member during the course of performing their assigned duties.

Survivors - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

1035.2 POLICY

It is the policy of the Beltrami County Sheriff's Office to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this office to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

1035.3 INITIAL ACTIONS BY COMMAND STAFF

- (a) Upon learning of a line-of-duty death, the deceased member's supervisor should provide all reasonably available information to the Shift Sergeant and the Communications Center.
 1. Communication of information concerning the member and the incident should be restricted to secure networks to avoid interception by the media or others (see the Public Information Officer section of this policy).
- (b) The Shift Sergeant should ensure that notifications are made in accordance with the Officer-Involved Shootings and Deaths and Major Incident Notification policies as applicable.
- (c) If the member has been transported to the hospital, the Shift Sergeant or the authorized designee should respond to the hospital to assume temporary responsibilities as the Hospital Liaison.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Line-of-Duty Deaths

- (d) The Sheriff or the authorized designee should assign members to handle survivor notifications and assign members to the roles of Hospital Liaison (to relieve the temporary Hospital Liaison) and the Office Liaison as soon as practicable (see the Notifying Survivors section and the Office Liaison and Hospital Liaison subsections in this policy).

1035.4 NOTIFYING SURVIVORS

Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

The Sheriff or the authorized designee should review the deceased member's emergency contact information and make accommodations to respect the member's wishes and instructions specific to notifying survivors. However, notification should not be excessively delayed because of attempts to assemble a notification team in accordance with the member's wishes.

The Sheriff, the Shift Sergeant or the authorized designee should select at least two members to conduct notification of survivors, one of which may be the Office Chaplain.

Notifying members should:

- (a) Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.
- (b) Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child's age, maturity and current location (e.g., small children at home, children in school).
- (c) Plan for concerns such as known health concerns of survivors or language barriers.
- (d) Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in office vehicles. Notifying members shall inform the Hospital Liaison over a secure network that the survivors are on their way to the hospital and should remain at the hospital while the survivors are present.
- (e) When survivors are not at their residences or known places of employment, actively seek information and follow leads from neighbors, other law enforcement, postal authorities and other sources of information in order to accomplish notification in as timely a fashion as possible. Notifying members shall not disclose the reason for their contact other than a family emergency.
- (f) If making notification at a survivor's workplace, ask a workplace supervisor for the use of a quiet, private room to meet with the survivor. Members shall not inform the workplace supervisor of the purpose of their visit other than to indicate that it is a family emergency.
- (g) Offer to call other survivors, friends or clergy to support the survivors and to avoid leaving survivors alone after notification.
- (h) Assist the survivors with meeting childcare or other immediate needs.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Line-of-Duty Deaths

- (i) Provide other assistance to survivors and take reasonable measures to accommodate their needs, wishes and desires. Care should be taken not to make promises or commitments to survivors that cannot be met.
- (j) Inform the survivors of the name and phone number of the Survivor Support Liaison (see the Survivor Support Liaison section of this policy), if known, and the Office Liaison.
- (k) Provide their contact information to the survivors before departing.
- (l) Document the survivor's names and contact information, as well as the time and location of notification. This information should be forwarded to the Office Liaison.
- (m) Inform the Sheriff or the authorized designee once survivor notifications have been made so that other Beltrami County Sheriff's Office members may be apprised that survivor notifications are complete.

1035.4.1 OUT-OF-AREA NOTIFICATIONS

The Office Liaison should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

- (a) The Office Liaison should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the office member that the survivors can call for more information following the notification by the assisting agency.
- (b) The Office Liaison may assist in making transportation arrangements for the member's survivors, but will not obligate the Office to pay travel expenses without the authorization of the Sheriff.

1035.5 NOTIFYING OFFICE MEMBERS

Supervisors or members designated by the Sheriff are responsible for notifying office members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and should not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shift. Members reporting for duty from their residence should be instructed to contact their supervisor as soon as practicable. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support group, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Supervisors should direct members not to disclose any information outside the Office regarding the deceased member or the incident.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Line-of-Duty Deaths

1035.6 LIAISONS AND COORDINATORS

The Sheriff or the authorized designee should select members to serve as liaisons and coordinators to handle responsibilities related to a line-of-duty death, including, but not limited to:

- (a) Office Liaison.
- (b) Hospital Liaison.
- (c) Survivor Support Liaison.
- (d) Critical Incident Stress Management (CISM) coordinator.
- (e) Funeral Liaison.
- (f) Mutual aid coordinator.
- (g) Benefits Liaison.
- (h) Finance coordinator.

Liaisons and coordinators will be directed by the Office Liaison and should be given sufficient duty time to complete their assignments.

Members may be assigned responsibilities of more than one liaison or coordinator position depending on available office resources. The Office Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed.

1035.6.1 OFFICE LIAISON

The Office Liaison should be a Chief Deputy or of sufficient rank to effectively coordinate office resources, and should serve as a facilitator between the deceased member's survivors and the Office. The Office Liaison reports directly to the Sheriff. The Office Liaison's responsibilities include, but are not limited to:

- (a) Directing the other liaisons and coordinators in fulfilling survivors' needs and requests. Consideration should be given to organizing the effort using the National Incident Management System (NIMS).
- (b) Establishing contact with survivors within 24 hours of the incident and providing them contact information.
- (c) Advising survivors of the other liaison and coordinator positions and their roles and responsibilities.
- (d) Identifying locations that will accommodate a law enforcement funeral and presenting the options to the appropriate survivors, who will select the location.
- (e) Coordinating all official law enforcement notifications and arrangements.
- (f) Making necessary contacts for authorization to display flags at half-mast.
- (g) Ensuring that office members are reminded of appropriate information-sharing restrictions regarding the release of information that could undermine future legal proceedings.
- (h) Coordinating security checks of the member's residence as necessary and reasonable.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Line-of-Duty Deaths

- (i) Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.

1035.6.2 HOSPITAL LIAISON

The Hospital Liaison should work with hospital personnel to:

- (a) Arrange for appropriate and separate waiting areas for:
 - 1. The survivors and others whose presence is requested by the survivors.
 - 2. Office members and friends of the deceased member.
 - 3. Media personnel.
- (b) Ensure, as much as practicable, that any suspects who are in the hospital and their families or friends are not in close proximity to the member's survivors or Beltrami County Sheriff's Office members (except for members who may be guarding the suspect).
- (c) Ensure that survivors receive timely updates regarding the member before information is released to others.
- (d) Arrange for survivors to have private time with the member, if requested.
 - 1. The Hospital Liaison or hospital personnel may need to explain the condition of the member to the survivors to prepare them accordingly.
 - 2. The Hospital Liaison should accompany the survivors into the room, if requested.
- (e) Stay with survivors and ensure that they are provided with other assistance as needed at the hospital.
- (f) If applicable, explain to the survivors why an autopsy may be needed.
- (g) Ensure hospital bills are directed to the Office, that the survivors are not asked to sign as guarantor of payment for any hospital treatment and that the member's residence address, insurance information and next of kin are not included on hospital paperwork.

Other responsibilities of the Hospital Liaison include, but are not limited to:

- Arranging transportation for the survivors back to their residence.
- Working with investigators to gather and preserve the deceased member's equipment and other items that may be of evidentiary value.
- Documenting his/her actions at the conclusion of his/her duties.

