CRIMINAL JUSTICE CODE OF ETHICS
As a criminal justice officer, my fundamental duty is to serve humankind; to safeguard lives and property; to protect all persons against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all people to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. Without compromise and with relentlessness, I will uphold the laws affecting the duties of my profession courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence, and never accepting gratuities.

I recognize my position 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 The Criminal Justice System. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession.
MISSION STATEMENT
The Portland State University Campus Public Safety Office, is committed to the mission of the University by providing professional and courteous law enforcement services to create a safe and healthy environment for learning, teaching and research.
# Table of Contents

**CRIMINAL JUSTICE CODE OF ETHICS**  ................................................................. 1  
**Mission Statement**  ............................................................................................... 2  
**Chapter 1 - Law Enforcement Role and Authority**  ............................................. 7  
  100 - Law Enforcement Authority  ................................................................. 8  
  101 - Public Safety Certification  ....................................................................... 10  
  103 - Oath of Office  .......................................................................................... 11  
  105 - Policy Manual  ......................................................................................... 12  
**Chapter 2 - Organization and Administration**  .................................................. 15  
  200 - Organizational Structure and Responsibility  ............................................. 16  
  204 - Departmental Directive  ............................................................................ 18  
  206 - Emergency Operations Plan  .................................................................... 19  
  212 - Electronic Mail  ....................................................................................... 20  
  214 - Administrative Communications  ............................................................. 22  
  216 - Staffing Levels  ........................................................................................ 23  
  221 - Training  .................................................................................................. 24  
**Chapter 3 - General Operations**  ....................................................................... 26  
  300 - Use of Force  ............................................................................................ 27  
  306 - RESTRAINT  ............................................................................................ 34  
  308 - Control Devices and Techniques  .............................................................. 39  
  310 - Officer-Involved Shootings and Deaths  .................................................... 42  
  313 - Firearms  .................................................................................................. 52  
  315 - Vehicle Pursuits  ..................................................................................... 58  
  316 - Motor Vehicle Stops  ................................................................................ 71  
  317 - POLICE-CITIZEN CONTACTS  ............................................................... 76  
  318 - Officer Response to Calls  ....................................................................... 79  
  319 - Sexual Assault  ........................................................................................ 82  
  320 - RESPONDING TO PERSONS AFFECTED BY MENTAL ILLNESS OR IN CRISIS  . 85  
  322 - Domestic Violence  .................................................................................. 89  
  324 - Search and Seizure  .................................................................................. 94  
  326 - Temporary Custody of Juveniles  ............................................................... 97  
  328 - Elder Abuse  ............................................................................................ 106  
  330 - Discriminatory Harassment  ................................................................. 109  
  332 - Child Abuse  ............................................................................................ 116  
  333 - Missing Persons  ...................................................................................... 123  
  336 - Emergency Notification System  ............................................................. 130  
  337 - Victim Witness Assistance  ..................................................................... 131  
  339 - Hate Crimes  ........................................................................................... 133  
  341 - Standards of Conduct  ............................................................................ 136  
  343 - Department Technology Use  ................................................................. 146
<table>
<thead>
<tr>
<th>Section Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>345 - Report Preparation</td>
<td>150</td>
</tr>
<tr>
<td>347 - News Media Relations</td>
<td>154</td>
</tr>
<tr>
<td>349 - Court Appearance and Subpoenas</td>
<td>158</td>
</tr>
<tr>
<td>353 - Mutual Aid and Outside Agency Assistance</td>
<td>162</td>
</tr>
<tr>
<td>357 - Sex Offender Notification</td>
<td>163</td>
</tr>
<tr>
<td>359 - Major Incident Notification</td>
<td>165</td>
</tr>
<tr>
<td>361 - Death Investigation</td>
<td>166</td>
</tr>
<tr>
<td>363 - Identity Theft</td>
<td>168</td>
</tr>
<tr>
<td>365 - Private Persons Arrests</td>
<td>169</td>
</tr>
<tr>
<td>369 - Limited English Proficiency Services</td>
<td>171</td>
</tr>
<tr>
<td>371 - Communication with People with Disabilities</td>
<td>179</td>
</tr>
<tr>
<td>377 - Stalking</td>
<td>188</td>
</tr>
<tr>
<td>381 - Child and Dependent Adult Safety</td>
<td>190</td>
</tr>
<tr>
<td>383 - Service Animals</td>
<td>193</td>
</tr>
<tr>
<td>385 - Public Safety Camera System</td>
<td>200</td>
</tr>
<tr>
<td>389 - Off-Duty Law Enforcement Actions</td>
<td>203</td>
</tr>
<tr>
<td>390 - TASER</td>
<td>205</td>
</tr>
<tr>
<td><strong>Chapter 4 - Patrol Operations</strong></td>
<td>211</td>
</tr>
<tr>
<td>400 - Patrol Function</td>
<td>212</td>
</tr>
<tr>
<td>402 - Bias Based Profiling</td>
<td>214</td>
</tr>
<tr>
<td>406 - Crime and Disaster Scene Integrity</td>
<td>217</td>
</tr>
<tr>
<td>410 - Ride-Along Policy</td>
<td>219</td>
</tr>
<tr>
<td>412 - Hazardous Material Response</td>
<td>222</td>
</tr>
<tr>
<td>414 - Hostages and Barricaded Suspects</td>
<td>224</td>
</tr>
<tr>
<td>416 - Response to Bomb Calls</td>
<td>229</td>
</tr>
<tr>
<td>418 - Civil Commitments</td>
<td>233</td>
</tr>
<tr>
<td>420 - Citation Releases</td>
<td>237</td>
</tr>
<tr>
<td>422 - Arrest or Detention of Foreign Nationals</td>
<td>240</td>
</tr>
<tr>
<td>424 - ACTIVE SHOOTER</td>
<td>246</td>
</tr>
<tr>
<td>426 - Reporting Police Activity Outside of Jurisdiction</td>
<td>252</td>
</tr>
<tr>
<td>428 - Immigration Violations</td>
<td>253</td>
</tr>
<tr>
<td>430 - Emergency Utility Service</td>
<td>256</td>
</tr>
<tr>
<td>436 - Field Training and Evaluation Program</td>
<td>258</td>
</tr>
<tr>
<td>440 - Detentions and Photographing Detainees</td>
<td>261</td>
</tr>
<tr>
<td>442 - Criminal Organizations</td>
<td>267</td>
</tr>
<tr>
<td>444 - Patrol Sergeants</td>
<td>271</td>
</tr>
<tr>
<td>450 - Portable Audio/Video Recorders</td>
<td>272</td>
</tr>
<tr>
<td>451 - Body-Worn Police Cameras</td>
<td>276</td>
</tr>
<tr>
<td>458 - Foot Pursuit Policy</td>
<td>279</td>
</tr>
<tr>
<td>460 - Bicycle Patrol Unit</td>
<td>284</td>
</tr>
<tr>
<td>464 - Homeless Persons</td>
<td>287</td>
</tr>
<tr>
<td>465 - Public Recording of Law Enforcement Activity</td>
<td>291</td>
</tr>
<tr>
<td><strong>Chapter 5 - Traffic Operations</strong></td>
<td>294</td>
</tr>
<tr>
<td>500 - Traffic Collision Reporting</td>
<td>295</td>
</tr>
<tr>
<td>508 - Vehicle Towing</td>
<td>297</td>
</tr>
</tbody>
</table>
### Table of Contents

- **514 - Traffic Citations** ........................................... 301
- **518 - Inoperable Vehicles** ...................................... 302

**Chapter 6 - Investigation Operations** ................................ 303
- **600 - Investigation and Prosecution** .............................. 304
- **608 - Confidential Informants** ................................... 306
- **610 - Eyewitness Identification** .................................. 310
- **612 - Brady Material Disclosure** ................................ 318

**Chapter 7 - Equipment** ............................................... 320
- **700 - Department Owned and Personal Property** ............... 321
- **702 - Personal Communication Devices** ......................... 323
- **704 - Vehicle Maintenance** ....................................... 327
- **706 - Vehicle Use** .................................................. 329

**Chapter 8 - Support Services** ....................................... 334
- **800 - Communications** ............................................. 335
- **802 - Property and Evidence** ..................................... 347
- **804 - Records Procedures** ....................................... 352
- **806 - Restoration of Firearm Serial Numbers** .................. 354
- **808 - Records Release and Security** ............................. 356
- **810 - Protected Information** ..................................... 362
- **811 - Security Surveillance Cameras** ............................. 366
- **812 - Computers and Digital Evidence** .......................... 368
- **818 - Animal Control** .............................................. 372
- **820 - Jeanne Clery Campus Security Act** ......................... 374

**Chapter 9 - Custody** .................................................. 379
- **900 - Temporary Holding Facility** ................................. 380
- **902 - Custodial Searches** ......................................... 388
- **904 - Prison Rape Elimination** ................................... 391

**Chapter 10 - Personnel** ............................................... 401
- **1000 - Recruitment and Selection** ............................... 402
- **1002 - Evaluation of Employees** ................................ 409
- **1004 - Promotional and Transfer Policy** ......................... 412
- **1006 - Grievance Procedure** ..................................... 414
- **1008 - Anti-Retaliation** .......................................... 420
- **1010 - Reporting of Employee Convictions** ...................... 423
- **1012 - Alcohol and Drug Use Policy** ............................. 425
- **1014 - Sick Leave Reporting** .................................... 428
- **1016 - Communicable Diseases** ................................ 430
- **1018 - Smoking Policy** .......................................... 438
- **1020 - Personnel Complaints** .................................. 439
- **1022 - Seat Belts** .................................................. 449
- **1024 - Body Armor** ................................................. 450
- **1026 - Personnel Files** ............................................ 452
<table>
<thead>
<tr>
<th>Policy Number</th>
<th>Policy Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1028</td>
<td>Request for Change of Assignment</td>
<td>457</td>
</tr>
<tr>
<td>1030</td>
<td>Employee Commendations</td>
<td>458</td>
</tr>
<tr>
<td>1032</td>
<td>Fitness for Duty</td>
<td>459</td>
</tr>
<tr>
<td>1034</td>
<td>Meal Periods and Breaks</td>
<td>462</td>
</tr>
<tr>
<td>1035</td>
<td>Lactation Break Policy</td>
<td>463</td>
</tr>
<tr>
<td>1036</td>
<td>Payroll Record Procedures</td>
<td>465</td>
</tr>
<tr>
<td>1038</td>
<td>Overtime Payment Requests</td>
<td>466</td>
</tr>
<tr>
<td>1040</td>
<td>Outside Employment</td>
<td>468</td>
</tr>
<tr>
<td>1042</td>
<td>On Duty Injuries</td>
<td>470</td>
</tr>
<tr>
<td>1044</td>
<td>Personal Appearance Standards</td>
<td>473</td>
</tr>
<tr>
<td>1046</td>
<td>Uniform Regulations</td>
<td>475</td>
</tr>
<tr>
<td>1050</td>
<td>Nepotism and Conflicting Relationships</td>
<td>479</td>
</tr>
<tr>
<td>1052</td>
<td>Employee Involved Domestic Violence</td>
<td>482</td>
</tr>
<tr>
<td>1054</td>
<td>Department Badges</td>
<td>486</td>
</tr>
<tr>
<td>1056</td>
<td>Modified Duty Assignments</td>
<td>488</td>
</tr>
<tr>
<td>1060</td>
<td>Employee Speech, Expression and Social Networking</td>
<td>492</td>
</tr>
</tbody>
</table>

**Attachments**                                           | 497  |
Chapter 1 - Law Enforcement Role and Authority
Law Enforcement Authority

100.1 PURPOSE AND SCOPE
Law enforcement officers are granted the authority to perform their function based on established legal authority. This department does not tolerate abuse of law enforcement authority.

100.2 PEACE OFFICER POWERS
Campus Police Officers are granted authority by Oregon Revised Statutes to prevent and deter crime; arrest offenders; issue citations in lieu of custody; take custody of evidence of a crime, contraband or recovered stolen property; control the flow of traffic and preserve the peace and safety of the public.

Sworn members of this Department are peace officers pursuant to Oregon Revised Statutes 161.015. Peace officer authority extends to any place in the State of Oregon.

100.2.1 SPECIAL CAMPUS SECURITY OFFICER AUTHORITY
Pursuant to Oregon Revised Statutes 133.235:

(a) Pursuant to Oregon Revised Statutes 352.385 special campus officers: (a) May arrest a person for a crime at any hour of any day or night while acting within the scope of their employment. (b) This authority is further defined as Portland State University owned, operated, and controlled property. (c) May arrest a person without a warrant if the officer has probable cause to believe that the person has committed a crime and other circumstances as enumerated in Oregon Revised Statutes 133.310. (d) shall inform the person to be arrested of the officer's authority and reason for the arrest, and, if the arrest is under a warrant, shall show the warrant, unless the officer encounters physical resistance, flight or other factors rendering this procedure impracticable, in which case the arresting officer shall inform the arrested person and show the warrant, if any, as soon as practicable. (e) May lawfully detain individuals under the authority of Oregon Revised Statutes 131.605 to 131.625 while acting within the scope of their employment. (f) This authority is further defined as Portland State University owned, operated, and controlled property. (g) A person may not be arrested for a violation except to the extent provided by Oregon Revised Statutes 153.039 and 810.410.

(b) In order to make an arrest, a peace officer may use physical force as justifiable under Oregon Revised Statutes 161.235, 161.239 and 161.245. Special Campus public safety officers have this authority as a product of their initial power to arrest.

(c) In order to make an arrest, a peace officer may enter premises in which the peace officer has probable cause to believe the person to be arrested to be present. Special Campus public safety officers have this authority as a product of their initial power to arrest.

(d) If after giving notice of the peace officer's identity, authority and purpose, the peace officer is not admitted, the peace officer may enter the premises, and by a breaking, if necessary.
Law Enforcement Authority

Special Campus public safety officers have this authority as a product of their initial power to arrest.

(e) A person may not be arrested for a violation except to the extent provided by Oregon Revised Statutes 153.039 and 810.410.

100.3 CONSTITUTIONAL REQUIREMENTS
All employees shall observe and comply with every person’s clearly established rights under the United States and Oregon Constitutions.
Public Safety Certification

101.1 PURPOSE AND SCOPE
The Board on Public Safety Standards and Training requires that all sworn law enforcement officers, telecommunicators and emergency medical dispatchers employed within the State of Oregon receive certification within 18 months of appointment. Corrections officers are required to receive certification within 12 months of appointment (OAR 259-008-0060).

101.2 SUPERVISOR AND MANAGER CERTIFICATION
101.2.1 SUPERVISORS AND MANAGERS
In addition to basic certification, supervisors and mid-level managers are expected to meet the qualifications for supervisory or management level certification, respectively, within two years of each appointment (OAR 259-008-0060).

101.2.2 CHIEF EXECUTIVE
The Director of Public Safety is a non-sworn position, but should have experience, training and education in law enforcement.

101.3 MAINTENANCE OF CERTIFICATION
In order to maintain certification, all active peace officers, telecommunicators and emergency medical dispatchers are required to meet on-going training requirements as specified in OAR 259-008-0064 or OAR 259-008-0065.

Active peace officers who hold Supervisory, Management or Executive certification must complete at least 24 hours of department-approved Leadership/Professional training every three years, as part of the on-going training required for all peace officers (OAR 259-008-0065).

Campus Public Safety Special Security Officers, and dispatchers, are required to meet on-going training requirements as specified by the Director.
Oath of Office

103.1 PURPOSE AND SCOPE
Officers of this department are sworn to uphold the federal and state constitutions and to enforce federal, state and local laws.

103.1.1 OATH OF OFFICE
Upon employment, all sworn employees shall be required to affirm the oath of office expressing commitment and intent to respect constitutional rights in discharging the duties of a law enforcement officer.

103.1.2 AFFIRMATION
I, (name), do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, and to honestly, faithfully and impartially discharge the duties of a Campus Police Officer under the laws of Oregon.

103.2 LAW ENFORCEMENT CODE OF ETHICS
All personnel of the Portland State University-Campus Public Safety Office are required to subscribe and adhere to the Law Enforcement Code of Ethics as presented in the introduction to this Policy Manual.
Policy Manual

105.1 PURPOSE AND SCOPE
The manual of the Portland State University-Campus Public Safety 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 department. 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.

105.2 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 department under the circumstances reasonably available at the time of any incident.

105.2.1 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 Portland State University-Campus Public Safety Office and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the Campus, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. The Portland State University-Campus Public Safety Office reserves the right to revise any policy content, in whole or in part.

105.3 AUTHORITY
The Director of Public Safety 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 Director of Public Safety 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.