1035.6.3 SURVIVOR SUPPORT LIAISON

The Survivor Support Liaison should work with the Office Liaison to fulfill the immediate needs and requests of the survivors of any member who has died in the line of duty, and serve as the long-term office contact for survivors.

The Survivor Support Liaison should be selected by the deceased member's Chief Deputy. The following should be considered when selecting the Survivor Support Liaison:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Line-of-Duty Deaths

- The liaison should be an individual the survivors know and with whom they are comfortable working.
- If the survivors have no preference, the selection may be made from names recommended by the deceased member's supervisor and/or coworkers. The deceased member's partner or close friends may not be the best selections for this assignment because the emotional connection to the member or survivors may impair their ability to conduct adequate liaison duties.
- The liaison must be willing to assume the assignment with an understanding of the emotional and time demands involved.

The responsibilities of the Survivor Support Liaison include, but are not limited to:

- (a) Arranging for transportation of survivors to hospitals, places of worship, funeral homes and other locations, as appropriate.
- (b) Communicating with the Office Liaison regarding appropriate security measures for the family residence, as needed.
- (c) If requested by the survivors, providing assistance with instituting methods of screening telephone calls made to their residence after the incident.
- (d) Providing assistance with travel and lodging arrangements for out-of-town survivors.
- (e) Returning the deceased member's personal effects from the Office and the hospital to the survivors. The following should be considered when returning the personal effects:
 1. Items should not be delivered to the survivors until they are ready to receive the items.
 2. Items not retained as evidence should be delivered in a clean, unmarked box.
 3. All clothing not retained as evidence should be cleaned and made presentable (e.g., items should be free of blood or other signs of the incident).
 4. The return of some personal effects may be delayed due to ongoing investigations.
- (f) Assisting with the return of office-issued equipment that may be at the deceased member's residence.
 1. Unless there are safety concerns, the return of the equipment should take place after the funeral at a time and in a manner considerate of the survivors' wishes.
- (g) Working with the CISM coordinator to ensure that survivors have access to available counseling services.
- (h) Coordinating with the office's Public Information Officer (PIO) to brief the survivors on pending press releases related to the incident and to assist the survivors with media relations in accordance with their wishes (see the Public Information Officer section of this policy).
- (i) Briefing survivors on investigative processes related to the line-of-duty death, such as criminal, internal and administrative investigations.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Line-of-Duty Deaths

- (j) Informing survivors of any related criminal proceedings and accompanying them to such proceedings.
- (k) Introducing survivors to prosecutors, victim's assistance personnel and other involved personnel as appropriate.
- (l) Maintaining long-term contact with survivors and taking measures to sustain a supportive relationship (e.g., follow-up visits, phone calls, cards on special occasions, special support during holidays).
- (m) Inviting survivors to office activities, memorial services or other functions as appropriate.

Survivor Support Liaisons providing services after an incident resulting in multiple members being killed should coordinate with and support each other through conference calls or meetings as necessary.

The Office recognizes that the duties of a Survivor Support Liaison will often affect regular assignments over many years, and is committed to supporting members in the assignment.

If needed, the Survivor Support Liaison should be issued a personal communication device (PCD) owned by the Office to facilitate communications necessary to the assignment. The office-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

1035.6.4 CRITICAL INCIDENT STRESS MANAGEMENT COORDINATOR

The CISM coordinator should work with the Sheriff or the authorized designee, liaisons, coordinators and other resources to make CISM and counseling services available to members and survivors who are impacted by a line-of-duty death. The responsibilities of the CISM coordinator include, but are not limited to:

- (a) Identifying members who are likely to be significantly affected by the incident and may have an increased need for CISM and counseling services, including:
 - 1. Members involved in the incident.
 - 2. Members who witnessed the incident.
 - 3. Members who worked closely with the deceased member but were not involved in the incident.
- (b) Ensuring that members who were involved in or witnessed the incident are relieved of office responsibilities until they can receive CISM support as appropriate and possible.
- (c) Ensuring that CISM and counseling resources (e.g., peer support, debriefing, grief counselors) are available to members as soon as reasonably practicable following the line-of-duty death.
- (d) Coordinating with the Survivor Support Liaison to ensure survivors are aware of available CISM and counseling services and assisting with arrangements as needed.
- (e) Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional CISM or counseling services are needed.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Line-of-Duty Deaths

1035.6.5 FUNERAL LIAISON

The Funeral Liaison should work with the Office Liaison, Survivor Support Liaison and survivors to coordinate funeral arrangements to the extent the survivors wish. The Funeral Liaison's responsibilities include, but are not limited to:

- (a) Assisting survivors in working with the funeral director regarding funeral arrangements and briefing them on law enforcement funeral procedures.
- (b) Completing funeral notification to other law enforcement agencies.
- (c) Coordinating the funeral activities of the Office, including, but not limited to the following:
 - 1. Honor Guard
 - (a) Casket watch
 - (b) Color guard
 - (c) Pallbearers
 - (d) Bell/rifle salute
 - 2. Bagpipers/bugler
 - 3. Uniform for burial
 - 4. Flag presentation
 - 5. Last radio call
- (d) Briefing the Sheriff and command staff concerning funeral arrangements.
- (e) Assigning a deputy to remain at the family home during the viewing and funeral.
- (f) Arranging for transportation of the survivors to and from the funeral home and interment site using office vehicles and drivers.

1035.6.6 MUTUAL AID COORDINATOR

The mutual aid coordinator should work with the Office Liaison and the Funeral Liaison to request and coordinate any assistance from outside law enforcement agencies needed for, but not limited to:

- (a) Traffic control during the deceased member's funeral.
- (b) Area coverage so that as many Beltrami County Sheriff's Office members can attend funeral services as possible.

The mutual aid coordinator should perform his/her duties in accordance with the Outside Agency Assistance Policy.

1035.6.7 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and assist them in applying for benefits. Responsibilities of the Benefits Liaison include, but are not limited to:

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Line-of-Duty Deaths

- (a) Confirming the filing of workers' compensation claims and related paperwork (see the Occupational Disease, Personal Injury and Death Reporting Policy).
- (b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the:
 - 1. Public Safety Officers' Benefits (PSOB) Programs.
 - 2. Public Safety Officers' Educational Assistance (PSOEA) Program.
 - 3. Social Security Administration.
 - 4. Department of Veterans Affairs.
- (c) Researching and assisting survivors with application for state and local government survivor benefits.
 - 1. Survivor benefits (Minn. Stat. § 353.657).
 - 2. Disability survivor benefits (Minn. Stat. § 353.656).
 - 3. Continued health insurance coverage benefit (Minn. Stat. § 299A.465).
 - 4. Death benefit (Minn. Stat. § 299A.44).
 - 5. Education benefit (Minn. Stat. § 299A.45).
- (d) Researching and assisting survivors with application for other survivor benefits such as:
 - 1. Private foundation survivor benefits programs.
 - 2. Survivor scholarship programs.
- (e) Researching and informing survivors of support programs sponsored by Sheriff's associations and other organizations.
- (f) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.
 - 1. If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.
- (g) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.
- (h) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

1035.6.8 FINANCE COORDINATOR

The finance coordinator should work with the Sheriff and the Office Liaison to manage financial matters related to the line-of-duty death. The finance coordinator's responsibilities include, but are not limited to:

- (a) Establishing methods for purchasing and monitoring costs related to the incident.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Line-of-Duty Deaths

- (b) Providing information on finance-related issues, such as:
 - 1. Paying survivors' travel costs if authorized.
 - 2. Transportation costs for the deceased.
 - 3. Funeral and memorial costs.
 - 4. Related funding or accounting questions and issues.
- (c) Working with the Benefits Liaison to establish a process for the receipt of public donations to the deceased member's survivors.
- (d) Providing accounting and cost information as needed.

1035.7 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the office's PIO should be the office's contact point for the media. As such, the PIO should coordinate with the Office Liaison to:

- (a) Collect and maintain the most current incident information and determine what information should be released.
- (b) Ensure that office members are instructed to direct any media inquiries to the PIO.
- (c) Prepare necessary press releases.
 - 1. Ensure coordination with other entities having media roles (e.g., outside agencies involved in the investigation or incident).
 - 2. Ensure that important public information is disseminated, such as information on how the public can show support for the Office and deceased member's survivors.
- (d) Arrange for community and media briefings by the Sheriff or the authorized designee as appropriate.
- (e) Respond, or coordinate the response, to media inquiries.
- (f) If requested, assist the member's survivors with media inquiries.
 - 1. Brief the survivors on handling sensitive issues such as the types of questions that reasonably could jeopardize future legal proceedings.
- (g) Release information regarding memorial services and funeral arrangements to office members, other agencies and the media as appropriate.
- (h) If desired by the survivors, arrange for the recording of memorial and funeral services via photos and/or video.

The identity of deceased members should be withheld until the member's survivors have been notified. If the media has obtained identifying information for the deceased member prior to survivor notification, the PIO should request that the media withhold the information from release until proper notification can be made to survivors. The PIO should ensure that media are notified when survivor notifications have been made.

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Line-of-Duty Deaths

1035.8 OFFICE CHAPLAIN

The Office chaplain may serve a significant role in line-of-duty deaths. His/her duties may include, but are not limited to:

- Assisting with survivor notifications and assisting the survivors with counseling, emotional support or other matters, as appropriate.
- Assisting liaisons and coordinators with their assignments, as appropriate.
- Assisting office members with counseling or emotional support, as requested and appropriate.

Further information on the potential roles and responsibilities of the chaplain is in the Chaplains Policy.

1035.9 INVESTIGATION OF THE INCIDENT

The Sheriff shall ensure that line-of-duty deaths are investigated thoroughly and may choose to use the investigation process outlined in the Officer-Involved Shootings and Deaths Policy.

Investigators from other agencies may be assigned to work on any criminal investigation related to line-of-duty deaths. Partners, close friends or personnel who worked closely with the deceased member should not have any investigative responsibilities because such relationships may impair the objectivity required for an impartial investigation of the incident.

Involved office members should be kept informed of the progress of the investigations and provide investigators with any information that may be pertinent to the investigations.

1035.10 LINE-OF-DUTY DEATH OF A LAW ENFORCEMENT ANIMAL

The Sheriff may authorize appropriate memorial and funeral services for law enforcement animals killed in the line of duty.

1035.11 NON-LINE-OF-DUTY DEATH

The Sheriff may authorize certain support services for the death of a member not occurring in the line of duty.

Attachments

**Model Sexual Assault
Investigation Policy 03-03-21.pdf**

I. PURPOSE

The purpose of this policy is to provide employees with guidelines for responding to reports of sexual assault. This agency will strive:

- a) To afford maximum protection and support to victims of sexual assault or abuse through a coordinated program of law enforcement and available victim services with an emphasis on a victim centered approach;
- b) To reaffirm peace officers' authority and responsibility to conducting thorough preliminary and follow up investigations and to make arrest decisions in accordance with established probable cause standards;
- c) To increase the opportunity for prosecution and victim services.

II. POLICY

It is the policy of the _____ (law enforcement agency) to recognize sexual assault as a serious problem in society and to protect victims of sexual assault by ensuring its peace officers understand the laws governing this area. Sexual assault crimes are under-reported to law enforcement and the goal of this policy is in part to improve victim experience in reporting so that more people are encouraged to report.

All employees should take a professional, victim-centered approach to sexual assaults, protectively investigate these crimes, and coordinate with prosecution in a manner that helps restore the victim's dignity and autonomy. While doing so, it shall be this agency's goal to decrease the victim's distress, increase the victim's understanding of the criminal justice system and process, and promote public safety.

Peace officers will utilize this policy in response to sexual assault reported to this agency. This agency will aggressively enforce the laws without bias and prejudice based on race, marital status, sexual orientation, economic status, age, disability, gender, religion, creed, or national origin.

III. DEFINITIONS

For purpose of this policy, the words and phrases in this section have the following meaning given to them, unless another intention clearly appears.

A. **Consent:** As defined by Minn. Stat. 609.341, which states:

- (1) Words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the complainant or that the complainant failed to resist a particular sexual act.
- (2) A person who is mentally incapacitated or physically helpless as defined by Minnesota Statute 609.341 cannot consent to a sexual act.

- (3) Corroboration of the victim's testimony is not required to show lack of consent.
- B. **Child or Minor:** a person under the age of 18.
- C. **Medical Forensic Examiner:** The health care provider conducting a sexual assault medical forensic examination.
- D. **Sexual Assault:** A person who engages in sexual contact or penetration with another person in a criminal manner as identified in MN Statute 609.342 to 609.3451.
- E. **Family and Household Member:** As defined in Minn. Stat. 518.B.01 Subd.2.b. to include:
- (1) spouses or former spouses;
 - (2) parents and children;
 - (3) persons related by blood;
 - (4) persons who are presently residing together or who have resided together in the past;
 - (5) persons who have a child in common regardless of whether they have been married or have lived together at any time;
 - (6) a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time; and
 - (7) persons involved in a significant romantic or sexual relationship
- F. **Sexual Assault Medical Forensic Examination:** An examination of a sexual assault patient by a health care provider, ideally one who has specialized education and clinical experience in the collection of forensic evidence and treatment of these patients.
- G. **Victim Advocate:** A Sexual Assault Counselor defined by Minn. Stat. 595.02, subd. 1(k) and/or Domestic Abuse Advocate as defined by Minn. Stat. 595.02, subd. 1(1) who provide confidential advocacy services to victims of sexual assault and domestic abuse. Victim advocates as defined provide coverage in all counties in Minnesota. Minnesota Office of Justice Programs (MN OJP) can assist departments in locating their local victim advocacy agency for the purposes outlined in this policy.
- H. **Victim Centered:** A victim-centered approach prioritizes the safety, privacy and well-being of the victim and aims to create a supportive environment in which the victim's rights are respected and in which they are treated with dignity and respect. This approach acknowledges and respects a victims' input into the criminal justice response and recognizes victims are not responsible for the crimes committed against them.
- I. **Vulnerable Adult:** any person 18 years of age or older who:
- (1) is a resident inpatient of a facility as defined in Minn. Stat. 626.5572. Subd. 6;

- (2) receives services at or from a facility required to be licensed to serve adults under sections [245A.01](#) to [245A.15](#), except that a person receiving outpatient services for treatment of chemical dependency or mental illness, or one who is committed as a sexual psychopathic personality or as a sexually dangerous person under chapter 253B, is not considered a vulnerable adult unless the person meets the requirements of clause (4);
- (3) receives services from a home care provider required to be licensed under sections [144A.43](#) to [144A.482](#); or from a person or organization that exclusively offers, provides, or arranges for personal care assistance services under the medical assistance program as authorized under sections [256B.0625, subdivision 19a, 256B.0651](#) to [256B.0654](#), and [256B.0659](#); or
- (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction:
 - (i) that impairs the individual's ability to provide adequately for the individual's own care without assistance, including the provision of food, shelter, clothing, health care, or supervision; and
 - (ii) because of the dysfunction or infirmity and the need for assistance, the individual has an impaired ability to protect the individual from maltreatment.