105.4 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:
**Policy Manual**

**Adult** - Any person 18 years of age or older.


**Child welfare** - Department of Human Services, Child Welfare.

**Campus** - The Campus of Portland State University.

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

**Department/CPSO** - The Portland State University-Campus Public Safety Office.

**DHS** - Department of Human Services.

**DMV** - The Department of Motor Vehicles.

**Employee/personnel** - Any person employed by the Department.


**May** - Indicates a permissive, discretionary or conditional action.

**Member** - Any person employed or appointed by the Portland State University-Campus Public Safety Office, including full-time sworn officers, reserve officers, non-sworn employees and volunteers.

**OAR** - Oregon Administrative Rules (Example: OAR 259-008-0060).

**ORS** - Oregon Revised Statutes (Example: ORS 153.039).

**OSP** - The Oregon State Police.

**Officer/sworn** - Those employees, regardless of rank, who are sworn peace officers employees of the Portland State University-Campus Public Safety 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.

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

**Shall or will** - Indicates a mandatory action.

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

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

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

**105.5 ISSUING THE POLICY MANUAL**
An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Director of Public Safety 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.

**105.6 PERIODIC REVIEW OF THE POLICY MANUAL**
The Director of Public Safety will ensure that the Policy Manual is periodically reviewed and updated as necessary.

**105.7 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 Lieutenant will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Lieutenants, 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 this department is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

200.2 DIVISIONS
The Director of Public Safety is responsible for administering and managing the Campus Public Safety Office. There are 2 Divisions in the Campus Public Safety Office as follows:

- Police Services
- Public Safety Services

200.2.1 OPERATIONS DIVISION
The Police Services Division is commanded by a Lieutenant whose primary responsibility is to provide general management direction and control for that Division. The Police Services Division consists of Uniformed Campus Police Officers and Detectives.

The Public Safety Services Division is commanded by a Lieutenant whose primary responsibility is to provide general management direction and control for that Division. The Public Safety Services Division consists of Special Campus Public Safety Officers, Dispatch, Access Control and Student Workers. The Communications and Records Supervisor will also report to the Lieutenant.

200.2.2 COMMUNICATIONS SECTION
The Communications Section (Dispatch) is commanded by a Communications and Records Supervisor whose primary responsibility is to provide general management direction and control for the Dispatch Center and Records.

200.3 COMMAND PROTOCOL

200.3.1 SUCCESSION OF COMMAND
The Director of Public Safety exercises command over all personnel in the Department. During planned absences by the Director of Public Safety the Police Lieutenant will serve as the acting Director of Public Safety.

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

(a) Police Lieutenant
200.3.2 UNITY OF COMMAND
The principles of unity of command ensure efficient supervision and control within the Department. 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, any supervisor may temporarily direct any subordinate if an operational necessity exists.

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

200.3.4 UNLAWFUL AND CONFLICTING ORDERS
No member is required to obey any order which outwardly appears to be in direct conflict with any federal or 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, department policy, or other directive, shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the order is intended to countermand the previous order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting order after having given the issuing supervisor the opportunity to correct the conflict are not held accountable for disobedience of the order or directive that was initially issued.

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

204.1 PURPOSE AND SCOPE
Departmental Directives establish an interdepartmental communication that may be used by the Director of Public Safety to make immediate changes to policy and procedure. Departmental Directives will immediately modify or change and supersede sections of this manual to which they pertain.

204.1.1 DEPARTMENTAL DIRECTIVE PROTOCOL
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. A Departmental Directive will be rescinded once it has been incorporated into the manual.

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

Departmental Directives issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year. For example, 12-01 signifies the first Departmental Directive for the year 2012.

204.2 RESPONSIBILITIES

204.2.1 STAFF
The staff shall review and approve revisions of the Policy Manual, which will incorporate changes originally made by a Departmental Directive.

204.2.2 DIRECTOR OF PUBLIC SAFETY
The Director of Public Safety shall issue all Departmental Directives.

204.3 ACCEPTANCE OF DEPARTMENTAL DIRECTIVES
All employees are required to read and obtain any necessary clarification of all Departmental Directives. All employees are required to acknowledge in writing the receipt and review of any new Departmental Directive. Signed acknowledgement forms and/or e-mail receipts showing an employee’s acknowledgement will be maintained by the Training Sergeant.
Emergency Operations Plan

206.1 PURPOSE AND SCOPE
The Campus has prepared an Emergency Operations Plan Manual for use by all employees in the event of a major disaster 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 (ORS 401.305).

All employees shall receive annual refresher training on the details of the Portland State University Emergency Operations Plan.

206.2 ACTIVATING THE EMERGENCY PLAN
The Emergency Operations Plan can be activated in a number of ways. For this department, the Director of Public Safety or the highest ranking official on duty may activate the Emergency Operations Plan in response to a major emergency.

206.2.1 RECALL OF PERSONNEL
In the event that the Emergency Operations Plan is activated, all employees of the Portland State University-Campus Public Safety Office are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Director of Public Safety or the authorized designee.

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

206.3 LOCATION OF MANUALS
The manual for the employees is available in Administration and the Patrol Sergeant's office. All supervisors should familiarize themselves with the Emergency Operations Plan and what roles police personnel will play when the plan is implemented.

206.4 BUILDING EVACUATION PLAN
In the event of a disaster or emergency which requires evacuation of the police building, all employees shall follow implemented evacuation plans and posted exit routes (OAR 437-002-0041). The posted exit routes shall include any special directions for physically impaired employees.

206.5 UPDATING OF MANUALS
The Director of Public Safety or the authorized designee should review the Emergency Operations Plan Manual at least once every two years to ensure that the manual conforms to any revisions made by the National Incident Management System (NIMS), and appropriately address any needed revisions.
Electronic Mail

212.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the proper use and application of the Department's electronic mail (e-mail) system by employees of this Department. E-mail is a communication tool available to Department employees to enhance the efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law, such as the Oregon Public Records Law set forth in Oregon Revised Statutes 192.420. Messages transmitted over the e-mail system must only be those that comply with the Portland State University appropriate use policy.

212.2 E-MAIL RIGHT OF PRIVACY
All e-mail messages, including any attachments, that are transmitted over department networks are considered department records and therefore department property. The Department reserves the right to access, audit or disclose, for any lawful reason, any message including any attachment that is transmitted over its e-mail system or that is stored on any department system. Likewise, employees are prohibited from receiving, sending or storing e-mail messages in personal files. The Department reserves the right to access any personal folders to assure compliance with this policy.

The e-mail system is not a confidential system and therefore is not appropriate for confidential communications. If a communication must be confidential, an alternative method to communicate the message should be used. Employees using the department e-mail system shall have no expectation of privacy concerning communications transmitted over the system.

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

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

E-mail messages addressed to the entire department are only to be used for official business related items that are of particular interest to all users and must be approved by the Director of Public Safety or a Lieutenant. Personal advertisements are not acceptable.

It is a violation of this policy to transmit a message under another user's name. Users are strongly encouraged to log off the network when their computer is unattended. This added security measure would minimize the misuse of an individual's e-mail, name and/or password by others.

212.4 MANAGEMENT OF E-MAIL
Because the e-mail system is not designed for long-term retention of messages, e-mail that the employee desires to save or that becomes part of an official record should be printed and/or stored.
Electronic Mail

in another database. Users of e-mail are solely responsible for the management of their mailboxes. Messages should be accessed and read each work day and reviewed and purged manually by the user at least once per week. All messages in excess of one month will be deleted at regular intervals from the server computer.
Administrative Communications

214.1 PURPOSE AND SCOPE
The purpose of this policy is to provide members with the protocols and forms to be used for internal administrative communications. Administrative communications of this department are governed by the following policies.

214.2 DEPARTMENT E-MAIL
Department E-mail may be issued periodically by the Director of Public Safety to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

214.3 CORRESPONDENCE
In order to ensure that the letterhead and name of the Department are not misused, all external correspondence shall be on Department letterhead. All Department letterhead shall bear the signature element of the Director of Public Safety. Personnel should use Department letterhead only for official business and with approval of their supervisor.

214.4 SURVEYS
All surveys made in the name of the Department shall be authorized by the Director of Public Safety or a Lieutenant.

214.5 INFORMATIONAL MEMOS
The Director of Public Safety may issue memoranda to department personnel from time to time for the purpose of disseminating information to the members.
Staffing Levels

216.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that proper staffing is available for all shifts. The Department intends to balance the employee's needs against the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the Department's need to meet operational requirements.

216.2 MINIMUM STAFFING LEVELS
Minimum staffing levels should result in the scheduling of at least one patrol officer on duty and one dispatcher on duty. Either the Director, Patrol Lieutenant, or a designated Sergeant will be available to address immediate concerns.

216.2.1 SUPERVISION DEPLOYMENTS
In order to accommodate training and other unforeseen circumstances, an officer may be used as a field supervisor in place of a field sergeant.

With prior authorization from the Patrol Lieutenant, an officer may act as the Patrol Sergeant for a limited period of time.
Training

221.1 PURPOSE AND SCOPE
It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

221.2 PHILOSOPHY
The Department 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 possible, the Department will use courses certified by the Oregon Department of Public Safety Standards and Training (DPSST).

221.3 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 our personnel
(c) Provide for continued professional development of department personnel
(d) Enhance the safety of officers and the community

221.4 TRAINING PLAN
A training plan will be developed and maintained by the Training Sergeant. It is the responsibility of the Training Sergeant to maintain, review, and update the training plan on an annual basis. The plan will address the following areas:
- Legislative changes
- State mandated training
- Critical issues training
- Agency-specific training

221.5 TRAINING PROCEDURES
(a) All employees assigned to attend training shall attend unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to:
   1. Court appearances
   2. First choice vacation
Training

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 at least 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 Sergeant to attend an alternate date.

221.6 DAILY TRAINING BULLETINS
The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Portland State University-Campus Public Safety 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 Patrol Lieutenant.

Personnel assigned to participate in DTBs shall only use login credentials assigned to them by the Patrol Lieutenant. 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 this agency.

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.
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 department is expected to use these guidelines to make such decisions in a professional, impartial and reasonable manner.

300.1.1 DEFINITIONS
Definitions related to this policy include:

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

**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.

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

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

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

The Department places a high value on the ability to de-escalate volatile situations through effective communication strategies and techniques.

300.2.1 DUTY TO INTERCEDE
Any officer present and observing another officer 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. An officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

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

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

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

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

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

300.3.1 USE OF FORCE TO EFFECT AN ARREST
An officer is justified in using force upon another person only when and to the extent that the officer reasonably believes it necessary (ORS 161.235):

(a) To make an arrest or to prevent the escape from custody of an arrested person unless the officer knows that the arrest is unlawful; or

(b) For self-defense or to defend a third person from what the officer reasonably believes to be the use or imminent use of force while making or attempting to make an arrest or while preventing or attempting to prevent an escape.

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE
When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include, but are not limited to:

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

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

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

(d) The effects of drugs or alcohol.

(e) Subject’s mental state or capacity.
Use of Force

(f) Proximity of weapons or dangerous improvised devices.

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

(h) The availability of other options and their possible effectiveness.

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

(j) Training and experience of the officer.

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

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

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

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

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

(p) Prior contacts with the subject or awareness of any propensity for violence.

(q) Any other exigent circumstances.

300.3.3 PAIN COMPLIANCE TECHNIQUES

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

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

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

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

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

300.3.4 CAROTID CONTROL HOLD

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 subject to the following:

(a) The officer shall have successfully completed department-approved training in the use and application of the carotid control hold.
Use of Force

(b) The carotid control hold may only be used when circumstances perceived by the officer at the time indicate that such application reasonably appears necessary to control a person in any of the following circumstances:

1. The subject is violent or physically resisting.
2. The subject, by words or actions, has demonstrated an intention to be violent and reasonably appears to have the potential to harm officers, him/herself or others.

(c) The application of a carotid control hold on the following individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective, or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of applying a carotid control hold:

1. Females who are known to be pregnant
2. Elderly individuals
3. Obvious juveniles

(d) 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 examined by paramedics or other appropriate medical personnel.

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

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

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

300.4 DEADLY FORCE APPLICATIONS
Use of deadly force is justified in the following circumstances:

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

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

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes any of the following:

1. The person has a weapon or is attempting to access one and it is reasonable to believe the person intends to use it against the officer or another.
2. The person is capable of causing serious bodily injury or death without a weapon and it is reasonable to believe the person intends to do so.

300.4.1 SHOOTING AT OR FROM MOVING VEHICLES
Shots fired at or from a moving vehicle are rarely effective. Officers should move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

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

300.4.2 MEDICAL ATTENTION FOR INJURIES SUSTAINED USING FORCE
Prior to booking or release, medical assistance shall be obtained for any person who has sustained visible injury, expressed a complaint of injury or continuing pain, or who has been rendered unconscious. Based upon the officer's initial assessment of the nature and extent of the subject's injuries, medical assistance may consist of examination by fire personnel, paramedics, hospital staff or medical staff at the jail.

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called "excited delirium"), or who require a protracted physical encounter with multiple officers to be brought under control may be at an increased risk of sudden death and should be examined by qualified medical personnel as soon as practicable. Any individual exhibiting signs of distress after such an encounter shall be medically cleared prior to booking.

If any individual refuses medical attention, such a refusal shall be fully documented in related reports and a Sergeant should be notified. Whenever practicable, the refusal should be witnessed by another officer and/or medical personnel. If an audio recording is made of the contact or interview with the individual, any refusal should be included, if possible.

300.5 REPORTING THE USE OF FORCE
When a Sergeant is able to respond to an incident in which there has been a reported application of force, the Sergeant is expected to:

(a) Obtain the basic facts from the involved officer(s).
Use of Force

(b) Ensure that any injured parties are examined and treated.
(c) Separately interview the subject(s) upon whom force was applied.
(d) Ensure that photographs have been taken of any areas involving visible injury or complaint of pain as well as overall photographs of uninjured areas.
(e) Identify any witnesses not already included in related reports.
(f) Review and approve all related reports.

In the event that the Sergeant believes that the incident may give rise to potential civil litigation, a separate potential claim form should be completed and routed to appropriate channels.

Should the Sergeant determine that any application of force was not within policy, a separate internal administrative investigation shall be initiated.

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

300.6 USE OF FORCE REVIEW BOARD
The Portland State University Public Safety Oversight committee shall have the discretion to review use of force incidents as they deem appropriate. The Campus Public Safety Office, in consultation with the Multnomah County District Attorneys Office and the Office of General Counsel will assist in these reviews. On an annual basis, all adjudicated use of force reports will be provided to the Portland State University Oversight Committee for review.

300.7 SUPERVISOR RESPONSIBILITY
When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

(a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
(b) Ensure that any injured parties are examined and treated.
(c) When possible, separately obtain a recorded interview with the subject upon whom force was applied. If this interview is conducted without the person 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. 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 subject 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 non-compliance 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.

300.8 TRAINING
Officers will receive periodic training on this policy and demonstrate their knowledge and understanding.
RESTRAINT

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

306.2 POLICY
The Portland State University-Campus Public Safety Office authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy and department training. Restraint devices shall not be used to punish, to display authority or as a show of force.

306.3 USE OF RESTRAINTS
Only members who have successfully completed Portland State University-Campus Public Safety Office-approved training on the use of restraint devices described in this policy are authorized to use these devices.

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

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

306.3.1 RESTRAINT OF DETAINEES
Situations may arise where it may be reasonable to restrain an individual who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to assure the safety of officers and others.

When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

306.3.2 RESTRAINT OF PREGNANT PERSONS
Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety.

No person who is in labor shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary to prevent escape or injury.
RESTRAINT

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

306.3.4 NOTIFICATIONS
Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during transportation to the jail.

306.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS
Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

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

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

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

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

Only Department-issued handcuffs or plastic handcuffs may be used.

306.5 APPLICATION OF SPIT HOODS/MASKS/ SOCKS
Spit hoods/masks/socks are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

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

Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide assistance during the movement of restrained individuals due to the potential for impaired or
RESTRAINT

distorted vision on the part of the individual. Officers should avoid comingling individuals wearing spit hoods with other detainees.

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

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

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

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

306.7 APPLICATION OF LEG RESTRAINT DEVICES
Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices issued by the department shall be used.

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

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

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

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

306.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS
When applying leg restraints the following guidelines should be followed:

(a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.
(b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.

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

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

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

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

306.8 REQUIRED DOCUMENTATION

If an individual is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints, in accordance with 300: Use of Force Policy, including supervisor notification.

If an individual is arrested, the use of restraints other than handcuffs shall be documented in the related report, in accordance with 300: Use of Force Policy, including supervisor notification.