IV. PROCEDURES

A. Communications Personnel Response/Additional Actions by Responding Officers

Communications personnel and/or law enforcement officers should inform the victim of ways to ensure critical evidence is not lost, to include the following:

- 1) Suggest that the victim not bathe, or clean him or herself if the assault took place recently.
- 2) Recommend that if a victim needs to relieve themselves, they should collect urine in a clean jar for testing, and should avoid wiping after urination.
- 3) Asking the victim to collect any clothing worn during or after the assault and if possible, place in a paper bag, instructing the victim not to wash the clothing (per department policy).
- 4) Reassure the victim that other evidence may still be identified and recovered even if they have bathed or made other physical changes.

B. Initial Officer Response

When responding to a scene involving a sexual assault, officers shall follow standard incident response procedures. In addition, when interacting with victims, officers shall do the following:

- 1) Recognize that the victim experienced a traumatic incident and may not be willing or able to immediately assist with the criminal investigation.

- 2) The officer shall attempt to determine the location/jurisdiction where the assault took place.
- 3) Explain the reporting process including the roles of the first responder, investigator, and anyone else with whom the victim will likely interact during the course of the investigation.
- 4) Officers are encouraged to connect the victim with local victim advocates as soon as possible. Inform the victim that there are confidential victim advocates available to address any needs they might have and to support them through the criminal justice system process. Provide the victim with contact information for the local victim advocate. Upon victim request the officer can offer to contact local victim advocate on behalf of the victim.
- 5) Ask about and document signs and symptoms of injury, to include strangulation. Officers shall attempt to obtain a signed medical release from the victim.
- 6) Ensure that the victim knows they can go to a designated facility for a forensic medical exam. Offer to arrange for transportation for the victim.
- 7) Identify and attempt to interview potential witnesses to the sexual assault and/or anyone the victim told about the sexual assault.
- 8) Request preferred contact information for the victim for follow-up.

C. Victim Interviews

This agency recognizes that victims of sexual assault due to their age or physical, mental or emotional distress, are better served by utilizing trauma informed interviewing techniques and strategies. Such interview techniques and strategies eliminate the duplication of interviews and use a question and answer interviewing format with questioning nondirective as possible to elicit spontaneous responses.

In recognizing the need for non-traditional interviewing techniques for sexual assault victims, officers should consider the following:

- Offer to have a confidential victim advocate present (if possible) if the victim would benefit from additional support during the process
- Whenever possible, conduct victim interviews in person
- Make an effort to conduct the interview in a welcoming environment
- Let the victim share the details at their own pace
- Recognize victims of trauma may have difficulty remembering incidents in a linear fashion and may remember details in days and weeks following the assault
- After the initial interview, consider reaching out to the victim within a few days, after at least one sleep cycle to ask if they remember any additional details.

- Depending on the victim, additional interviews might be needed to gather additional information. Offer support from a victim advocate to the victim to help facilitate engagement with the investigative process and healing.
- Some victims do remember details vividly and might want to be interviewed immediately.
- During initial and subsequent victim interviews, officers should note the following information as victims share it, recognizing that a victim may not be able to recall all the details of the assault during a particular interview.
 - 1) Whether the suspect was known to the victim
 - 2) How long the victim knew the suspect
 - 3) The circumstances of their meeting and if there is any indication of the use of drugs or alcohol to facilitate the sexual assault
 - 4) The extent of their previous or current relationship
 - 5) Any behavioral changes that led the situation from one based on consent to one of submission, coercion, fear, or force
 - 6) Specific actions, statements, and/or thoughts of both victim and suspect immediately prior, during, and after assault
 - 7) Relevant communication through social media, email, text messages, or any other forms of communication

D. Special Considerations—Minors and Vulnerable Adults/Domestic Abuse Victims

1. Minors and Vulnerable Adults

This agency recognizes that certain victims, due to their age or a physical, mental, or emotional distress, are better served by utilizing interview techniques and strategies that eliminate the duplication of interviews and use a question and answer interviewing format with questioning as nondirective as possible to elicit spontaneous responses. Members of this agency will be alert for victims who would be best served by the use of these specialized interview techniques. Officers, in making this determination, should consider the victim's age, level of maturity, communication skills, intellectual capacity, emotional state, and any other observable factors that would indicate specialized interview techniques would be appropriate for a particular victim. When an officer determines that a victim requires the use of these specialized interview techniques, the officer should follow the guidance below.

- a. Officers responding to reports of sexual assaults involving these sensitive population groups shall limit their actions to the following:
 - (1) Ensuring the safety of the victim;
 - (2) Ensuring the scene is safe;
 - (3) Safeguarding evidence where appropriate;
 - (4) Collecting any information necessary to identify the suspect; and
 - (5) Addressing the immediate medical needs of individuals at the scene

- b. Initial responding officers should not attempt to interview the victim in these situations, but should instead attempt to obtain basic information and facts about the situation, including the jurisdiction where the incident occurred and that a crime most likely occurred. Officers should seek to obtain this information from parents, caregivers, the reporting party, or other adult witnesses, unless those individuals are believed to be the perpetrators.
- c. Officers responding to victims with special considerations must comply with the mandated reporting requirements of Minnesota Statute Section 260E.06 and 626.557, as applicable. Officers investigating cases involving victims with special considerations should coordinate these investigations with the appropriate local human services agency where required. Any victim or witness interviews conducted with individuals having special considerations must be audio and video recorded whenever possible. All other interviews must be audio recorded whenever possible.

Not all sexual assaults of minor victims require a mandatory report to social services. This policy recognizes that in certain cases, notifying and/or the involvement of a parent/guardian pursuant to 260E.22 can cause harm to the minor and/or impede the investigation. Officers responding to the sexual assault of a minor victim that does not trigger a mandated report under Minnesota Statute Section 260E.06 should assess for the impact on the victim and the investigation if parents/guardians were notified before making a decision to involve them.