The officer should include, as appropriate:

(a) The amount of time the suspect was restrained.

(b) How the suspect was transported and the position of the suspect.

(c) Observations of the suspect's behavior and any signs of physiological problems.

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

306.9 TRAINING FOR RESTRAINT DEVICES

The Training Sergeant shall ensure all personnel are authorized to carry and have been properly trained and certified to carry the specific restraint device and retrained or recertified annually.

(a) Proficiency training shall be monitored and documented by a certified restraint device or defensive tactics instructor.

(b) All training and proficiency certification for restraint devices will be documented in the officer’s training file.

(c) Officers who fail to demonstrate proficiency with a restraint device or knowledge of 300: Use of Force Policy will be provided remedial training and retested. If the officer is unable to
demonstrate proficiency, the officer will be restricted from carrying the restraint device and may be subject to discipline.
Control Devices and Techniques

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

308.2 POLICY
In order to control subjects who are violent or who demonstrate the intent to be violent, the Portland State University-Campus Public Safety Office authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

308.3 USE OF CONTROL DEVICES
Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department.

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

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

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

308.3.1 TRAINING REQUIRED
All officers authorized to carry any control device, shall complete the required course of instruction and pass certification, prior to possessing the device.

308.3.2 EQUIPMENT SERGEANT RESPONSIBILITIES
The Equipment Sergeant shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended devices or munitions are properly disposed of, repaired or replaced. Every control device will be periodically inspected by the Equipment Sergeant or the designated instructor for a particular control device. These inspections shall be documented quarterly.

308.4 OLEO CAPSICUM (OC) GUIDELINES
Chemical agents, OC spray and pepper projectiles, are weapons used to minimize the potential for injury to officers, offenders, or persons. They should be used only in situations where such force reasonably appears justified and necessary. They may be considered for use to bring under control an individual or group of individuals who are engaging in, or about to engage in violent behavior. OC spray and pepper projectiles should not, however, be used against individuals or
Control Devices and Techniques

groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

All OC spray applications shall be documented in accordance with 300: Use of Force Policy, including supervisor notification.

308.4.1 OC SPRAY CARRY
Uniformed officers carrying OC spray shall do so in the Agency supplied holder on the equipment belt. Plainclothes and non field personnel may carry OC spray as authorized, in accordance with the needs of their assignment, at the direction of their supervisor, or the direction of the Director of Public Safety.

308.4.2 TREATMENT FOR OC EXPOSURE
Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to flush the affected areas and moved, where practicable to an uncontaminated environment. These persons who complain of further severe effects shall be examined by appropriate medical personnel.

308.4.3 POST APPLICATION NOTICE
Whenever OC has been introduced into a residence, building interior, vehicle or enclosed area, officers shall provide 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 any clean up will be at owner's expense. The method of notice and individual(s) notified shall be included in related reports.

308.5 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 officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

All baton applications shall be documented in accordance with 300: Use of Force Policy, including supervisor notification.

308.5.1 BATON CARRY
Uniformed officers carrying the baton shall do so in the Agency supplied holder on the equipment belt. Plainclothes and non field personnel may carry the baton as authorized, in accordance with the needs of their assignment, at the direction of their supervisor, or the direction of the Director of Public Safety.

308.6 TRAINING FOR CONTROL DEVICES
The Training Sergeant shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified annually.
Control Devices and Techniques

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

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

(c) Officers who fail to demonstrate proficiency with control device or knowledge of 300: Use of Force Policy will be provided remedial training. If an officer cannot demonstrate proficiency with a control device or knowledge of 300: Use of Force Policy after remedial training, the officer will be restricted from carrying the control device and may be subject to discipline.

308.6.2 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.

308.8 REPORTING REQUIREMENTS
Any application of a control device or technique listed in this policy shall be documented in the related incident report pursuant to 300: Use of Force Policy, including supervisor notification.
Officer-Involved Shootings and Deaths

310.1 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 as the result of an officer-involved shooting. The intent of this policy is to ensure that such incidents be investigated in a fair and impartial manner.

310.2 POLICY
The policy of the Portland State University-Campus Public Safety Office is to ensure that officer-involved shootings and deaths are investigated in a thorough, fair and impartial manner.

310.3 TYPES OF INVESTIGATIONS
Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

(a) A criminal investigation of the suspect’s actions.
(b) A criminal investigation of the involved officer’s actions.
(c) An administrative investigation as to policy compliance by involved officers.
(d) A civil investigation to determine potential liability.

310.4 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.

310.4.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS
The investigation of any possible criminal conduct by the suspect is controlled by the agency in whose jurisdiction the suspect’s crime occurred. For example, the Portland State University-Campus Public Safety Office would control the investigation if the suspect’s crime occurred in Portland State University.

If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crime. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer, at the discretion of the Director of Public Safety and with concurrence from the other agency.
OFFICER-INVOLVED SHOOTINGS AND DEATHS

310.4.2 CRIMINAL INVESTIGATION OF OFFICER ACTIONS
The control of the criminal investigation into the involved officer’s conduct during the incident will be determined by the employing agency’s protocol. When an officer from this department is involved, the criminal investigation will include at least one investigator from another law enforcement agency (ORS 181.789).

Requests made of this department to investigate a shooting or death involving an outside agency’s officer shall be referred to the Director of Public Safety or the authorized designee for approval.

310.4.3 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.

310.5 INVESTIGATION PROCESS
The following procedures are guidelines used in the investigation of an officer-involved shooting or death.

310.5.1 UNINVOLVED OFFICER RESPONSIBILITIES
Upon arrival at the scene of an officer-involved shooting or death, the first uninvolved CPSO officer will be the officer-in-charge and will assume the responsibilities of a supervisor until properly relieved. This officer 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 Department or other agencies.
(d) Coordinate a perimeter or pursuit of suspects.
(e) Check for injured persons and evacuate as needed.
(f) Brief the supervisor upon arrival.

310.5.2 NOTIFICATIONS
The following person(s) shall be notified as soon as practical:

- Director of Public Safety
- Patrol Lieutenant
- District Attorney
- Interagency OIS team
- Lieutenant supervisor
- Civil Liability Response Team
- Psychological/Peer support personnel
- Medical Examiner (if necessary)
### Officer-Involved Shootings and Deaths

- Officer representative (if requested)
- VPFADM
- University Communications

All outside inquiries about the incident shall be directed to the Patrol Sergeant.

#### 310.5.3 PATROL SERGEANT RESPONSIBILITIES

Upon learning of an officer-involved shooting or death, the Patrol Sergeant shall be responsible for coordinating all aspects of the incident until he/she is relieved by the Director of Public Safety or a Lieutenant.

All outside inquiries about the incident shall be directed to the Patrol Sergeant.

#### 310.5.4 INVOLVED OFFICERS

Once the involved officers have arrived at the station, the Patrol Sergeant should admonish each officer that the incident shall not be discussed except with authorized personnel or representatives. The following shall be considered for the involved officers (ORS 181.789):

(a) Any request for department or legal representation will be accommodated. However, no involved officer shall be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.

(b) Discussions with licensed attorneys will be considered privileged as attorney-client communication.

(c) Discussions with department representatives (e.g., employee association) will be privileged only as to the discussion of non-criminal information.

(d) At least two sessions with a mental health professional shall be provided by the Department to each involved officer within six months after the incident, and, upon request, to any other affected officer. An involved officer must attend at least one such session (ORS 181.789).

1. Interviews with a mental health professional will be considered privileged and will not be disclosed except to the extent that the officer is or is not fit for return to duty.

2. An interview or session with a mental health professional may take place prior to the involved officer providing a formal interview or report, but the involved officers shall not be permitted to consult or meet collectively or in a group with a mental health professional prior to providing a formal interview or report.

(e) Communications with peer counselors are confidential and may not be disclosed by any person participating in the peer support counseling session (ORS 181.860). To be considered confidential communications under the statute, the peer counselor must:

1. Have been designated by a law enforcement agency or employee assistance program to act as a peer counselor, and
2. Have received training in counseling and in providing emotional and moral support to public safety personnel or emergency services personnel who have been involved in emotionally traumatic incidents by reason of their employment.

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

Detectives shall make reasonable accommodations to the officer's physical and emotional needs.

Each involved officer shall be given reasonable paid administrative leave following an officer-involved shooting. An officer who uses deadly force that results in the death of a person shall not be returned to a duty assignment that might place him/her in a situation in which he/she has to use deadly force until at least 72 hours immediately following the incident (ORS 181.789). It shall be the responsibility of the Patrol Sergeant to make schedule adjustments to accommodate such leave.

310.5.5 INVOLVED OFFICERS
The following shall be considered for the involved officer:

(a) Any request for legal representation will be accommodated.
   1. Involved CPSO officers 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-CPSO 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 mental health professional shall be provided by the Department to each involved CPSO officer (ORS 181.789). An involved officer shall attend at least one session. A mental health professional may also be provided to any other affected CPSO members, upon request.
   1. Interviews with a mental health professional will be considered privileged.
   2. An interview or session with a mental health professional 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 mental health professional prior to providing a formal interview or report.
   3. The Department shall pay the costs of at least two sessions with a mental health professional and the sessions must take place within six months after the incident.
   4. A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).
Officer-Involved Shootings and Deaths

(e) Communications with peer counselors are confidential (except threats of suicide or admissions of criminal conduct) and may not be disclosed by any person participating in the peer support counseling session (ORS 181.860). To be considered confidential communications under the statute, the peer counselor must:

1. Have been designated by CPSO or employee assistance program to act as a peer counselor, and;
2. Have received training in counseling and in providing emotional and moral support to public safety personnel or emergency services personnel who have been involved in emotionally traumatic incidents by reason of their employment.

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.

Each involved officer shall be given reasonable paid administrative leave following an officer-involved shooting. An officer who uses deadly force that results in the death of a person shall not be returned to a duty assignment that might place him/her in a situation in which he/she has to use deadly force until at least 72 hours immediately following the incident (ORS 181.789). It shall be the responsibility of the Patrol Sergeant to make schedule adjustments to accommodate such leave.

310.6 CRIMINAL INVESTIGATION

The District Attorney's Office is responsible for the criminal investigation into the circumstances of any officer-involved shooting or death.

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

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) CPSO supervisors and Lieutenant personnel should not participate directly in any voluntary interview of CPSO officers. 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 officers 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.

310.6.1 REPORTS BY INVOLVED CPSO OFFICERS
In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved CPSO officers to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

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

Nothing in this section shall be construed to deprive an involved CPSO officer 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 or death.

310.6.2 WITNESS IDENTIFICATION AND INTERVIEWS
Because potential witnesses to an officer-involved shooting or death may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available law enforcement personnel for the following:

(a) Identification of all persons present at the scene and in the immediate area.
   1. When feasible, a recorded statement should be obtained from those persons 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, attempts to identify the witness prior to his/her departure should be made whenever feasible.

(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 a member of the Department.
   1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.
(c) Promptly contacting the suspect’s known family and associates to obtain any available and untainted background information about the suspect’s activities and state of mind prior to the incident.

310.6.3 INVESTIGATIVE PERSONNEL
Once notified of an officer-involved shooting or death, it shall be the responsibility of the designated patrol supervisor to assign appropriate investigative personnel to handle the investigation of related crimes. Department investigators will be assigned to work with investigators from the District Attorney’s Office and may be assigned to separately handle the investigation of any related crimes not being investigated by the District Attorney’s Office.

All related department reports, except administrative and/or privileged reports, will be forwarded to the designated patrol supervisor for approval. Privileged reports shall be maintained exclusively by members who are authorized such access. Administrative reports will be forwarded to the appropriate Lieutenant.

310.7 ADMINISTRATIVE INVESTIGATION
In addition to all other investigations associated with an officer-involved shooting or death, this department will conduct an internal administrative investigation of involved CPSO officers to determine conformance with department policy. This investigation will be conducted under the supervision of the Lieutenant and will be considered a confidential officer personnel file.

Interviews of members shall be subject to department policies and applicable laws.

(a) Any officer involved in a shooting or death may be requested or administratively compelled to provide a blood sample for alcohol/drug screening. Absent consent from the officer, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.

(b) If any officer 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 officer.

1. If a further interview of the officer 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 officer shall be provided with a copy of his/ her prior statement before proceeding with any subsequent interviews.

(c) In the event that an involved officer 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 officer’s physical and psychological needs have been addressed before commencing the interview.
Office-Involved Shootings and Deaths

2. If requested, the officer shall have the opportunity to select an uninvolved representative to be present during the interview. However, in order to maintain the integrity of each individual officer’s statement, involved officers shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

3. Administrative interviews should be recorded by the investigator. The officer may also record the interview.

4. The officer shall be informed of the nature of the investigation. If an officer 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 officer shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally.

5. The Lieutenant shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.

6. 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.

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

310.8 CIVIL LIABILITY RESPONSE
A member of this department may be assigned to work exclusively under the direction of the legal counsel for the Department 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.

310.9 AUDIO AND VIDEO RECORDINGS
Any officer involved in a shooting or death may be permitted to review available Mobile Audio/Video (MAV), body-worn video, 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, body-worn video, or other video or audio recordings with the approval of assigned investigators or a supervisor.
Any MAV, body-worn and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or University Counsel’s Office, as appropriate.

310.10 DEBRIEFING
Following an officer-involved shooting or death, the Portland State University-Campus Public Safety Office should conduct both a critical incident/stress debriefing and a tactical debriefing.

310.10.1 CRITICAL INCIDENT/STRESS DEBRIEFING
A critical incident/stress debriefing should occur as soon as practicable. The Administration Lieutenant 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.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law or a valid court order.

Attendance at the debriefing shall only include those members of the Department directly involved in the incident, which can include support personnel (e.g., [dispatcher], other non-sworn). 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 Department, including supervisory and Lieutenant personnel.

310.10.2 TACTICAL DEBRIEFING
A tactical debriefing should take place to identify any training or areas of policy that need improvement. The Director of Public Safety 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.

310.11 MEDIA RELATIONS
Any media release shall be prepared with input and concurrence from the supervisor and department representative responsible for each phase of the investigation. Releases will be available to the Patrol Sergeant, patrol Lieutenant and Director in the event of inquiries from the media.

No involved CPSO officers shall make any comment to the media unless he/she is authorized by the Director of Public Safety or a Lieutenant.

Department 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.
Officer-Involved Shootings and Deaths

310.12 REPORTING
If the death of an individual resulted from an officer use of deadly force and occurred in the Portland State University-Campus Public Safety Office jurisdiction, the Patrol Lieutenant will ensure that the Communications and Records Supervisor is provided with enough information to meet the reporting requirements to the Department of Justice (ORS 181.789).
Firearms

313.1 PURPOSE AND SCOPE
This policy establishes procedures for the acquisition, use, and documentation of training in the use of firearms. The Director of Public Safety or his/her designee shall approve all department firearms before they are acquired and utilized by any member of this department.

313.2 AUTHORIZED WEAPONS
Portland State University Campus Police Officers are authorized to carry firearms. Public Safety Officers are prohibited from carrying firearms.

No firearms will be carried by on-duty police officers that have not been thoroughly inspected by the Certified Firearms Instructor (CFI) during an authorized qualification, and with which campus police officers have completed a current passing qualification. Except as directed by a supervisor, no firearm shall be carried by a campus police officer who has not qualified with the firearm. While carrying a firearm, campus police officers will have their badge and department identification with them. Campus police officers will be issued their primary sidearm, prior to the first firearms training, after hire.

313.2.1 DUTY WEAPONS
The following sidearms are approved for campus police officers in a uniform assignment:

GLOCK    Model G17 GEN4 9mm
GLOCK    Model G19 GEN4 9mm

The following holster is approved for campus police officers in a uniform assignment:

SAFARILAND    Model 6360    ALS Level III

The following sidearms are approved for campus police officers in a plainclothes assignment:

GLOCK    Model G17 GEN4 9mm
GLOCK    Model G19 GEN4 9mm
GLOCK    Model G26 GEN4 9mm

The following holster is approved for campus police officers in a plainclothes assignment:

SAFARILAND    Model 6360    ALS Level III    Paddle/Slide option

Campus Police officers, while on-duty and working in uniform or plainclothes, shall carry one (1) approved primary sidearm. Campus Police Officers in uniform shall carry the sidearm in the department issued uniform holster. Campus Police officers in plainclothes shall carry the sidearm in the department issued plainclothes holster. Department issued sidearms shall not be carried in fanny pack style holsters. Department issued sidearms shall be equipped with high visibility night sights.
Uniform campus police officers shall carry two (2) extra magazines in the department issued holder. Plainclothes campus police officers shall carry at least one (1) extra magazine in the department issued holder.