- d. Officers should obtain necessary contact information for the victim's caregiver, guardian or parents and where the victim may be located at a later time. Officers should advise the victim and/or any accompanying adult(s), guardians or caregivers that an investigating officer will follow up with information on a forensic interview.
 - e. The officer should advise the victim's caregiver, guardian or parent that if the victim starts to talk about the incident they should listen to them but not question them as this may influence any future statements.
2. Victims of Domestic Abuse
Officers responding to a report of sexual assault committed against a family and household member must also follow the requirements and guidelines in this agency's domestic abuse policy and protocol, in addition to the guidelines in this policy.

E. Protecting Victim Rights

- 1) Confidentiality: Officers should explain to victims the limitations of confidentiality in a criminal investigation and that the victim's identifying information is not accessible to the public, as specified in Minn. Stat. section 13.82, subd. 17(b)
- 2) Crime Victim Rights: Officers must provide the following information to the victim:
 - a. Crime victim rights and resource information required to be provided to all victims as specified by Minn. Stat. section 611A.02, subd. 2(b)
 - b. If the suspect is a family or household member to the victim, crime victim rights and resource information required to be provided to domestic abuse victims, as specified by Minn. Stat. section 629.341, subd. 3.
 - c. The victim's right to be informed of the status of a sexual assault examination kit upon request as provided for under Minn. Stat. section 611A.27, subd. 1.
 - d. Pursuant to Minn. Stat. 611A.26, subd. 1, no law enforcement agency or prosecutor shall require that a complainant of a criminal sexual conduct or sex trafficking offense submit to a polygraph examination as part of or a condition to proceeding with the investigation, charging or prosecution of such offense.
- 3) Other information: Officers should provide to the victim the agency's crime report/ICR number, and contact information for the reporting officer and/or investigator or person handling the follow up.
- 4) Language access: All officers shall follow agency policy regarding limited English proficiency.

F. Evidence Collection

- 1) Considerations for Evidence Collection
Officers shall follow this agency's policy on crime scene response. In addition, officers may do the following:
 - a. Collect evidence regarding the environment in which the assault took place, including indications of isolation and soundproofing. The agency should consider utilizing their agency or county crime lab in obtaining or processing the scene where the assault took place. This should be in accordance to any/all other policies and procedures relating to evidence collections.
 - b. Document any evidence of threats or any communications made by the suspect, or made on behalf of the suspect, to include those made to individuals other than the victim.

- c. In situations where it is suspected that drugs or alcohol may have facilitated the assault, officers should assess the scene for evidence such as drinking glasses, alcohol bottles or cans, or other related items.
- d. If the victim has declined or a medical forensic exam will not be conducted, the officer should obtain victim consent and attempt to take photographs of visible physical injuries, including any healing or old injuries. Victim should be given directions about how to document any bruising or injury that becomes evidence later after these photographs are taken.

G. Sexual Assault Medical Forensic Examinations

- 1) Prior to the sexual assault medical forensic examination the investigating officer should do the following:
 - a. Ensure the victim understands the purpose of the sexual assault medical forensic exam and its importance to both their general health and wellness and to the investigation. Offer assurance to the victim that they will not incur any out-of-pocket expenses for forensic medical exams and provide information about evidence collection, storage and preservation in sexual assault cases.
 - b. Provide the victim with general information about the procedure, and encourage them to seek further detail and guidance from the forensic examiner, health care professional, or a victim advocate. Officers and investigators cannot deny a victim the opportunity to have an exam.
 - c. Officers should be aware and if necessary, relay to victims who do not want to undergo an exam that there might be additional treatments or medications they are entitled to even if they do not want to have an exam done or have evidence collected. Victims can seek that information from a health care provider or a victim advocate. If possible, transport or arrange transportation for the victim to the designated medical facility.
 - d. Ask the victim for a signed release for access to medical records from the exam.
- 2) Officers should not be present during any part of the exam, including during the medical history.
- 3) Following the exam, evidence collected during the exam shall be handled according to the requirements of agency policy and Minnesota Statute 299C.106.

H. Contacting and Interviewing Suspects

Prior to contacting the suspect, officers should consider the following:

- 1) Conduct a background and criminal history check specifically looking for accusations, criminal charges, and convictions for interconnected crimes, especially crimes involving violence.
- 2) Consider conducting a pretext or confrontational call or messaging depending on jurisdictional statutes. Involvement of a victim should be based on strong

consideration of the victim's emotional and physical state. A victim advocate should be present whenever possible to offer support.

- 3) When possible, an attempt would be made to interview the suspect in person.
- 4) In situations where suspects do not deny that a sexual act occurred, but rather assert that it was with the consent of the victim, officers should do the following:
 - a. Collect evidence of past communication, including but not limited to all relevant interaction (including social media) between the suspect and victim.
 - b. Identify events that transpired prior to, during, and after the assault in an effort to locate additional witnesses and physical locations that might lead to additional evidence.
- 5) For sexual assaults involving strangers, officers should focus investigative efforts on the collection of video, DNA, and other trace evidence used for analysis to identify the perpetrator (handle evidence collection per agency policy).

I. Forensic Examination and/or the Collection of Evidence from the Suspect

Note: A suspect's forensic examination and/or the collection of evidence from a suspect may be done by either an investigating officer/investigator, Forensic Medical Examiner, or the agency/county crime lab personnel.

- 1) Prior to or immediately after the preliminary suspect interview, photograph any injuries.
- 2) Determine whether a sexual assault medical forensic examination should be conducted.
- 3) Ask for the suspect's consent to collect evidence from their body and clothing. However, officers/investigators should consider obtaining a search warrant, with specific details about what evidence will be collected, and should be prepared in advance to eliminate the opportunity for the suspect to destroy or alter evidence if consent is denied.
- 4) During the suspect's sexual assault medical forensic examination, the investigator, evidence technician, or forensic examiner should do the following:
 - a. Strongly consider penile swabbing, pubic hair combings, and collection of other potential DNA evidence;
 - b. Collect biological and trace evidence from the suspect's body;
 - c. Document information about the suspect's clothing, appearance, scars, tattoos, piercings, and other identifiable marks;
 - d. Seize all clothing worn by the suspect during the assault, particularly any clothing touching the genital area;
 - e. Document the suspect's relevant medical condition and injuries.

J. Role of the Supervisor

Supervisors may do the following:

- 1) Assist officers investigating incidents of sexual assault when possible or if requested by an officer.
- 2) Provide guidance and direction as needed.
- 3) Review sexual assault reports to ensure that necessary steps were taken during initial response and investigations.

K. Case Review/Case Summary

A supervisor should ensure cases are reviewed on an on-going basis. The review process should include an analysis of:

- 1) Case dispositions
- 2) Decisions to collect evidence
- 3) Submissions of evidence for lab testing
- 4) Interviewing decisions

**MN POST Professional Conduct of
Peace Officers Model Policy.pdf**

Confidential Informants Model Policy .pdf

Model Sexual Assault Investigation Policy 02.16.21.pdf

Eyewitness Identification Procedures Model Policy.pdf

EYEWITNESS IDENTIFICATION PROCEDURES MODEL POLICY

Minn. Stat. 626.8433

POLICY:

Officers shall adhere to the procedures for conducting eyewitness identifications set forth in this policy, in order to maximize the reliability of identifications, minimize erroneous identifications, and gather evidence that conforms to contemporary eyewitness identification protocols. Photo arrays and line-ups will be conducted by displaying the suspect and fillers sequentially using a blind or blinded administration.

Purpose:

It is the purpose of this policy to establish guidelines for eyewitness identification procedures involving show-ups, photo arrays, and line-ups. Erroneous eyewitness identifications have been cited as the factor most frequently associated with wrongful convictions. Therefore, in addition to eyewitness identification, all appropriate investigative steps and methods should be employed to uncover evidence that either supports or eliminates the suspect identification.

Definitions:

Show-up: The presentation of a suspect to an eyewitness within a short time frame following the commission of a crime to either confirm or eliminate him or her as a possible perpetrator. Show-ups, sometimes referred to as field identifications, are conducted in a contemporaneous time frame and proximity to the crime.

Line-up: The process of presenting live individuals to an eyewitness for the purpose of identifying or eliminating suspects.

Photo Array: A means of presenting photographs to an eyewitness for the purpose of identifying or eliminating suspects.

Administrator: The law enforcement official conducting the identification procedure.

Blinded Presentation: The administrator may know the identity of the suspect, but does not know which photo array member is being viewed by the eyewitness at any given time.

Confidence Statement: A statement in the witness's own words taken immediately after an identification is made stating his or her level of certainty in the identification.

Filler: A live person, or a photograph of a person, included in an identification procedure who is not considered a suspect.

Sequential: Presentation of a series of photographs or individuals to a witness one at a time.

Simultaneous: Presentation of a series of photographs or individuals to a witness all at once.

Procedure:

1. Show-ups

The use of show-ups should be avoided whenever possible in preference to the use of a lineup or photo array procedure. However, when circumstances require the prompt presentation of a suspect to a witness, the following guidelines shall be followed to minimize potential suggestiveness and increase reliability.

- a. Document the witness's description of the perpetrator prior to conducting the show up.
- b. Conduct a show-up only when the suspect is detained within a reasonably time frame after the commission of the offense and within a close physical proximity to the location of the crime.
- c. Do not use a show-up procedure if probable cause to arrest the suspect has already been established.
- d. If possible, avoid conducting a show-up when the suspect is in a patrol car, handcuffed, or physically restrained by officers, unless safety concerns make this impractical.
- e. Caution the witness that the person he or she is about to see may or may not be the perpetrator—and it is equally important to clear an innocent person. The witness should also be advised that the investigation will continue regardless of the outcome of the show-up.
- f. Do not conduct the show-up with more than one witness present at a time.
- g. Separate witnesses and do not allow communication between them before or after conducting a show-up.
- h. If one witness identifies the suspect, use a line-up or photo array for remaining witnesses.
- i. Do not present the same suspect to the same witness more than once.

- j. Do not require show-up suspects to put on clothing worn by, speak words uttered by, or perform other actions of the perpetrator.
- k. Officers should scrupulously avoid words or conduct of any type that may suggest to the witness that the individual is or may be the perpetrator.
- l. Ask the witness to provide a confidence statement.
- m. Remind the witness not to talk about the show-up to other witnesses until police or prosecutors deem it permissible.
- n. Videotape the identification process using an in-car camera or other recording device when feasible.
- o. Document the time and location of the show-up, the officers present, the result of the procedure, and any other relevant information.

Line-up and Photo Array Procedures

2. Basic Procedures for Conducting a Line-up or Photo Array

- a. Line-ups will not typically be utilized for investigations, unless conducting a photo array is not possible.
- b. Whenever possible, a blind presentation shall be utilized. In cases where a blind presentation is not feasible for a photo array, a blinded presentation should be used. Live line-ups must be conducted using a blind presentation.
- c. The line-up or photo array should consist of a minimum of six individuals or photographs. Use a minimum of five fillers and only one suspect.
- d. Fillers should be reasonably similar in age, height, weight, and general appearance and be of the same sex and race, in accordance with the witness's description of the offender.
- e. Avoid the use of fillers who so closely resemble the suspect that a person familiar with the suspect might find it difficult to distinguish the suspect from the fillers.
- f. Create a consistent appearance between the suspect and the fillers with respect to any unique or unusual feature (e.g., scars, tattoos, facial hair) used to describe the perpetrator by artificially adding or concealing that feature on the fillers.
- g. If there is more than one suspect, include only one in each line-up or photo array.

- h. During a blind presentation, no one who is aware of the suspect's identity should be present during the administration of the photo array. However, during a line-up, the suspect's attorney should be present.
- i. Place suspects in different positions in each line-up or photo array, both across cases and with multiple witnesses in the same case.
- j. Witnesses should not be permitted to see or be shown any photos of the suspect prior to the line-up or photo array.
- k. The witness shall be given a copy of the following instructions prior to viewing the line-up or photo array and the administrator shall read the instructions aloud before the identification procedure.

You will be asked to look at a series of individuals.

The perpetrator may or may not be present in the identification procedure.

It is just as important to clear innocent persons from suspicion as it is to identify guilty parties.

I don't know whether the person being investigated is included in this series.

Sometimes a person may look different in a photograph than in real life because of different hair styles, facial hair, glasses, a hat or other changes in appearance. Keep in mind that how a photograph was taken or developed may make a person's complexion look lighter or darker than in real life.

You should not feel that you have to make an identification. If you do identify someone, I will ask you to describe in your own words how certain you are.

The individuals are not configured in any particular order.

If you make an identification, I will continue to show you the remaining individuals or photos in the series.

Regardless of whether you make an identification, we will continue to investigate the incident.

Since this is an ongoing investigation, you should not discuss the identification procedures or results

- l. The line-up or photo array should be shown to only one witness at a time; officers should separate witnesses so they will not be aware of the responses of other witnesses.
- m. Multiple identification procedures should not be conducted in which the same witness views the same suspect more than once.
- n. Officers should scrupulously avoid the use of statements, cues, casual comments, or providing unnecessary or irrelevant information that in any manner may influence the witnesses' decision-making process or perception.
- o. Following an identification, the administrator shall ask the witness to provide a confidence statement and document the witness's response.
- p. The administrator shall ask the witness to complete and sign an Eyewitness Identification Procedure Form.
- q. Line-up and photo array procedures should be video or audio recorded whenever possible. If a procedure is not recorded, a written record shall be created and the reason for not recording shall be documented. In the case of line-ups that are not recorded, agents shall take and preserve a still photograph of each individual in the line-up.

3. Photographic Arrays

a. Creating a Photo Array

1. Use contemporary photos.
2. Do not mix color and black and white photos.
3. Use photos of the same size and basic composition.
4. Never mix mug shots with other photos and ensure consistent appearance of photograph backgrounds and sizing.
5. Do not include more than one photo of the same suspect.
6. Cover any portions of mug shots or other photos that provide identifying information on the subject – and similarly cover other photos used in the array.
7. Where the suspect has a unique feature, such as a scar, tattoo, or mole or distinctive clothing that would make him or her stand out in the photo array, filler photographs should include that unique feature either by selecting fillers who have the same features themselves or by altering the photographs of fillers to the extent necessary to achieve a consistent appearance.
8. Fillers should not be reused in arrays for different suspects shown to the same witness.

b. Conducting the Photo Array

1. The photo array should be preserved, together with full information about the identification process as part of the case file and documented in a report.