313.2.2 AMMUNITION
Campus Police Officers, while on-duty, shall carry only department issued ammunition. Ammunition will be approved by the Director of Public Safety. Officers shall be issued fresh duty ammunition for department sidearms, during the first scheduled qualification, each year. Replacements for unserviceable or depleted duty ammunition shall be dispensed by the on-duty supervisor, with a report forwarded to the Training Sergeant.

313.2.3 SIDEARM MODIFICATION
The Training Sergeant must approve all modifications to department maintained sidearms. All sidearms repairs and maintenance shall be performed by the Department CFI and/or Armorer, as determined by the Training Sergeant.
- Laser-type sight modifications are not allowed.
- The standard trigger-pull weight of the GLOCK semi-automatic pistol shall not be altered by the use of non-GLOCK target style parts.
- Slide refinishing is not authorized
- After market internal parts are not authorized
- Grip alterations beyond GEN4 options are not authorized

313.2.4 ALCOHOL AND DRUGS
Firearms shall not be carried by any campus police officer who has consumed an amount of an alcoholic beverage or taken any drugs that would tend to adversely affect the campus police officer’s senses, judgment or physical abilities.

313.3 SAFE HANDLING OF FIREARMS
The intent of this policy is to promote proper firearm safety on and off duty. Employees shall maintain the highest level of safety when handling firearms and shall adhere to the following:
- Shall not unnecessarily display or handle firearms
- Obey all range rules, and all orders and instructions of the CFI
- Shall not dry fire or practice draws on PSU property, without CFI or Training Sergeant authorization
- Shall use the department designated area to clean firearms, using the provided clearing devices for unloading and loading
- Shotguns or rifles shall be loaded and unloaded in the parking lot and outside the patrol vehicle
Firearms

- Shall not place or store any firearm within the department, except in approved, locked storage
- Department issued firearms carried on duty, shall be maintained in a clean, serviceable condition, subject to inspection by the CFI or supervisor
- Department firearms found to be malfunctioning or in need of service shall not be carried, but presented to the CFI or supervisor for remedy
- No department firearm shall be secured in any personal vehicle
- Department firearms stored at home or other personal spaces, shall be secured within the department issued lockbox or a gun safe, keeping them inaccessible to others

313.4 SIDEARMS QUALIFICATIONS

Campus Police Officers are required to qualify at an approved range, quarterly (four times annually), according to the schedule published by the Training Sergeant.

Campus Police Officers will fire a 25-round, DPSST Practical Qualification Course (PQC), in its entirety, using their primary sidearm, with a score of 100%. If a campus police officer fails to cold qualify, a second PQC will be scored immediately. Campus Police Officers qualifying on the second attempt will be conditionally qualified, requiring remedial firearms training and a successful first attempt qualification within two weeks. Campus Police Officers failing the second PQC will be scheduled for remedial firearms training and removed from patrol assignment until such time as they are able to complete training and meet the qualification standard. All qualification results will be immediately provided to the Training Sergeant.

313.4.1 PREGNANCY QUALIFICATION
Campus Police Officers who are pregnant, under the advice of their physician, may elect to fire the qualification using lead-free ammunition, firing a noise-suppressed firearm.

313.5 WARNING AND OTHER SHOTS
Campus Police Officers are prohibited from firing warning shots (an intentional discharge of a firearm into the air, ground, or an inanimate object with the intent of announcing the capability or willingness to apply deadly force).

313.6 DESTRUCTION OF ANIMALS
OfficersCampus Police 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 in which officersCampus Police have sufficient advance notice that a potentially dangerous animal may be encountered, officersCampus Police should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, [EMDT device], oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any officerCampus
Firearms

Police Officer from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

313.7 REPORT OF FIREARM DISCHARGE
Campus Police Officers who discharge a firearm intentionally or negligently, on or off-duty, shall make a verbal report to a supervisor as soon as circumstances permit. Regardless of the discharge resulting in injury or death to another person, additional statements and reporting shall be made in accordance with the Officer-Involved Shooting Policy and the Use of Force Policy, and as directed by the supervisor or the Director of Public Safety.

Negligent discharge at a firing range will be investigated in accordance with firing range SOP and applicable policy, by the Training Sergeant.

313.8 CERTIFIED FIREARMS INSTRUCTOR DUTIES
The CFI for Public Safety shall be a police officer, certified as a firearms instructor, and subject to conditions of the current Inter-Governmental Agreement. The CFI will have exclusive control of the range, associated training facility, and Campus Police officers while using the range and facility. The CFI is authorized to conduct Qualification Courses and Firearms Training, for record. The CFI will be given additional duties and responsibilities as determined by the Training Sergeant. The CFI will report to the Training Sergeant, in compliance with the current Inter-Governmental Agreement.

313.8.1 ARMORY
All firearms, ammunition and CEWs will be secured within the armory. The Training Sergeant will determine those individuals with access to the armory. No items shall be removed from the armory without prior authorization. The Training Sergeant will be responsible for monthly inventory/usages reports on armory contents, for submission to the Director of Public Safety.

313.9 MAINTENANCE AND REPAIR
Repairs and periodic maintenance of firearms shall be performed by the CFI or Training Sergeant. Police officers shall not disassemble any department firearm, beyond field-stripping, except under supervision of the CFI or Training Sergeant.

313.10 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):

(a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure purposes.
Firearms

(b) Officers must carry their department identification card, which must contain a full-face picture, the officer's signature and the signature of the Director of Public Safety or the official seal of the Department, and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver license, passport).

(c) In accordance with TSA procedures, the Department will obtain a message containing a unique alphanumeric identifier from TSA through the National Law Enforcement Telecommunications System (NLETS) prior to the officer's travel. The officer must present the message to airport personnel as authorization to travel while armed on the day of travel.

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

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

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

(h) Officers should not surrender their firearm but should try to resolve any problems through the flight captain, ground security manager, or other management representative of the air carrier.

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

313.11 CARRYING FIREARMS OUT OF STATE
Qualified active full-time officers and qualified retired officers (see Policy Manual § 220) of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC 926B and C):

(a) The officer shall carry his/her Department identification whenever carrying such weapon.

(b) Qualified retired officers shall also carry certification of having met firearms qualification within the past 12 months.

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

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

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

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

Visiting active and retired peace officers from other states are subject to all requirements set forth in 18 USC 926B and C.
Vehicle Pursuits

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

The Portland State University Campus contains high volumes of both pedestrians and vehicles, rendering it a particularly hazardous place for police pursuits. Further, the campus is located in the heart of downtown Portland. It is generally a preferred course of action to provide the suspect information to the Portland Police Bureau to locate and apprehend the suspect vehicle as most pursuits will leave the campus.

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 potential risk to public safety created by vehicular pursuits, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a vehicular pursuit because of the risk involved. This includes circumstances where Department policy would permit the initiation or continuation of the pursuit. It is recognized that vehicular pursuit situations are not always predictable and decisions made pursuant to this policy will be evaluated according to the totality of the circumstances reasonably available at the time of the pursuit.

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

315.1.1 POLICE PURSUIT DEFINED
A vehicle pursuit is an event involving one or more law enforcement officers attempting to apprehend a suspect who is attempting to avoid arrest while operating a motor vehicle by using high speed driving or other evasive tactics such as driving off a highway, turning suddenly, or driving in a legal manner but willfully failing to yield to an officer's signal to stop.

315.2 OFFICER RESPONSIBILITIES
While engaging in a vehicle pursuit Officers must drive with due regard for the safety of all other persons. However, while engaging in a vehicle pursuit, officers are generally not required to follow the rules of the road (ORS 820.300). This exemption only applies to emergency vehicles using emergency lights and sirens (ORS 820.300; ORS 820.320). This following policy is established to
provide Officers with guidelines for driving with due regard and caution for the safety of all persons, as required by ORS 820.300(2).

315.2.1 WHEN TO INITIATE A PURSUIT

Officers are authorized to initiate a pursuit when it is reasonable to believe that a suspect represents an immediate and continuing threat to public safety. Officers must be able to articulate specific and known reasons why the suspect is a threat to public safety. Examples are that the suspect is known to be armed, the suspect has made specific and actionable threats, the or the suspect has committed a crime of violence. is attempting to evade arrest or detention by fleeing in a vehicle.

It is outside of this policy to initiate a pursuit of a suspect that is only known to have committed a property crime or motor vehicle crime or violation that does not involve the use or threatened use of physical force. Information on suspects fleeing under those circumstances should be immediately reported to the Portland Police Bureau.

The following other factors individually and collectively shall be considered in deciding whether to initiate a pursuit:

(a) Seriousness of the known or reasonably suspected crime and its relationship to the campus.

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

(c) Apparent nature of the fleeing suspect(s) (e.g., whether the suspect(s) represent a serious threat to public safety).

(d) The identity of the suspect(s) has been verified and there is comparatively minimal risk to the campus in allowing the suspect(s) 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 and the speed of the pursuit relative to these factors.

(f) Pursuing officer(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 officers under the conditions of the pursuit.

(g) The mission of the Portland Police Bureau in policing the area surrounding the campus.

(h) Weather, traffic and road conditions that substantially increase the danger of the pursuit beyond the worth of apprehending the suspect.

(i) Performance capabilities of the vehicles used in the pursuit in relation to the speeds and other conditions of the pursuit.
Vehicle Pursuits

(j) The emergency equipment present on the vehicles used in the pursuit.
(k) Vehicle speeds.
(l) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).
(m) Availability of other resources such as helicopter assistance.
(n) The police unit is carrying passengers other than police officers. Pursuits should not be undertaken with a prisoner(s) in the police vehicle.

315.2.2 WHEN TO TERMINATE A PURSUIT
Pursuits should be discontinued whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspects’ escape.

The factors listed in WHEN TO INITIATE A PURSUIT are expressly included herein and will apply equally to the decision to discontinue as well as the decision to initiate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists and themselves 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 vehicles.

In addition to the factors listed in the When to Initiate a Pursuit subsection of this policy, the following factors should also be considered in deciding whether to terminate a pursuit:

(a) Distance between the pursuing officers and the fleeing vehicles is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time and/or distance.
(b) Pursued vehicle’s location is no longer definitely known.
(c) Officer’s pursuit vehicle sustains any type of damage that renders it unsafe to drive.
(d) Extended pursuits of violators for misdemeanors not involving violence or risk of serious harm (independent of the pursuit) are discouraged.
(e) Hazards to uninvolved bystanders or motorists.
(f) 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, officers should strongly consider discontinuing the pursuit and apprehending the offender at a later time.
(g) Directed by a supervisor.

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

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

(a) Whether the pursuit speeds are unsafe for the surrounding conditions.
(b) Whether the speeds being reached are beyond the driving ability of the officer.
(c) Whether the speeds are beyond the capabilities of the police vehicle thus making its operation unsafe.

315.3 PURSUIT UNITS

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

315.3.1 MOTORCYCLE OFFICERS

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

315.3.2 VEHICLES WITHOUT OVERHEAD LIGHT BARS

Absent a reasonable alternative, and then only when human life is in immediate danger, department vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in any pursuit. Officers driving units without an overhead light bar should terminate their involvement in any pursuit immediately upon arrival of a sufficient number of emergency police vehicles or any police helicopter. The exemptions provided by ORS 820.300 do not apply to officers using vehicles which do not qualify as emergency vehicles under ORS 801.260.

315.3.3 PRIMARY UNIT RESPONSIBILITIES

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

Notify Dispatch that a vehicle pursuit has been initiated and as soon as practical 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.
Vehicle Pursuits

(e) Number of known occupants.
(f) The identity or description of the known occupants.
(g) Information concerning the use of firearms, threat of force, injuries, hostages or other unusual hazards.

In order to concentrate on pursuit driving the primary unit should relinquish the responsibility of broadcasting the progress of the pursuit as soon as practical to a secondary unit or aircraft joining the pursuit, unless practical circumstances indicate otherwise.

315.3.4 SECONDARY UNITS RESPONSIBILITIES
The second officer in the pursuit is responsible for the following:

(a) The officer in the secondary unit should immediately notify the dispatcher of entry into the pursuit
(b) Remain a safe distance behind the primary unit unless directed to assume the role of primary officer, or if the primary unit is unable to continue the pursuit
(c) The secondary officer should be responsible for broadcasting the progress of the pursuit unless the situation indicates otherwise

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

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

(b) Because intersections can present increased risks, the following tactics should be considered:
   1. Available units not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.
   2. Pursuing units should exercise due caution when proceeding through controlled intersections.

(c) As a general rule, officers should not pursue a vehicle driving left of center (wrong way) on a freeway. In the event that the pursued vehicle does so, the following tactics should be considered:
   1. Requesting assistance from an air unit.
   2. Maintaining visual contact with the pursued vehicle by paralleling it on the correct side of the roadway.
Vehicle Pursuits

3. Requesting other units to observe exits available to the suspects.

4. Notifying the Oregon State Police and/or other jurisdictional agency when it appears the pursuit may enter that jurisdiction.

(d) Officers involved in a pursuit should not attempt to pass other units unless the situation indicates otherwise or they are requested to do so by the primary unit.

315.3.6 TACTICS/PROCEDURES FOR UNITS NOT INVOLVED IN THE PURSUIT

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

Non-pursuing personnel assigned to assist at the termination of the pursuit should respond in a non-emergency manner, observing the rules of the road, unless directed otherwise by a supervisor.

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

315.3.7 PURSUIT TRAILING

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

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.

315.3.8 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 the participation of aircraft assistance when determining whether to continue the pursuit.

The air unit should coordinate the activities of resources on the ground, report progress of the pursuit and provide officers and supervisors with details of upcoming traffic congestion, road hazards, or other pertinent information to evaluate whether or not 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 has the authority to terminate the pursuit.
315.4 SUPERVISORY CONTROL AND RESPONSIBILITY

It is the policy of this department that available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department.

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

(a) Upon becoming aware of a pursuit, immediately 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 department guidelines.

(b) Engaging in the pursuit, when appropriate, to provide on-scene supervision.

(c) Exercising management and control of the pursuit even if not engaged in it.

(d) Ensuring that no more than the number of required police units needed are involved in the pursuit under the guidelines set forth in this policy.

(e) Directing that the pursuit be terminated if, in his/her judgment, it is unjustified to continue the pursuit under the guidelines of this policy.

(f) Ensuring that aircraft are requested if available.

(g) Ensuring that the proper radio channel is being used.

(h) Ensuring the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this agency.

(i) Control and manage CPSO units when a pursuit enters another jurisdiction.

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

315.4.1 PATROL SERGEANT RESPONSIBILITY

Upon becoming aware that a pursuit has been initiated, the Patrol Sergeant should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The Patrol Sergeant has the final responsibility for the coordination, control and termination of a vehicle pursuit and shall be in overall command.

The Patrol Sergeant shall review all pertinent reports for content and forward to the Lieutenant.

315.5 COMMUNICATIONS

If the pursuit is confined within the Campus 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 department or such is imminent, involved units should, whenever available, switch radio communications to an emergency channel most accessible by participating agencies and units.

315.5.1 COMMUNICATION CENTER RESPONSIBILITIES

Upon notification that a pursuit has been initiated, Dispatch will:
Vehicle Pursuits

(a) Clear the channel on which the pursuit is being broadcast.
(b) Coordinate pursuit communications of the involved units and personnel.
(c) Notify and coordinate with other involved or affected agencies as practical.
(d) Ensure that a field supervisor is notified of the pursuit.
(e) Assign an incident number and log all pursuit activities.
(f) Broadcast pursuit updates as well as other pertinent information as necessary.
(g) Notify the Patrol Sergeant as soon as practical.

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

315.6 INTER-JURISDICTIONAL CONSIDERATIONS
When a pursuit enters another agency's jurisdiction, the primary officer or supervisor, taking into consideration distance traveled, unfamiliarity with the area, and other pertinent facts, should determine whether or not to request the other agency to assume the pursuit. Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary officer or supervisor ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether or not such jurisdiction is expected to assist.

315.6.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY
Units originally involved will discontinue the pursuit when advised that another agency has assumed the pursuit and the assistance of this agency is no longer needed. Upon discontinuing the pursuit, the primary unit may proceed upon request, with or at the direction of a supervisor, to the termination point to assist in the investigation.

The role and responsibilities of officers at the termination of a pursuit initiated by this agency 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.

315.6.2 PURSUITS EXTENDING INTO THIS JURISDICTION
The agency that initiates a pursuit shall be responsible for conducting the pursuit. Units from this department should not join a pursuit unless specifically requested to do so by the agency whose 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 department may join the pursuit until sufficient units from the initiating agency join the pursuit.

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

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

As soon as practical, a supervisor or the Patrol Sergeant should review a request for assistance from another agency. The Patrol 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 allied agency by officers of this department will terminate at the Campus limits provided that the pursuing officers have sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present.

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

315.7 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. In this context, ramming shall be construed to mean maneuvering the police unit into contact with the pursued vehicle to mechanically disable it or forcibly position it such that further flight is not possible or practical.

315.7.1 WHEN USE AUTHORIZED
Use of pursuit intervention tactics should be employed only after approval of a supervisor. In deciding whether to use intervention tactics, officers/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 officers 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 confronting the officer at the time of the decision.

It is imperative that officers act within the bounds of legality, good judgment and accepted practices.

315.7.2 DEFINITIONS
Blocking or Vehicle Intercept - A very low speed coordinated maneuver where two or more patrol vehicles simultaneously intercept and block the movement of a slow moving or stopped 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.
Vehicle Pursuits

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.

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

Roadblocks - A tactic designed to stop a violator’s vehicle by intentionally placing an emergency vehicle or other immovable object in the path of the violator’s vehicle. This tactic is also often referred to as a roadblock, barricade or blockade.

Pursuit Intervention Technique (PIT) - is a low speed maneuver designed to cause the suspect vehicle to spin out and terminate the pursuit

Spikes or Tack Strips - A device that extends across the roadway designed to puncture the tires of the pursued vehicle.

315.7.3 USE OF FIREARMS
The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Officers should not utilize firearms during an ongoing pursuit unless the conditions and circumstances dictate that such use reasonably appears necessary to protect life. Nothing in this section shall be construed to prohibit any officer from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

315.7.4 INTERVENTION STANDARDS
Any pursuit intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the officers, the public, or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of deadly force and subject to the requirements for such use. Officers who have not received certified departmental 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 officers reasonably believe that attempting a conventional enforcement stop will likely result in the driver attempting to flee in the vehicle. Because of the potential risks involved this technique should only be employed by officers who have received training in such tactics 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, officers, or other members of the public.

2. All other reasonable intervention techniques have failed or reasonably appear ineffective.
Vehicle Pursuits

3. Employing the blocking maneuver does not unreasonably increase the risk to officer safety.

4. The target vehicle is stopped or traveling at a low speed.

5. At no time should civilian vehicles be used to deploy this technique.

(b) Only those officers trained in the use of the Pursuit Intervention Technique (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 officers, the public and occupants of the pursued vehicle.

(c) Ramming a fleeing vehicle should be done only after other reasonable tactical means at the officer’s disposal have been exhausted. This tactic should be reserved for situations where there does not appear to be another reasonable alternative method. This policy is an administrative guide to direct officers in their decision-making process before ramming another vehicle. When ramming is used as a means to stop a fleeing vehicle, 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.

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 tactics, pursuing officers should obtain supervisor approval before attempting to box a suspect vehicle during a pursuit. The use of such a technique must be carefully coordinated with all involved units, taking into consideration the circumstances and conditions presented at the time as well as the potential risk of injury to officers, the public and occupants of the pursued vehicle.

(e) The use of spike strips should be approved in advance by a supervisor and deployed only when it is reasonably certain that only the pursued vehicle will be affected by their use. Officers should carefully consider the limitations of such devices as well as the potential risks to officers, the public and occupants of the pursued vehicle. If the pursued vehicle is a motorcycle, a vehicle transporting hazardous materials, or a school bus transporting children officers and supervisors should weigh the potential consequences against the need to immediately stop the vehicle.

(f) Because roadblocks involve a potential for serious injury or death to occupants of the pursued vehicle if the suspect does not stop, the intentional placement of roadblocks in the direct path of a pursued vehicle is generally discouraged and should not be deployed without prior approval of a supervisor and only then under extraordinary conditions when all other reasonable intervention techniques have failed or reasonably appear ineffective.
and the need to immediately stop the pursued vehicle substantially outweighs the risks of injury or death to occupants of the pursued vehicle, officers or other members of the public. Any roadblock implemented should include reasonable line-of-sight distance permitting the suspect to recognize, react to and stop before striking the roadblock.

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

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

315.8 REPORTING REQUIREMENTS
The following reports should be completed to comply with appropriate local and state regulations:

(a) The primary officer shall complete appropriate crime/arrest reports

(b) A field supervisor shall complete a Supervisor’s Log summarizing the pursuit to his/her department manager to evaluate the pursuit in terms of Department policy. The memo shall minimally contain the following information:

1. Date and time of pursuit.
2. Length of pursuit.
3. Involved units and officers.
4. Initial reason for pursuit.
5. Starting and termination points.
6. Disposition: arrest, citation, etc. Arrestee information should be provided if applicable.
7. Injuries and/or property damage.
9. Name of supervisor at scene.
10. A preliminary determination, simply stating whether or not the pursuit appears to be in compliance with this policy.
11. Determine the need for any additional review and/or follow up.

315.8.1 REGULAR AND PERIODIC PURSUIT TRAINING
In addition to initial and supplementary training on pursuits, all sworn members of this department will participate no less than annually in regular and periodic department training addressing this
policy and the importance of vehicle safety and protecting the public at all times, including a recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.

315.8.2 POLICY REVIEW
Each member of this department shall certify in writing that they have received, read and understand this policy initially and upon any amendments.

315.8.3 ANNUAL REVIEW
During the first calendar quarter of each year, Patrol Lieutenant will ensure that an annual review of all vehicle pursuit incidents for the previous calendar year is conducted. The analysis will focus on the effectiveness and trends in the use of vehicle pursuits that might suggest training or equipment needs, or policy modification. Specific detail including items such as officer names, case numbers, location of occurrence are not needed for this purpose and therefore will not be part of this process.
Motor Vehicle Stops

316.1 PURPOSE
It is the purpose of this policy to establish guidelines for stopping and approaching motorists in a manner that promotes the safety of the officer and the motorist.

316.2 POLICY
It is the policy of this department that motor vehicle stops shall be performed professionally and courteously. This department will maintain a view towards educating the public about proper driving procedures while recognizing and taking steps to minimize the dangers involved in this activity for the officer, the motorist, and other users of the highway. While Campus Police Officers have the authority to conduct traffic stops on the City Streets adjacent to the Portland State University Campus, they are the responsibility of the Portland Police Bureau, to include the primary responsibility for traffic safety.

Special Campus Security Officers are prohibited from conducting traffic stops on motor vehicles including cars, trucks and motorcycles.

316.3 DEFINITIONS
Traffic Stop: the halting of a moving vehicle by the use of emergency lighting, audible signal, or other directions, from an officer operating a patrol motor vehicle.

Reasonable Suspicion: In the present context, the totality of the circumstances in each incident or situation that provides an officer with a particularized and objective basis for suspecting legal wrongdoing. The process allows officers to draw on their own experience and specialized training to make inferences from and deductions about the cumulative information available to them. Reasonable suspicion is more than a hunch or feeling that an officer might have about an individual or circumstances. It is based on specific facts that, when taken together with rational inferences, reasonably warrant the vehicle stop.

Reasonable suspicion justifies a vehicular stop. But, in order to arrest the motorist, passengers, or both, the officer must establish probable cause.

Probable Cause: In determining probable cause the arresting officer must examine all of the factors and events leading up to the arrest and decide whether these facts, viewed from the standpoint of an objectively reasonable police officer, support the belief that an individual has committed, is committing, or is about to commit a crime.

316.4 PROCEDURES
(a) Legal Basis for Stopping Motor Vehicles

1. Officers have legal justification to stop a motor vehicle based on reasonable suspicion.
Motor Vehicle Stops

2. Officers are prohibited from stopping vehicles under the guise of legal authority when in fact the stop is based solely on the officer's prejudice concerning a person's race, ethnicity, sex, or similar distinction.

3. A motor vehicle may be stopped only for a period of time that is reasonable to issue a citation or conduct other legitimate police business.

4. Officers should avoid arrests solely for minor vehicle infractions even if permitted by law when a citation in lieu of arrest is a reasonable alternative.

(b) Stopping and Approaching Traffic Violators

The following procedures are to be followed whenever possible. It is recognized that varying conditions such as roadway construction, volume of traffic, and the urgency of making vehicle stops may require officers to adjust these procedures to particular conditions.

(a) Officers shall select an area that provides reasonable safety, avoiding curves, hills, heavily trafficked and poorly lit areas and roads without shoulders. Whenever possible, the officer shall also avoid the use of private drives, business locations and areas where a large volume of spectators are likely to gather. Where available, in-car video cameras should be activated.

(b) When a location has been selected for the stop, the officer shall notify the communications center of its nature—providing unit location, a description of the vehicle, vehicle tag number, and the number of occupants prior to approaching the vehicle. At the officer’s discretion or communications’ request, additional information may be exchanged.

(c) At the desired location, the officer should signal the operator to stop at the far right side of the roadway or at the safest shoulder by activating the overhead emergency lights and siren as necessary.

1. On multi-lane roads, the officer may facilitate movement to the right shoulder by gradually changing lanes behind the violator until the right side of the roadway is reached.

2. Should the violator stop abruptly in the wrong lane or location, the officer should instruct the driver to move by using the appropriate hand signals or by activating the vehicle’s public address system.

3. Once properly stopped, the officer should position the police vehicle about 20-30 feet behind the violator's vehicle and at a slight angle, with the front approximately two feet to the traffic side of the violator's vehicle.

4. At night, the spotlight should not be used to direct the violator but may be used to illuminate the vehicle’s interior once stopped. The patrol vehicle should use its low beams if high beams would blind oncoming motorists.

5. When exiting the patrol vehicle, the officer should be particularly alert to suspicious movements or actions of the vehicle operator or passengers. Where possible, back-up should be requested.

6. Approaching from the driver's side, the officer should be observant of the passenger compartment and stop at a point to the rear of the trailing edge of the left front door in order to communicate with the driver.
(a) Where circumstances dictate, particularly where traffic is close enough to create a potential problem or when a high-risk approach is required, the officer may choose to approach the violator's vehicle from the right-hand side and stop at the trailing edge of the right front door.

(b) When the violator's vehicle has occupants in the rear seat, the officer should approach to a point near the leading edge of the left front door, being particularly observant of occupant movements and choosing a path that will not allow the occupants to thrust the door open against the officer.

(c) In two-officer police vehicles, one of the two officers shall be responsible for radio communications, note taking, and relaying messages to the communications center. He or she will also act as an observer and cover for his or her fellow officer.

(d) An officer may order passengers out of the vehicle pending completion of the stop.

7. If deemed necessary for the officer's protection and safety, the driver and any or all passengers may be ordered out of the vehicle or directed to remain in the vehicle.

8. If probable cause is established to search the vehicle, the belongings of passengers may also be searched, provided that the belongings are capable of concealing the type of object for which officers have probable cause to search the vehicle.

9. Where contraband, fruits, or instrumentalities of a crime are uncovered during the search of a vehicle, the driver and any and all passengers may be arrested. In order to do so, the officer must have probable cause to believe that such passengers had common knowledge of and control over the illegal items or evidence or where engaged in a common enterprise with the driver to conceal the fruits or evidence of a crime.

10. Non-uniformed officers operating unmarked patrol vehicles with concealed emergency lights and siren shall not normally make vehicle stops for traffic violations. In situations where failure to act would create unreasonable risks of injury, death, or significant property damage, such personnel shall contact the communications center to request a marked patrol unit to make the stop. Depending upon the urgency of the situation, an officer may activate emergency lights and siren to make a traffic stop.

11. Non-uniformed officers operating vehicles not equipped with emergency lights or siren shall not make motor vehicle stops unless there is imminent danger of loss of life should they fail to act. In other less urgent cases that demand attention, officers shall contact the communications center, request that a marked patrol vehicle perform the stop, and assist in directing the marked unit to the subject vehicle's location.

(d) Stopping an Approaching Vehicle

In cases where a motorist must be stopped from oncoming traffic, the following actions may be taken:

(a) Drive the police vehicle to the extreme right portion of the roadway and, as the violator approaches, signal him or her to stop by using hand signals and emergency lights.
Motor Vehicle Stops

(b) Because of the potential hazard involved, an officer shall not leave his or her vehicle when attempting to stop oncoming motorists.

(c) If the subject motorist complies with the instructions, the police vehicle may then be turned around and appropriately positioned to the rear of the violator's vehicle.

(d) Should the motorist fail to comply with the officer's instructions, the officer should turn the vehicle around and pursue, stop, and approach the violator in the prescribed manner.

(e) Stopping a Following Vehicle

When stopping a motorist to the rear of the police vehicle, the officer should drive to the right shoulder of the road, reduce speed, allow the violator to pass and then conduct a stop in accordance with the procedures outlined here.

(a) Making High-Risk Vehicle Stops

The following procedures may be employed when an officer initiating a vehicle stop has reason to believe that the occupants may be armed and dangerous:

(a) When planning to stop the suspect vehicle, the officer shall notify the communications center; describe the nature or reason for the stop; provide information on the vehicle, tag number and number of occupants; and request appropriate assistance to make the stop.

(b) An officer should not individually initiate high-risk vehicle stops unless back-up units will not be available in an appropriate amount of time or the urgency of the situation demands immediate action.

(c) After selecting an appropriate location and with adequate support units in position, the officer should signal the suspect to stop. Officers shall then follow departmental training for vehicle positioning, and the removal and securing of occupants.

(d) Stopping Oversize and Overweight Vehicles

In the event an officer needs to stop commercial and similar oversize or overweight vehicles, the following procedures should be followed:

(a) Select a location for the stop that provides enough room for the vehicle and sufficient stability to support the vehicle's weight, and allow the operator sufficient time and distance to make the stop.

(b) Approach the cab from the rear, using the driver's outside mirror to observe the driver and activity in the cab.

(c) Never climb onto the vehicle to make contact with the operator. Maintain a position to the rear of the driver's door and ask him or her to exit the vehicle, if and when necessary.

(d) Communication during Traffic Stops

Most persons form their perceptions of the police based on brief encounters with officers during stops for traffic violations. Therefore, officers should adopt a customer service and educational approach when dealing with otherwise law-abiding members of the public who have violated traffic laws. This approach includes the following measures:
Motor Vehicle Stops

(a) Introduce yourself and the police department that you work for. Specify the reason for making the vehicle stop, and solicit the necessary documents.

(b) Be courteous and respectful.

(c) Use command presence as compared to an aggressive or condescending approach, tone of voice, or facial expressions.

(d) Provide the violator with any information deemed appropriate to educate rather than lecture them about the infraction.

(e) Be positive and friendly but not familiar and avoid the use of language that provokes guilt, hostility, fear, or intimidation.

(f) When dealing with motorists who become troublesome, uncooperative, or argumentative, maintain an information mode by using a calm, friendly, and assertive voice in which only information is provided.

(g) Ask if there are any questions concerning court dates and similar issues.

(h) Issuing Citations

1. When issuing citations, conducting roadside sobriety tests or conversing with the violator, the officer and other parties shall be positioned to the side of the road, clear of the motor vehicles. At no time shall the officer or others stand in front of, between, or behind the stopped vehicles.

2. Officers should not arrest operators of motor vehicles for traffic violations in which a citation is authorized unless special circumstances exist or there is probable cause to believe that a more serious offense has been or is about to be committed.

3. During the stop, the violator should remain in his or her motor vehicle while the officer writes the citation or conducts other business. Violators should not be permitted to sit in patrol vehicles while citations are being prepared or other police business is being conducted.

4. When preparing citations, the officer should position paperwork and related materials in a manner that allows him to maintain vantage over actions of the violator and other occupants.
POLICE-CITIZEN CONTACTS

317.1 PURPOSE
The purpose of this policy is to define the limitations of authority and acceptable conduct and practices of officers when making police business contacts with citizens.

317.2 POLICY
Police interactions with citizens form the cornerstone of effective police work. With that in mind, all officers shall follow the provisions of this policy to maximize the usefulness of investigatory citizen contacts while observing and respecting the privacy rights of citizens. This policy does not address stops based on reasonable suspicion of criminal activity or frisks of suspects incidental to such stops, nor does it apply to stops of motor vehicles. Officers should refer to protocols contained in this agency’s policies on Field Interviews and Pat-Down Searches and Motor Vehicle Stops for further information on these related topics.

317.3 DEFINITIONS
Citizen Contact: For purposes of this policy, a citizen contact is defined as actions by an officer that place him or her in face-to-face communication with a citizen for purposes of asking questions or gathering information of an official nature, where there is no reasonable suspicion to believe that the citizen has committed, is committing or is about to commit a crime. This is sometimes referred to as "mere conversation."

317.4 PROCEDURES
(a) Grounds for Citizen Contacts
   1. Citizen contacts may be initiated by an officer when the officer believes that it may serve the interests of a police investigation, inquiry or other bona fide police business.