2. If a blind administrator is not available, the administrator shall ensure that a blinded presentation is conducted using the following procedures.
 - a. Place the suspect and at least five filler photos in separate folders for a total of six (or more depending on the number of fillers used).
 - b. The administrator will take one folder containing a known filler and place it to the side. This will be the first photo in the series. The administrator should then shuffle the remaining folders (containing one suspect and the remainder of fillers) such that he or she cannot see how the line-up members are ordered. These shuffled folders will follow the first filler photo. The stack of photos is now ready to be shown to the witness.
 - c. The administrator should position himself or herself so that he or she cannot see inside the folders as they are viewed by the witness.
3. The witness should be asked if he or she recognizes the person in the photo before moving onto the next photo. If an identification is made before all of the photos are shown, the administrator should tell the witness that he or she must show the witness all of the photos and finish showing the sequence to the witness, still asking after each photo if the witness recognizes the person in the photo.
4. If possible, the array should be shown to the witness only once. If, upon viewing the entire array the witness asks to see a particular photo or the entire array again, the witness should be instructed that he or she may view the entire array only one additional time. If a second viewing is permitted, it must be documented.

4. Line-ups

- a. Conducting the Line-up
 1. Live line-ups shall be conducted using a blind administrator.
 2. Ensure that all persons in the line-up are numbered consecutively and are referred to only by number.
- b. The primary investigating officer is responsible for the following:
 1. Scheduling the line-up on a date and at a time that is convenient for all concerned parties, to include the prosecuting attorney, defense counsel, and any witnesses.
 2. Ensuring compliance with any legal requirements for transfer of the subject to the line-up location if he or she is incarcerated at a detention center.
 3. Making arrangements to have persons act as fillers.
 4. Ensuring that the suspect's right to counsel is scrupulously honored and that he or she is provided with counsel if requested. Obtaining proper documentation of any waiver of the suspect's right to counsel.
 5. Allowing counsel representing the suspect sufficient time to confer with his or her client prior to the line-up and to observe the manner in which the line-up is conducted.

References:

Eyewitness Identification Procedure Form
Sequential Photo Display Form

Model Sexual Assault Investigation Policy.pdf

Beltrami Cnty SO Policy Manual

Beltrami Cnty SO Policy Manual

INDEX / TOPICS

A

ABUSE OF AUTHORITY	11
ACCOUNTABILITY TO SUPERVISOR	19
ADMINISTRATIVE HEARINGS	450
ADMINISTRATIVE INVESTIGATION	70
ADMINISTRATIVE INVESTIGATIONS	
OIS.	68
Vehicle damage.	540
AIRCRAFT	
Accidents.	358
Flying while armed.	84
Temporary flight restrictions.	209
ALCOHOL	
Firearms.	82
Vehicle use.	536
AMMUNITION	
Kinetic energy projectiles.	55
ANIMALS	
Dangerous.	83
Euthanize.	83
Injured	83, 438
Line-of-duty deaths.	781
ANTI-RETALIATION	681
APPOINTMENT	
Chaplain coordinator.	265
APPOINTMENTS	
Communications supervisor.	566
Exposure control officer.	695
Line-of-duty death liaisons and coordinators	774
Operations director	509, 513
Press information officer (PIO).	208
ARRESTS	
Consular notifications.	658
Control devices.	51
DWI.	449
First amendment assemblies.	415
Log.	209
Seat belts.	703
Towed vehicles.	442
ASSET FORFEITURE	478
AUDIO/VIDEO RECORDING	
Custodial interrogation.	461
Holding cells.	662

AUDIO/VIDEO RECORDINGS	71
AUDITS	
Informant files.	487
Informant funds.	489
Petty Cash.	558
AUTHORITY	
Law enforcement.	10

B

BACKGROUNDS	668
BADGES, PATCHES AND IDENTIFICATION	
While armed.	79
BARRICADED SUSPECT	330
BARRICADED SUSPECTS	329
BIAS-BASED POLICING	319
BIOLOGICAL SAMPLES	
Hazards	359, 770
BODY ARMOR	
Suspects.	78
BOMBS	
Aircraft accidents.	359
Chaplains.	267
MDT/MDC.	382

C

CANINES	
Foot pursuits.	390
CASH	
Audit.	489
Custody.	662
Informants.	488
CERTIFICATE MAINTENANCE	752
CHAPLAINS	
Line-of-duty deaths.	781
CHIEF EXECUTIVE	12
CHILD ABUSE	170
Child Mortality Review Panels.	176
Mandatory notifications.	170
Protective custody.	172
CHILD AND DEPENDENT ADULT SAFETY	270
CHILDREN	
Firearms.	82
Safety.	660
CITATION RELEASES	342
CIVIL	
Subpoenas.	212
CIVIL DISPUTES	424
CIVIL RESPONSE TEAM	71
CIVILIAN/NON-SWORN	
Crisis intervention incidents.	409
Investigation and prosecution.	460
COMMAND PROTOCOL	19
COMMAND STAFF	

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Line-of-duty deaths.	771	DAMAGE BY PERSONNEL	205
Petty cash audit.	558	DEATH	
Work-related injuries.	745	Native American Graves (NAGPRA).	294
COMMENDATIONS AND AWARDS	724	Traffic related.	437
COMMUNICABLE DISEASES		DEATH NOTIFICATION	232
Custody.	655	DEBRIEFING	
COMMUNICATION CENTER		Warrant Service.	511
Mandatory sharing.	221	DECONFLICTION	515
COMMUNICATIONS CENTER	566	DEPARTMENT/OFFICE-OWNED PROPERTY	
COMPUTERS		520
Digital evidence.	461	Loss or damage.	522
CONDUCT		DEPARTMENTAL DIRECTIVES	21
Meritorious.	728	DEPENDENT ADULTS	
Personnel complaints.	700	Safety.	660
CONFIDENTIALITY		DISCLAIMERS	
Chaplains.	268	Policy Manual.	14
Communicable disease information.	698	DNA SAMPLES	262
Communications center.	571	DRIVING	
Custodial telephone calls.	660	MDT/MDC.	381
Informants.	485	DUTY WEAPONS	77
CONTACTS AND TEMPORARY DETENTIONS			
Bias-based policing.	320	E	
Warrant Service.	511	ELECTRICAL LINES	354
CONTROL DEVICES	51	ELECTRONIC CIGARETTES	699
Custody.	661	ELECTRONIC MAIL	26
Decontamination.	696	EMDT	57
Training.	350	EMERGENCY UTILITY	354
CORRESPONDENCE	28	EMPLOYEE ASSISTANCE	687
COURT APPEARANCES	211	EMPLOYEE CONVICTIONS	684
COURT ORDERED FIREARM SURRENDERS		EVALUATION	671
Child Abuse.	177	EVIDENCE	
COURT ORDERED FIREARMS SURRENDER		Bombs.	338
Domestic Violence.	134	Digital.	461
COURT ORDERS		Seizing recordings.	397
Civil disputes.	425	EXAMINATIONS	
Juvenile informants.	485	Mental, Physical.	730
Source testing.	698	EXPLOSIONS	337
Subpoenas.	211	EXPOSURE CONTROL	694
CRIME AND DISASTER SCENE INTEGRITY		Officer.	695
.	322	EXPOSURE(S)	328
CRIMINAL ACTIVITY REPORTING	204	F	
CRIMINAL GANG INVESTIGATIVE DATA		FIELD SOBRIETY TESTS	445
SYSTEM	368	FIREARMS	
CRIMINAL INTELLIGENCE	367	Custody.	661
CRIMINAL ORGANIZATIONS	367	Retiree carry.	35
CRISIS INTERVENTION INCIDENTS	406	Vehicle Use.	537
CUSTODIAL INTERROGATIONS	461	FIRST AMENDMENT ASSEMBLIES	411
CUSTODIAL SEARCHES	632	FITNESS FOR DUTY	729
Strip searches.	634		
Training.	636		
D			