   2. Citizen contacts may be initiated without probable cause, reasonable suspicion or other indication of criminal activity by the citizen when officers adhere to provisions of this policy.

(b) Initiation of Citizen Contacts
   1. Officers may initiate a citizen contact in any place that the officer has a legal right to be. Examples of such places vary widely but include for example:
      (a) areas intended for public use or normally exposed to public view;
      (b) places to which the officer has been admitted with the consent of the person empowered to give such consent;
      (c) places to which the officer may be admitted pursuant to a court order (such as an arrest or search warrant);
POLICE-CITIZEN CONTACTS

2. Officers may initiate contacts only for legitimate police-related purposes. They may not use contacts on a pretextual basis so as to intimidate, harass or coerce citizens (such as to leave a public place).

(c) Citizen Contact Protocol

Officers must keep in mind that citizen contacts are based on the presumption that the citizen is not under any reasonable suspicion of criminal activity. As such, officers should adhere to the following protocols.

(a) Persons “contacted” may not be detained in any manner against their will or frisked unless reasonable suspicion is established during the course of the contact to believe they present a danger to the officer or that they have committed, are committing or are about to commit a crime.

(b) An officer may not use force or coercion to require a citizen to stop or respond to questions or directions absent any other legal reason.

(c) Officers shall ensure that their actions and requests could not be reasonably perceived by the citizen as a restraint on his or her freedom to leave the officer’s presence. As such officers should observe the following.

1. Introduce themselves and explain the reason for making the contact.
2. Act in a courteous and restrained manner at all times.
3. Establish rapport.
4. Avoid gruffness, officious attitudes or requests that sound like commands.
5. Phrase requests using optional words such as “may,” “would you mind,” or similar terms and phrases.
6. Keep the duration of the contact as brief as possible.
7. Do not create a physical or other barrier to the citizen’s ability to leave, such as keeping a driver’s license or by creating a physically imposing and intimidating presence.
8. If citizens ask whether they must respond to questions or must remain in the officer’s presence, they shall be informed that they need not answer any question and are free to leave at any time.
9. Where citizens refuse or cease to cooperate during a contact, they must be permitted to leave.
10. Refusal of the citizen to cooperate with the officer, for example, through silence (e.g., not answering questions), by a refusal to provide personal identification, or by refusal to account for his or her presence in a public place cannot be used as the basis for turning the “contact” into a “stop.”

Adoption Date: 2015/08/12
© 1995-2015 Lexipol, LLC
POLICE-CITIZEN CONTACTS

11. Persons who identify as Portland State University Students are required by the Student Code of Conduct to provide their student identification when requested to do so. Failure to provide this is not a criminal violation and does not constitute authority to arrest. Failure to provide student identification should be referred to the Dean of Students Office and the person instructed to leave the space.

12. Officers must develop reasonable suspicion that a person is committing the crime of trespass by utilizing a student only space and is not a student, independent of a refusal to show identification.
Officer Response to Calls

318.1 PURPOSE AND SCOPE
This policy provides for the safe and appropriate response to emergency and non-emergency situations whether dispatched or self-initiated.

318.2 RESPONSE TO CALLS
Officers shall proceed immediately to calls that are of an emergency nature. A code 3 response should be considered when available information reasonably indicates that a person is threatened with injury or death, a felony property crime is in progress, or serious property damage is imminent and a more immediate law enforcement response is needed to mitigate injury, property loss, or to apprehend the suspect(s).

Officers responding Code 3 shall operate emergency lights and siren as is reasonably necessary pursuant to ORS 820.300 and ORS 820.320. Officers shall only use the wail and yelp function of the siren as an emergency sound. The hi-lo function of the siren is not considered an emergency sound pursuant to OAR 735-110-0000(8) and OAR 735-110-0010(1-3).

Responding with emergency light(s) and siren does not relieve the officer of the duty to continue to drive with due regard for the safety of all persons.

ORS 820.320(2) allows officers to omit the use of emergency lights and siren if it reasonably appears that the use of either or both would prevent or hamper the apprehension or detection of a violator. Except as stated in the previous sentence, Officers who fail to use appropriate warning equipment, are not exempt from following the rules of the road (ORS 820.300).

Officers responding to non-emergency calls shall observe all traffic laws and proceed without the use of emergency lights and siren.

318.3 REQUESTING EMERGENCY ASSISTANCE
Requests for emergency assistance should be limited to those situations where the involved personnel reasonably believe that there is an immediate threat to the safety of officers, or assistance is needed to prevent imminent serious harm to a citizen. In any event, where a situation has stabilized and emergency response is not required, the requesting officer shall immediately notify Dispatch.

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

- The unit number
- The location
- The reason for the request and type of emergency
- The number of units required
318.3.1 NUMBER OF UNITS ASSIGNED
Normally, only one unit should respond to an emergency call Code-3 unless the Sergeant or the field supervisor authorizes an additional unit(s).

318.4 INITIATING CODE 3 RESPONSE
If an officer believes a Code-3 response to any call is appropriate, the officer shall immediately notify Dispatch. Generally, only one unit should respond Code-3 to any situation. Should another officer believe a Code-3 response is appropriate, Dispatch shall be notified and the Sergeant or field supervisor will make a determination as to whether one or more officers driving Code-3 is appropriate.

318.5 RESPONSIBILITIES OF RESPONDING OFFICER(S)
Officers shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. Officers shall reduce speed at all street intersections as may be necessary for safe operation.

The decision to continue a Code-3 response is at the discretion of the officer. If, in the officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of emergency lights and siren at the legal speed limit. In such an event, the officer should immediately notify Dispatch. An officer shall also discontinue the Code-3 response when directed by a Sergeant. Upon receiving authorization or determining a Code-3 response is appropriate, an officer shall immediately give the location from which he/she is responding.

318.6 COMMUNICATIONS RESPONSIBILITIES
A dispatcher shall assign a Code-3 response when an officer requests emergency assistance or available information reasonably indicates that the public is threatened with serious injury or death and immediate police response is needed. In all other circumstances, the dispatcher shall obtain authorization from the Sergeant or a field supervisor prior to assigning units Code-3. The dispatcher shall:

(a) Attempt to assign the closest available unit to the location requiring assistance
(b) Immediately notify the Sergeant and the location from which the unit is responding
(c) Notify and coordinate allied emergency services (e.g., fire and ambulance)
(d) Continue to obtain and broadcast information as necessary concerning the response and monitor the situation until it is stabilized or terminated
(e) Control all radio communications during the emergency and coordinate assistance under the direction of the Patrol Sergeant or field supervisor
318.7 SUPERVISORY RESPONSIBILITIES
Upon being notified that a Code-3 response has been initiated, the 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 practical

The Sergeant or field supervisor shall 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 Sergeant or supervisor’s judgment, the circumstances require additional units to be assigned a Code-3 response, the Sergeant or supervisor may do so.

It is the Sergeant or supervisor’s responsibility to terminate a Code-3 response that, in his/her judgment, is inappropriate due to the circumstances.

When making the decision to authorize a Code-3 response, the Sergeant or the field supervisor should consider the following:

• The type of call
• The necessity of a timely response
• Traffic and roadway conditions
• The location of the responding units

318.8 FAILURE OF EMERGENCY EQUIPMENT
If the emergency equipment on the vehicle should fail to operate, the officer must terminate the Code-3 response and respond accordingly. In all cases, the officer shall notify the Sergeant, field supervisor, or Dispatch of the equipment failure so that another unit may be assigned to the emergency response.
Sexual Assault

319.1 PURPOSE AND SCOPE
The purpose of this policy is to provide officers and investigators with guidelines for responding to reports of sexual assault, assisting victims, collaborating with local health and service agencies, and conducting interviews with victims, witnesses, and suspects.

319.2 DEFINITIONS
Definitions related to this policy:

Sexual Assault- As used in the policy refers to all crimes of sexual violence. (ORS 163.305)

319.3 POLICY
A victim's distress may create an unwillingness or psychological inability to assist in the investigation. Officers and investigators play a significant role in both the victim's willingness to cooperate in the investigation and ability to cope with the emotional and psychological after effects of the crime. Therefore, it is especially important that these cases be handled from a nonjudgmental perspective so as not to communicate in any way to a victim that the victim is to blame for the crime.

319.4 INITIAL RESPONSE - CRIME JUST OCCURRED - SUSPECT AT LARGE
Procedures

(A) Dispatcher
1. When a caller reports a sexual assault, dispatch personnel shall follow standard emergency response to include evaluating and properly prioritizing the call, securing medical assistance, inquiring about a suspect's current location, and obtaining detailed information to identify the suspect.

(B) Officer
1. Emergency response
As part of the emergency response, officers shall:

a. Make contact with the victim as soon as possible to address safety concerns and summon emergency medical assistance if needed.

b. Evaluate the scene for people, vehicles, or objects involved as well as possible threats.

c. Relay all vital information to responding officers and supervisors, including any possible language barriers.

d. Secure the crime scene to ensure that evidence is not lost, changed or contaminated and initiate a crime scene log.

e. Request assistance from a supervisor who will notify the Campus Public Safety Office Detective.
f. Identify, collect, and/or secure physical evidence to identify the suspect or corroborate the victim's statement (i.e.; clothing, photos, biological evidence, etc.)

g. Consult with the Detective during the evidence collection phase to eliminate possible omissions.

h. Begin search for suspect when appropriate.

(2) Victim Assistance

As part of the emergency response, officers shall:

a. Show understanding, patience, and respect for the victim's dignity and attempt to establish trust and rapport.

b. Inform the victim that an officer of the same sex will be provided if desired and available.

c. Clearly explain your role as a responding officer and limit the preliminary interview so that the victim is not then asked the same questions by the Detective.

d. Supply victims of sexual assault with victim advocate information for the Portland State University (PSU) Women's Resource Center (WRC) (503-725-5672) and/or the Portland Women's Crisis Line (PWCL) (503-235-5333)

e. Record observations of the crime scene, including the demeanor of the suspect and victim and document any injuries or disheveled clothing.

f. Be aware that a victim of sexual assault may bond with the responding officer. It is important to explain the role of the different members of the sexual assault team and help with transitions through introductions.

Supervisors shall:

a. Call out the CPSO detective.

b. Contact a victim advocate as soon as possible to provide assistance throughout the reporting and investigative process. c. Notify appropriate Portland State University officials.

(C) Detective

1. Respond to the crime scene, take control of the investigation, and interview the victim.

2. Notify the PSU Center for Student Health and Counseling (SHAC) for a Sexual Assault Nurse Examiner (SANE) nurse if applicable to the crime. SAFE Kits should be obtained 84 hours post assault.

3. Coordinate investigation or additional resources with Portland Police Bureau.

319.5 DELAYED REPORT - SUSPECT KNOWN

Procedures

Delayed victim reporting is common in sexual assault cases due to the trauma and fear experienced by victims and should not deter a thorough investigation. Officers shall inquire about
and document the reasons for a delayed report, while avoiding questions that could be perceived as judgmental or accusatory.

(A) Dispatcher or person receiving the call

1. Notify a Campus Public Safety Office Supervisor
2. Contact the Campus Public Safety Office Detective

(B) Detective

(a) Respond and conduct initial interview.
(b) Initiate advocate response.
(c) Conduct investigation.
(d) Coordinate with the appropriate Portland Police Bureau personnel.
(e) Contact and coordinate for student services with the appropriate PSU offices, Dean of Student Life (DOSL), WRC, and SHAC as necessary.
RESPONDING TO PERSONS AFFECTED BY MENTAL ILLNESS OR IN CRISIS

320.1 PURPOSE
It is the purpose of this policy to provide guidance to law enforcement officers when responding to or encountering situations involving persons displaying behaviors consistent with mental illness or crisis.

320.2 POLICY
Responding to situations involving individuals who officers reasonably believe to be affected by mental illness or in crisis carries potential for violence; requires an officer to make difficult judgments about the mental state and intent of the individual; and necessitates the use of special police skills, techniques, and abilities to effectively and appropriately resolve the situation, while avoiding unnecessary violence and potential civil liability. The goal shall be to de-escalate the situation safely for all individuals involved when reasonable, practical, and consistent with established safety priorities. In the context of enforcement and related activities, officers shall be guided by this state’s law regarding the detention of persons affected by mental illness or in crises. Officers shall use this policy to assist them in determining whether a person’s behavior is indicative of mental illness or crisis and to provide guidance, techniques, and resources so that the situation may be resolved in as constructive and humane a manner as possible.

320.3 DEFINITIONS
Mental Illness: An impairment of an individual’s normal cognitive, emotional, or behavioral functioning, caused by physiological or psychosocial factors. A person may be affected by mental illness if he or she displays an inability to think rationally (e.g., delusions or hallucinations); exercise adequate control over behavior or impulses (e.g., aggressive, suicidal, homicidal, sexual); and/or take reasonable care of his or her welfare with regard to basic provisions for clothing, food, shelter, or safety.

Crisis: An individual’s emotional, physical, mental, or behavioral response to an event or experience that results in trauma. A person may experience crisis during times of stress in response to real or perceived threats and/or loss of control and when normal coping mechanisms are ineffective. Symptoms may include emotional reactions such as fear, anger, or excessive giddiness; psychological impairments such as inability to focus, confusion, nightmares, and potentially even psychosis; physical reactions like vomiting/stomach issues, headaches, dizziness, excessive tiredness, or insomnia; and/or behavioral reactions including the trigger of a “fight or flight” response. Any individual can experience a crisis reaction regardless of previous history of mental illness.

320.4 PROCEDURES
(a) Recognizing Abnormal Behavior
RESPONDING TO PERSONS AFFECTED BY MENTAL ILLNESS OR IN CRISIS

Only a trained mental health professional can diagnose mental illness, and even they may sometimes find it difficult to make a diagnosis. Officers are not expected to diagnose mental or emotional conditions, but rather to recognize behaviors that are indicative of persons affected by mental illness or in crisis, with special emphasis on those that suggest potential violence and/or danger. The following are generalized signs and symptoms of behavior that may suggest mental illness or crisis, although officers should not rule out other potential causes such as reactions to alcohol or psychoactive drugs of abuse, temporary emotional disturbances that are situational, or medical conditions.

(a) Strong and unrelenting fear of persons, places, or things. Extremely inappropriate behavior for a given context.

(b) Frustration in new or unforeseen circumstances; inappropriate or aggressive behavior in dealing with the situation.

(c) Abnormal memory loss related to such common facts as name or home address (although these may be signs of other physical ailments such as injury or Alzheimer's disease).

(d) Delusions, the belief in thoughts or ideas that are false, such as delusions of grandeur (“I am Christ”) or paranoid delusions (“Everyone is out to get me”).

(e) Hallucinations of any of the five senses (e.g., hearing voices commanding the person to act, feeling one’s skin crawl, smelling strange odors); and/or

(f) The belief that one suffers from extraordinary physical maladies that are not possible, such as persons who are convinced that their heart has stopped beating for extended periods of time.

(g) Assessing Risk

1. Most persons affected by mental illness or in crisis are not dangerous and some may only present dangerous behavior under certain circumstances or conditions. Officers may use several indicators to assess whether a person who reasonably appears to be affected by mental illness or in crisis represents potential danger to himself or herself, the officer, or others. These include the following:

   (a) The availability of any weapons.

   (b) Statements by the person that suggest that he or she is prepared to commit a violent or dangerous act. Such comments may range from subtle innuendo to direct threats that, when taken in conjunction with other information, paint a more complete picture of the potential for violence.

   (c) A personal history that reflects prior violence under similar or related circumstances. The person’s history may already be known to the officer—or family, friends, or neighbors might provide such information.

   (d) The amount of self-control that the person, particularly the amount of physical control over emotions of rage, anger, fright, or agitation. Signs of a lack of self-control include extreme agitation, inability to sit still or communicate effectively, wide eyes, and rambling thoughts and speech. Clutching oneself or other objects to maintain control, begging to be left alone, or offering frantic
RESPONDING TO PERSONS AFFECTED BY MENTAL ILLNESS OR IN CRISIS

assurances that one is all right may also suggest that the individual is close to losing control.

(e) The volatility of the environment is a particularly relevant concern that officers must continually evaluate. Agitators that may affect the person or create a particularly combustible environment or incite violence should be taken into account and mitigated.

(f) A history of or current suicidal ideations/attempts.

(g) Medication or treatment non-compliance

(h) Recent victimization.

2. Failure to exhibit violent or dangerous behavior prior to the arrival of the officer does not guarantee that there is no danger, but it might diminish the potential for danger.

3. An individual affected by mental illness or emotional crisis may rapidly change his or her presentation from calm and command-responsive to physically active. This change in behavior may come from an external trigger (such as an officer stating “I have to handcuff you now”) or from internal stimuli (delusions or hallucinations). A variation in the person’s physical presentation does not necessarily mean he or she will become violent or threatening, but officers should be prepared at all times for a rapid change in behavior.

Response to Persons Affected by Mental Illness or in Crisis

If the officer determines that an individual is exhibiting symptoms of mental illness or in crisis and is a potential threat to himself or herself, the officer, or others, or may otherwise require law enforcement intervention as prescribed by statute, the following responses should be considered:

(a) Request a backup officer. Always do so in cases where the individual will be taken into custody.

(b) Take steps to calm the situation. Where possible, eliminate emergency lights and sirens, disperse crowds, and assume a quiet nonthreatening manner when approaching or conversing with the individual. Where violence or destructive acts have not occurred, avoid physical contact, and take time to assess the situation. Officers should operate with the understanding that time is an ally and there is no need to rush or force the situation.

(c) Move slowly and do not excite the person. Provide reassurance that the police are there to help and that the person will be provided with appropriate care.

(d) Communicate with the individual in an attempt to determine what is bothering him or her. If possible, speak slowly and use a low tone of voice. Relate concern for the person’s feelings and allow the person to express feelings without judgment. Where possible, gather information on the individual from acquaintances or family members and/or request professional assistance if available and appropriate to assist in communicating with and calming the person.

(e) Do not threaten the individual with arrest, or make other similar threats or demands, as this may create additional fright, stress, and potential aggression.
RESPONDING TO PERSONS AFFECTED BY MENTAL ILLNESS OR IN CRISIS

(f) Avoid topics that may agitate the person and guide the conversation toward subjects that help bring the individual back to reality.

(g) Always attempt to be truthful with the individual. If the person becomes aware of a deception, he or she may withdraw from the contact in distrust and may become hypersensitive or retaliate in anger. In the event an individual is experiencing delusions and/or hallucinations and asks the officer to validate these, statements such as “I am not seeing what you are seeing, but I believe that you are seeing (the hallucination, etc.)” is recommended. Validating and/or participating in the individual’s delusion and/or hallucination is not advised.

(h) Request assistance from individuals with specialized training in dealing with mental illness or crisis situations (e.g., Crisis Intervention Training (CIT) officers, community crisis mental health personnel, Crisis Negotiator). If it is a student experiencing a crisis, ensure that University resources such as Student Health and Counseling and the CARE Team is provided with information. During business hours, the Student Health and Counseling Center is available, and students experiencing a mental health crisis can be walked over for immediate assessment by trained mental health professionals.

(i) Taking Custody or Making Referrals to Mental Health Professionals

1. Based on the totality of the circumstances and a reasonable belief of the potential for violence, the officer may provide the individual and/or family members with referral information on available community mental health resources. A Campus Police Officer may take custody of the individual in order to seek an involuntary emergency evaluation. Officers should do the following:

2. Offer mental health referral information to the individual and or/family members when the circumstances indicate that the individual should not be taken into custody.

3. Summon an immediate supervisor or the officer-in-charge prior to taking custody of a potentially dangerous individual who may be affected by mental illness or in crisis or an individual who meets other legal requirements for involuntary admission for mental examination. When possible, summon crisis intervention specialists to assist in the custody and admission process.

4. Continue to use de-escalation techniques and communication skills to avoid provoking a volatile situation once a decision has been made to take the individual into custody. Remove any dangerous weapons from the immediate area, and restrain the individual if necessary. Using restraints on persons affected by mental illness or in crisis can aggravate any aggression, so other measures of de-escalation and commands should be utilized if possible. Officers should be aware of this fact, but should take those measures necessary to protect their safety.

5. Document the incident, regardless of whether or not the individual is taken into custody. Ensure that the report is as detailed and explicit as possible concerning the circumstances of the incident and the type of behavior that was observed. Terms such as “out of control” or “mentally disturbed” should be replaced with descriptions of the specific behaviors, statements, and actions exhibited by the person. The reasons why the subject was taken into custody or referred to other agencies should also be reported in detail.
Domestic Violence

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

322.1.1 DEFINITIONS
Definitions related to this policy include:

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

322.2 POLICY
The Portland State University-Campus Public Safety Office's response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior. It is also the policy of this department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

322.3 OFFICER SAFETY
The Department's policy with respect to domestic violence stresses the enforcement of the laws to protect the victim and is intended to communicate the attitude that violent behavior is criminal behavior and will not be tolerated. Campus Public Safety Officers will respond to domestic violence reports on campus, assist the Portland Police Bureau in such responses, and provide university resources to students, staff and faculty. The Portland Police Bureau will be notified of all arrests for domestic violence.

322.4 INVESTIGATIONS
The following guidelines should be followed by officers when investigating domestic violence cases:

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

(b) When practicable, officers should obtain and document statements from the victim, the suspect and any witnesses, including children, in or around the household or location of occurrence.
Domestic Violence

(c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.

(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 patrol in the event that the injuries later become visible.

(f) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.

(g) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement and make an arrest or seek an arrest warrant if appropriate.

(h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence.

(i) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.

(j) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:

1. Marital status of suspect and victim.
2. Whether the suspect lives on the premises with the victim.
3. Claims by the suspect that the victim provoked or perpetuated the violence.
4. The potential financial or child custody consequences of arrest.
5. The physical or emotional state of either party.
6. Use of drugs or alcohol by either party.
7. Denial that the abuse occurred where evidence indicates otherwise.
8. A request by the victim not to arrest the suspect.
9. Location of the incident (public/private).
10. Speculation that the complainant may not follow through with the prosecution.
11. The racial, cultural, social, professional position or sexual orientation of the victim or suspect.

322.4.1 IF A SUSPECT IS ARRESTED
If a suspect is arrested, officers should:
(a) Advise the victim that there is no guarantee the suspect will remain in custody.
(b) Provide the victim's contact information to the jail staff to enable notification of the victim upon the suspect's release from jail.
(c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.

322.4.2 IF NO ARREST IS MADE
If no arrest is made, the officer should:
(a) Advise the parties of any options, including but not limited to:
   1. Voluntary separation of the parties.
   2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness unit).
(b) Document the resolution in a report.

322.5 VICTIM ASSISTANCE
Victims may be traumatized or confused. Officers should:
(a) Recognize that a victim's behavior and actions may be affected.
(b) Provide the victim with the department's domestic violence information handout, even if the incident may not rise to the level of a crime.
(c) Alert the victim to any available victim advocates, shelters and community resources, including notifying the PSU Woman's Resource Center for on-site advocacy
(d) Stand by for a reasonable amount of time when an involved person requests law enforcement assistance while removing essential items of personal property.
(e) Seek medical assistance as soon as practicable for the victim if he/she has sustained injury or complains of pain.
(f) Ask the victim whether he/she has a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists. If the victim resides in residential Housing, ensure that Pro-Staff is notified so that appropriate housing decisions can be made.
(g) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
(h) Seek or assist the victim in obtaining an emergency order if appropriate. to include University No-Contact Orders

(i) Notify a supervisor and consider the use of the PSU Detective.

(j) Notify the CARE Team to ensure continuity of University Services.

322.6 DISPATCH ASSISTANCE
All calls of domestic violence, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

322.7 FOREIGN COURT ORDERS
Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

322.8 VERIFICATION OF COURT ORDERS
Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and, where appropriate and practicable:

(a) Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.

(b) Check available records or databases that may show the status or conditions of the order.

(c) Contact the issuing court to verify the validity of the order.

(d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

322.8.1 SERVICE OF COURT ORDERS
Officers should, if requested and practicable, serve any unserved restraining order when called to the scene of a disturbance. Any officer serving such a restraining order shall ensure that a copy of
proof of service is returned to the Sheriff for entry into the Law Enforcement Data System (LEDS) and the National Crime Information Center (NCIC) system (ORS 107.720).

322.9 STANDARDS FOR ARREST
(a) Officers who respond to an incident of domestic disturbance and have probable cause to believe an assault has occurred between family or household members as defined in ORS 107.705, or who believe that one such person has created in the other a fear of imminent serious physical injury, shall arrest and take into custody the alleged assailant or potential assailant (ORS 133.055).

(b) Dual arrests are not required (ORS 133.055). Officers shall make reasonable efforts to identify and arrest the primary assailant in any incident. In identifying the primary assailant, an officer shall consider:
   1. The comparative extent of the injuries inflicted or the seriousness of threats creating a fear of physical injury.
   2. If reasonably ascertainable, the history of domestic violence between the persons involved.
   3. Whether any alleged crime was committed in self-defense.
   4. The potential for future assaults.

(c) Once a suspect has been arrested under the provisions of ORS 133.055, the suspect shall be taken to jail. Officers have no authority to release the arrested person.

(d) Officers shall arrest and take a suspect into custody when the officer has probable cause to believe that a restraining order has been issued, a copy of the order and proof of service on the suspect have been filed, and the suspect has violated the terms of the order (ORS 133.310).

322.10 REPORTS AND NOTIFICATIONS
Officers should document in their report that they provided each domestic violence victim with a copy of the department's domestic violence victim information handout (Oregon Revised Statutes 133.055).

Reporting officers should also provide the victim with the case number of the report. The case number may be placed in the space provided on the domestic violence victim information handout. If the case number is not immediately available, an explanation should be given about how the victim can obtain the information at a later time.

The Woman's Resource Center and the CARE Team shall be notified on all incidents of domestic violence reported on campus or incidents involving students occurring off campus reported to this office.
Search and Seizure

324.1 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 Portland State University-Campus Public Safety Office personnel to consider when dealing with search and seizure issues.

324.2 POLICY
It is the policy of the Portland State University-Campus Public Safety Office to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

324.3 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 department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.
Search and Seizure

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

324.4 SEARCH PROTOCOL

Although conditions will vary and officer safety and other exigencies must be considered in every search situation; the following guidelines should be followed whenever circumstances permit:

(a) Members of this department will strive to conduct searches with dignity and courtesy.

(b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.

(c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.

(d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.

(e) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:

1. Another officer or a Sergeant should witness the search.

2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

(f) The Campus Public Safety Office may be requested to assist in administrative searches being conducted by university officials. If the search is administrative some evidence or contraband may not be admissible in court. This requires Campus Public Safety Officers to be thoughtful and calculating in deciding that they are entering a protected space in good legal standing, and to only function in an assisting role during administrative searches.

324.5 DOCUMENTATION

Officers are responsible to document any search and to ensure that any required reports are sufficient including, at minimum, documentation of the following:

• Reason for the search
• Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
• What, if any, injuries or damage occurred
• All steps taken to secure property
• The results of the search, including a description of any property or contraband seized
Search and Seizure

• If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer

A Sergeant shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.
Temporary Custody of Juveniles

326.1 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 Portland State University-Campus Public Safety Office (42 USC § 5633).

Guidance regarding contacting juveniles at schools or those who may be victims is provided in the Child Abuse Policy.

326.1.1 DEFINITIONS
Definitions related to this policy include:

**Juvenile non-offender** - An abused, neglected, dependent or alien juvenile who may be legally held for his/her own safety or welfare. This includes a juvenile taken into protective custody when conditions or surroundings reasonably appear to jeopardize the juvenile’s welfare or when it reasonably appears that the child has run away from home (ORS 419B.150). This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian or other responsible person.

**Juvenile offender** - A juvenile under 18 years of age who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense). It also includes a juvenile who possesses a handgun in violation of ORS 166.250 (28 CFR 31.303).

**Non-secure custody** - When a juvenile is held in the presence of an officer or other custody employee at all times and is not placed in a locked room, cell or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

**Secure custody** - When a juvenile offender is held in a locked room, a set of rooms or a cell. 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.

(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 an unsecure booking area is available.

(e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.
Temporary Custody of Juveniles

(f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.

**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 running away, underage possession of tobacco, curfew violation or truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

### 326.2 POLICY

The Portland State University-Campus Public Safety 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 Portland State University-Campus Public Safety Office. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release.

### 326.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit any of the following conditions should not be held at the Portland State University-Campus Public Safety 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

Officers taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and notify a supervisor of the situation.

These juveniles should not be held at the Portland State University-Campus Public Safety Office unless they have been evaluated by a qualified medical and/or mental health professional.

If the officer taking custody of the juvenile believes the juvenile may be a suicide risk, the juvenile shall be under continuous direct supervision until evaluation, release or a transfer is completed.

### 326.4 CUSTODY OF JUVENILES

Officers should take custody of a juvenile and temporarily hold the juvenile at the Portland State University-Campus Public Safety 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.
Temporary Custody of Juveniles

No juvenile should be held in temporary custody at the Portland State University-Campus Public Safety Office without authorization of the arresting officer's supervisor or the Patrol 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 five hours from the time of his/her entry into the Portland State University-Campus Public Safety Office (ORS 419B.160; ORS 419C.130).

326.4.1 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 Portland State University-Campus Public Safety Office. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (42 USC § 5633).

326.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS
Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or 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 (42 USC § 5633).

326.4.3 CUSTODY OF JUVENILE OFFENDERS
Generally, a juvenile offender may be taken into custody:
(a) When it reasonably appears that the juvenile is a fugitive from another state (ORS 419C.145).
(b) When there is a court order endorsed as provided in ORS 419C.306 and directing that the juvenile be taken into custody (ORS 419C.080).
(c) When, if the juvenile were an adult, he/she could be arrested without a warrant (ORS 419C.080).

An officer shall take a juvenile into custody when the officer has probable cause to believe the juvenile, while in a public building or court facility within the last 120 days, unlawfully possessed a firearm or a destructive device (ORS 419C.080).

Generally, an officer may issue a citation in lieu of taking the juvenile into custody if a citation may be issued for the same offense and under the same circumstances to an adult. If a citation in lieu of custody is issued, a copy of the citation shall be sent to the District Attorney (ORS 419C.085).

Juvenile offenders should be held in non-secure custody while at the Portland State University-Campus Public Safety Office unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.
Temporary Custody of Juveniles

326.4.4 COURT NOTIFICATIONS OF JUVENILE OFFENDERS
Whenever a juvenile offender is taken into custody, the officer shall promptly notify the juvenile court or counselor that the juvenile was taken into custody (ORS 419C.091). The officer shall also prepare a written report be routed to the juvenile court and the District Attorney that includes, at a minimum (ORS 419C.106):

(a) The juvenile’s name, age and address.
(b) The name and address of the person having legal or physical custody of the juvenile.
(c) Reasons for, and circumstances under which, the juvenile was taken into custody and, if known, the name and contact information of any victim.
(d) Efforts taken to notify and release the juvenile to his/her parent, guardian or other person having legal responsibility.
(e) The date, time, location and to whom the juvenile was released.
(f) If the juvenile was not released, the reasons why.
(g) If the juvenile is not released or taken to court, the shelter or place of detention of the juvenile and why the type of placement was chosen.

326.4.4 EXCEPTIONS TO RELEASE OF JUVENILE OFFENDERS
A juvenile offender shall be released to the custody of the juvenile's parent, guardian or other responsible person, except in any of the following circumstances (ORS 419C.100):

(a) The court has issued a warrant of arrest for the juvenile.
(b) The officer has probable cause to believe that release of the juvenile may endanger the welfare of the juvenile, the victim or others.
(c) When the officer has probable cause to believe that the juvenile, while in a public building or court facility within the last 120 days, unlawfully possessed a firearm or destructive device.

If a juvenile offender is not released to the parent, guardian or other responsible person, or to a person identified by the juvenile court, the officer shall take the juvenile to the county juvenile detention facility or appropriate shelter (ORS 419C.103).

326.5 NOTIFICATION TO PARENT OR GUARDIAN
As soon as practicable after a juvenile is taken into custody, the officer taking the juvenile into custody shall notify the juvenile’s parent, guardian or other person responsible for the juvenile of the following (ORS 419B.160; ORS 419C.097):

(a) Reason the juvenile was taken into custody
(b) Location where the juvenile is being temporarily detained
(c) Intended disposition
(d) Time and place of any hearing
**326.6 JUVENILE CUSTODY LOGS**

Any time a juvenile is held in custody at the Department, 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 Portland State University-Campus Public Safety Office.

(c) Patrol 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 Patrol Sergeant shall initial the log to approve the custody, including any secure custody, and shall also initial the log when the juvenile is released.

**326.7 NO-CONTACT REQUIREMENTS**

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Department (42 USC § 5633). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Portland State University-Campus Public Safety 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.