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

FLYING WHILE ARMED	84
FOREIGN	
Nationals.	658
FOREIGN DIPLOMATIC AND CONSULAR REPRESENTATIVES	344
FORMS	
Firearms training.	84
Unauthorized possession of medical cannabis.	428

G

GANGS	369
GRIEVANCE PROCEDURE	679
GROOMING STANDARDS	747

H

HANDCUFFING AND RESTRAINTS	
Custody.	661
HATE OR PREJUDICE CRIMES	195
HAZARDOUS MATERIAL	327
HAZARDOUS MATERIAL (HAZMAT) RESPONSE	
Aircraft accidents.	359
Precautions.	696
Traffic.	436
HAZARDS	768
HEARING IMPAIRED/DISABLED	
Communication.	251
HELICOPTER ASSISTANCE	362
HIGH-VISIBILITY VESTS	431
HOSTAGE AND BARRICADE INCIDENTS	
Rapid response and deployment.	349
HOSTAGE SITUATION	331
HOSTAGES	329

I

IDENTITY THEFT	237
IMMUNIZATIONS	696
IMPAIRED DRIVING	445
INFORMANTS	485
INFORMATION TECHNOLOGY USE	200
INITIATE A PURSUIT	90
INSPECTIONS	
Control devices.	51
Exposure control.	695
Firearms	77, 81, 84

Firearms	81, 84
Holding cells.	662
Vehicles.	535
Workplace Accident and Injury Reduction.	768
INTERNAL AFFAIRS	
Personnel records.	706
INVESTIGATION AND PROSECUTION	460

J

JURISDICTION	
Aircraft accidents.	359
Consular notification.	658
OIS.	63
JURISDICTION	
Traffic collisions.	436

K

KEYS	
Vehicle.	536
KINETIC ENERGY PROJECTILE	54

L

LAW ENFORCEMENT AUTHORITY	10
LIMITED ENGLISH PROFICIENCY	
Communications center.	568
Eyewitness identification.	497
LIMITED ENGLISH PROFICIENCY	242
LINE-OF-DUTY DEATHS	771

M

MEAL PERIODS AND BREAKS	732
MEDIA	
Aircraft accidents.	360
First amendment assemblies.	415
OIS.	73
Operations plans.	517
Warrant Service.	512
MEDIA RELATIONS	208
Restricted information.	210
MEDIA REQUEST	208
MEDICAL	
Aircraft accidents.	358
Leave Act (FMLA).	690
Personnel records.	706

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

R

RANGEMASTER	
Control devices.	51
Firearms.	77
Qualifications.	82
RAPID RESPONSE AND DEPLOYMENT	348
RECORDS BUREAU	
Impaired driving.	450
Suspicious activity reporting.	405
RECORDS RELEASE	
Media.	209
RECORDS REQUESTS	
Personnel records.	707
RECORDS RETENTION	705
Workplace Accident and Injury Reduction.	770
RECRUITMENT AND SELECTION	666
REFLECTORIZED VESTS	431
RELIGION	
NAGPRA.	294
RELIGIOUS	
Accommodations in custody.	661
REPORT CORRECTIONS	206
REPORT PREPARATION	203
REPORTING CONVICTIONS	684
Family Violence.	684
REVIEWS	
Bias-based policing - annual.	321
Chaplain program - annual.	265
Crisis intervention incidents.	410
Exposure control plan.	695
Mobile audio/video.	320
Public records on social media.	315
RIDE-ALONG	
Eligibility.	324
RISK ASSESSMENT	513

S

SAFE HAVEN	173
SAFETY	
Canine.	535
Communications center.	566
Control devices.	55
Firearms.	81
First responder.	322
Inspections (occupational).	768
Media.	208
Occupational.	765
Temporary flight restrictions.	209
SAFETY EQUIPMENT	

Chaplains.	265
Seat belts.	703
SCRAP METAL THEFT INVESTIGATION	507
SEARCH AND SEIZURE	149
SEARCH WARRANTS	509
SEARCHES	
Crime scene.	323
Police vehicle inspection.	535
SEARCHING	
Dead Bodies.	231
SEAT BELTS	703
SECURITY	
Personnel records.	707
SICK LEAVE	690
SMOKING AND TOBACCO USE	699
SOCIAL MEDIA	313
SPECIAL WEAPONS AND TACTICS TEAM	332
SUBPOENAS	211
SUCCESSION OF COMMAND	19
SUPERVISION DEPLOYMENTS	29
SUPERVISION STAFFING LEVELS	29
SUSPICIOUS ACTIVITY REPORTING	404

T

TAKE HOME VEHICLES	537
TATTOOS	748
TEAR GAS	52
TECHNOLOGY USE	200
TEMPORARY CUSTODY OF ADULTS	655
TEMPORARY MODIFIED-DUTY	
ASSIGNMENTS	750
TERMINATE A PURSUIT	91
TOLL ROADS	540
TRAFFIC	
Collisions.	436
Enforcement.	430
TRAFFIC CITATIONS	431
TRAFFIC DEPUTY	430
TRAFFIC FUNCTION	430
TRAFFIC SIGNAL	354
TRAINING	
Chaplains.	268
Communicable disease.	698
Control devices.	56
Custody.	664
DWI enforcement.	451
EMDT device.	60
Firearms.	82
First amendment assemblies.	416
Hate and prejudice crimes.	197
Hazardous materials.	770

Beltrami County Sheriff's Office

Beltrami Cnty SO Policy Manual

Illness and injury prevention.	769
Operation planning and deconfliction.	518
Personnel records.	706
Rapid response and deployment.	350
Social media.	315
Warrant Service.	512
TRAINING	
Anti-Retaliation.	683
Criminal Organizations.	370
TRAINING PLAN	23
TRAINING POLICY	23

U

UNIFORMS	
Chaplains.	265
UNITY OF COMMAND	19
UNLAWFUL ASSEMBLY	414
URINE SAMPLE	446
USE OF FORCE	
Forced samples.	448
USE OF SOCIAL MEDIA	313
UTILITY SERVICE	354

V

VEHICLES	
Inventory.	443
Towing.	440
VIDEO RECORDINGS	
First amendment assemblies.	412

W

WARNINGS		
Shots.	84	
WATCH COMMANDERS	371	
WORKPLACE ACCIDENT AND INJURY REDUCTION		765