**326.8 TEMPORARY CUSTODY REQUIREMENTS**

Members and supervisors assigned to monitor or process any juvenile at the Portland State University-Campus Public Safety Office shall ensure the following:

(a) The Patrol Sergeant should be notified if it is anticipated that a juvenile may need to remain at the Portland State University-Campus Public Safety Office more than four hours. This will enable the Patrol Sergeant to ensure no juvenile is held at the Portland State University-Campus Public Safety Office more than five hours.
Temporary Custody of Juveniles

(b) A staff member of the same sex shall supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.

(c) Personal visual checks and significant incidents/activities shall be noted on the log.

(d) There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware. Therefore, an employee should inform a juvenile under his/her care that the juvenile will be monitored at all times, unless he/she is using the toilet. This does not apply to surreptitious and legally obtained recorded interrogations.

(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.

326.9 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 Portland State University-Campus Public Safety Office when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

Other restraints shall only be used after less restrictive measures have failed and with the approval of the Patrol 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.
326.10 PERSONAL PROPERTY
The officer taking custody of a juvenile offender or status offender at the Portland State University-Campus Public Safety Office shall ensure a thorough search of the juvenile’s property is made and all property is removed from the juvenile, especially those items that could compromise safety, such as pens, pencils and belts.

The personal property of a juvenile should be placed in a property bag. The property should be inventoried in the juvenile’s presence and sealed into the bag. The property should be kept in a monitored or secure location until the juvenile is released from the custody of the Portland State University-Campus Public Safety Office.

326.11 SECURE CUSTODY
Only juvenile offenders 14 years or older may be placed in secure custody. Patrol 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 department should not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option.

When 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.

326.11.1 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 time in custody.

(b) Juveniles shall have constant auditory access to department members.

(c) Initial placement into and removal from a locked enclosure shall be logged.

(d) Random personal visual checks of the juvenile by staff member, no less than every 15 minutes, shall occur.

1. All checks shall be logged.
Temporary Custody of Juveniles

2. The check should involve questioning the juvenile as to his/her well-being (sleeping juveniles or apparently sleeping juveniles should be awakened).

3. Requests or concerns of the juvenile should be logged.

(e) Males and females shall not be placed in the same locked room.

(f) Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).

(g) Restrained juveniles shall not be mixed in a cell or room with unrestrained juveniles.

326.12 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY OF A JUVENILE
The Patrol Sergeant will ensure procedures are in place to address the suicide attempt, death or serious injury of any juvenile held at the Portland State University-Campus Public Safety Office. The procedures will address:

(a) Immediate notification of the on-duty supervisor, Director of Public Safety and patrol 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 University Counsel.

(e) Evidence preservation.

326.13 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.

326.14 RESTRICTION ON FINGERPRINTING AND PHOTOGRAPHING
A juvenile taken into custody under ORS 419C.080 shall be photographed and fingerprinted (ORS 419A.250(2)).

Other juveniles taken into custody may only be fingerprinted or photographed (ORS 419A.250(1)):

(a) Pursuant to a search warrant.

(b) According to laws concerning adults if the juvenile has been transferred to criminal court for prosecution.

(c) Upon consent of both the juvenile and the juvenile's parent after being advised that they are not required to give such consent.

(d) By order of the juvenile court.

Fingerprints and photographs of juveniles must be kept separate from those of adults. Fingerprints and photographs of juvenile offenders shall be sent to the central state depository in the same
manner as fingerprint and photograph files or records of adults. Fingerprints and photographs of
other juveniles should not be sent to any central state or federal depository (ORS 419A.250).

326.15 RECORDS
Fingerprint and photograph files or records of juveniles must be kept separate from those of adults
(ORS 419A.250).

Reports and other material relating to juveniles is generally considered privileged and may not be
disclosed directly or indirectly except as provided in Records Maintenance and Release Policy.
Elder Abuse

328.1 PURPOSE AND SCOPE
The purpose of this policy is to provide members of this department with direction and understanding of their role in the prevention, detection and intervention in incidents of elder abuse.

328.1.1 POLICY
It is the policy of the Portland State University-Campus Public Safety Office to treat reports of violence against elderly persons as a high priority criminal activity. This department will report all allegations of abuse of elderly persons and persons with disabilities to the Portland Police Bureau for investigation and will work cooperatively with the appropriate agencies and resources to reduce the incidence of abuse. Each incident will be fully investigated and documented in a written report, regardless of the relationship between the victim and the suspect. All cases of suspected elder abuse reported to and/or investigated by the Portland State University-Campus Public Safety Office will follow the countywide protocol established by the District Attorney's multi-disciplinary elder abuse team, if applicable (ORS 430.731).

328.2 DEFINITIONS
For purposes of this policy, the following definitions are provided:

Abuse of an Elder or Dependent Adult -

(a) Any physical injury caused by other than accidental means, or which appears to be at variance with the explanation of the injury.

(b) Neglect or failure to provide basic care which leads to physical harm through withholding of services necessary to maintain health and well being.

(c) Abandonment, including desertion or willful forsaking of an elderly or dependent person or the withdrawal or neglect of duties and obligations owed an elderly or dependent person by a caretaker or other person.

(d) Unlawful sexual contact.

(e) Financial exploitation, fraud or the illegal or improper use of a resident's resources for the personal profit or gain of another person.

(f) Verbal or mental abuse of a resident of a long-term care facility as prohibited by federal law.

(g) Involuntary seclusion of a resident of a long-term care facility for convenience or discipline.

(h) Any other criminal act perpetrated against an elderly or dependent persons as a result of another person's legal duty or responsibility for providing care to the elderly or dependent person.
Elder Abuse

Adult Protective Services Agency - Means the Oregon State Department of Human Services, Seniors and People with Disability Division or a county welfare department providing services to elderly or dependent persons.

For purposes of Criminal Mistreatment statutes, the following definitions are provided (Oregon Revised Statutes 163.205(2)).

Dependent Person - A person who, because of age or a physical or mental disability, is dependent upon another to provide for the person's physical needs.

Elderly Person - Any person 65 years of age or older.

Legal Duty - Includes, but is not limited to a duty created by family relationship, court order, contractual agreement, or statutory or case law.

328.3 MANDATORY REPORTING REQUIREMENTS
Officers are required to report suspected abuse of elders and residents of long-term care facilities. With respect to elders, any public or private official having reasonable cause to believe that any person 65 years of age or older with whom the official comes in contact, while acting in an official capacity, has suffered abuse, or that any person with whom the official comes in contact while acting in an official capacity has abused a person 65 years of age or older shall report or cause a report to be made as required in Oregon Revised Statutes 124.065 (Oregon Revised Statutes 124.060 and 441.640).

With respect to residents of long-term care facilities, the officer must also make a report as specified above (Oregon Revised Statutes 441.640).

328.4 OFFICER'S RESPONSE
All incidents involving actual or suspected elder and dependent abuse shall be reported to the Portland Police Bureau and appropriately documented.

328.4.1 INITIAL RESPONSE
Officers may be called upon to effect a forced entry as the first responder to the scene of a suspected elder abuse. Entry should be immediate when it appears reasonably necessary to protect life or property. When the need for an emergency entry is not evident, officers should seek supervisory approval. Officers must be prepared to provide emergency care pending the arrival of medical personnel, if not already present.

328.4.2 STABILIZE THE SITUATION
Officers must quickly assess the situation in an effort to ensure the immediate safety of all persons. Officers shall also consider the following:

(a) Attempt to identify the victim, suspect and witnesses as well as the roles and relationships of all parties. Parties should be interviewed separately when possible. Frequently it is wrongfully assumed that elderly persons are incapable of accurately reporting the incident. Do not automatically discount the statement of an elderly person.
Elder Abuse

(b) Preserve the crime scene where evidence may be present. All persons should be removed from the scene until it has been photographed and processed. Any evidence such as injuries that may change in appearance should be photographed immediately.

(c) Assess and define the nature of the problem. Officers should assess the available information to determine the type(s) of abuse that may have taken place or the potential for abuse in the future that may be eliminated by our intervention.

328.4.3 ENFORCEMENT ACTION
Based on the results of the investigation and considering the safety of the abuse victim, officers may make on-scene arrests when appropriate. Immediate arrest of an abuser (especially when the abuser is a family member or caretaker) may leave the elderly victim without necessary support and could result in institutionalization. The effect of an arrest on the victim should be considered and weighed against the assessed risk and the competent victim's desires. The present and future safety of the victim is of utmost importance.

Relevant statutes may include, but are not limited to, Criminal Mistreatment 1st or 2nd Degree, assault, sex offenses, or any statutes relating to theft or fraud.

328.5 ELDER ABUSE REPORTING
Every allegation of elder abuse shall be documented. When documenting elder/dependent abuse cases the following information should also be included in the report:

• Current location of the victim.
• Victim's condition/nature and extent of injuries, neglect or loss.
• Names of agencies and personnel requested and on scene.
• If the investigation finds reasonable cause to believe that abuse has occurred, the officer will notify the appropriate local office of the Department of Human Services and ensure a copy of the report is routed to that office.

Reporting of cases of elder/dependent abuse is confidential and will only be released as per Policy Manual § 810.

The Oregon Long-Term Care Ombudsman shall also be notified if the abuse is in a long-term care facility.
Discriminatory Harassment

330.1 PURPOSE AND SCOPE
This policy is intended to prevent department members from being subjected to discrimination or sexual harassment. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

330.2 POLICY
The Portland State University-Campus Public Safety 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 Department will not tolerate discrimination against members in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Department will take preventive, corrective and disciplinary action to address any behavior that violates this policy or the rights it is designed to protect.

The non-discrimination policies of the Department 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.

330.3 RESPONSIBILITIES
This policy applies to all department personnel. All members shall follow the intent of these guidelines in a manner that reflects department policy, professional law enforcement standards and the best interest of the Department 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 his/her 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 Director of Public Safety, Associate Vice President for Human Resources or the Vice President Office of Finance and Administration.

Any member who believes, in good faith, that he/she has been discriminated against, harassed, subjected to retaliation, or who has observed harassment or discrimination, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

330.3.1 SUPERVISOR RESPONSIBILITY
Each supervisor and manager shall:

(a) Continually monitor the work environment and strive to ensure that it is free from all types of unlawful discrimination, including sexual harassment or retaliation.
Discriminatory Harassment

(b) Take prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment or retaliation.

(c) Ensure their subordinates understand their responsibilities under this policy.

(d) Ensure 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) Notify the Director of Public Safety and the Office of Equity and Compliance Associate Vice President for Human Resources in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment or retaliation no later than the next business day.

330.3.2 SUPERVISOR’S ROLE
Because of differences in individual values, supervisors and managers may find it difficult to recognize that their behavior or the behavior of others is discriminatory, harassing or retaliatory. Supervisors and managers shall be aware of the following considerations:

(a) Behavior of supervisors and managers should represent the values of our Department and professional law enforcement standards

(b) False or mistaken accusations of discrimination, harassment or retaliation can have negative effects on the careers of innocent members.

(c) Supervisors and managers must act promptly and responsibly in the resolution of such situations.

(d) Supervisors and managers shall make a timely determination regarding the substance of any allegations based upon all available facts.

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.

330.4 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 Department that all complaints of discrimination or harassment shall be fully documented and promptly and thoroughly investigated. The participating or opposing member should be protected against retaliation, and the complaint and related investigation should be kept confidential to the extent possible.

330.4.1 SUPERVISORY RESOLUTION
Members who believe they are experiencing discrimination, harassment or retaliation should be encouraged to inform the individual that his/her behavior is unwelcome. However, if the member
feels uncomfortable, threatened or has difficulty expressing his/her concern, or if this does not solve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

330.4.2 FORMAL INVESTIGATION
All complaints will be reported to and investigated by the PSU Office of Equity and Compliance. The Campus Public Safety Office, in consultation with the Office of Equity and Compliance may conduct a disciplinary investigation to determine if a Campus Public Safety Office policy was violated.

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 any investigation (ORS 659A.199).

Formal investigation of the complaint will be confidential to the extent possible and will include, but not be limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Office of Equity and Compliance. Director of Public Safety, Associate Vice President for Human Resources or the Vice President Office of Finance and Administration.

330.4.3 EQUAL OPPORTUNITY EMPLOYMENT COMPLAINTS
No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed or discriminated 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.

330.5 NOTIFICATION OF DISPOSITION
The complainant and/or victim will be notified in writing of the disposition of the investigation and actions taken to remedy the complaint.

330.6 DOCUMENTATION OF COMPLAINTS
All complaints or allegations shall be thoroughly documented on forms and in a manner designated by the Director of Public Safety. The outcome of all reports shall be:

- Approved by the Director of Public Safety and the Vice President Office of Finance and Administration Office of Equity and Compliance or the Associate Vice President for Human Resources if more appropriate.
Discriminatory Harassment

- Maintained for the period established in the department's records retention schedule.

330.7 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 he/she has been advised of this policy, is aware of and understands its contents and agrees to abide by its provisions during his/her term of employment.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents and agree that they will continue to abide by its provisions.

330.7.1 QUESTIONS REGARDING DISCRIMINATION OR SEXUAL HARASSMENT
Members with questions regarding discrimination or sexual harassment are encouraged to contact a supervisor, manager, the Director of Public Safety, Associate Vice President for Human Resources or the Vice President Office of Finance and Administration, or they may contact the Bureau of Labor and Industries (BOLI) at their various field offices or by visiting their web site at www.boli.state.or.us.

330.8 PORTLAND STATE UNIVERSITY POLICY ON DISCRIMINATION
Portland State University is governed by Oregon Administrative Rules that address incidents of discrimination involving Portland State University Campus, Staff, Faculty, Students, and Visitors.

330.8.1 PURPOSE
Portland State University (PSU) is committed to providing all students, faculty and staff an equal opportunity in education and employment and an environment free from discrimination, harassment and retaliation.

330.8.2 POLICY
Portland State University’s faculty, staff, and students are responsible for maintaining an environment for work and study free from prohibited discrimination and harassment.

Discrimination or harassment based on a Protected Class or Protected Classes is strictly prohibited by PSU. Retaliation is also prohibited by PSU.

Reporting Prohibited Discrimination or Harassment. Portland State University encourages anyone who believes that he or she has experienced or witnessed discrimination or discriminatory harassment to come forward promptly. While discrimination or discriminatory harassment may sometimes be resolved by addressing the issue with the individual(s) involved, when such a course of action is not possible or appropriate, concerns or issues should be brought to the attention of any of the PSU employees below, whose contact information is provided in Section VIII:

A supervisor or department head most directly concerned, excluding the person accused of the prohibited discrimination or discriminatory harassment;
Discriminatory Harassment

Any academic or administrative official of PSU including but not limited to, the President, Vice President, University Counsel, the Provost, Vice Provost, Dean, Chair or Director

The Office of Equity & Compliance;

The Office of the Dean of Student Life;

PSU’s Title IX Coordinator;

Campus Public Safety

Required Reporting to the Office of Equity & Compliance or the Office of the Dean of Student Life.

Any supervisor, manager, faculty member, or other University Official (which includes, but is not limited to, all individuals with oversight responsibility for students or employees and all other employees with the title of Director or higher) who becomes aware of an incident that may constitute discrimination or discriminatory harassment is required to promptly notify the Office of Equity & Compliance or the Office of the Dean of Student Life. Any person unsure whether he or she is required to report is encouraged to contact Portland State University’s Office of General Counsel.

Initiating a Complaint

Complaints Against Students. The Office of the Dean of Student Life administers the University’s Student Code of Conduct, which describes and provides a process for addressing inappropriate student behavior, including discrimination and harassment. Complaints regarding a student’s conduct may be reported to the Office of the Dean of Student Life by completing and submitting a Student Conduct Complaint Form.

Complaints Against Faculty/Staff and Others. The Office of Equity & Compliance conducts prompt and thorough investigations involving allegations of discrimination and harassment. Complaints against faculty, staff, and volunteer, or a PSU community member may be reported to the Office of Equity & Compliance by completing and submitting an online complaint form.

Privacy and Confidentiality. To the extent possible, Portland State University will protect the privacy and confidentiality of all parties in connection with reports of discrimination and discriminatory harassment. It may become necessary, however, to disclose information during the course of an investigation or attempt at resolution on a need-or right-to-know basis.

Investigation of the Complaint. The Office of Dean of Student Life and the Office of Equity & Compliance conduct prompt, thorough and neutral investigations of any complaint or report of discrimination and/or discriminatory harassment. The extent and nature of the investigation will take into account any request by the individual bringing forward the complaint for confidentiality. The individual who files the complaint alleging discrimination and/or discriminatory harassment is known as the Complainant. The investigation may involve meeting with the parties and other appropriate university officials; allowing the person whose actions are the subject of the complaint, known as the Respondent, an opportunity to respond to the allegations; allowing the Complainant and Respondent to present witnesses and other evidence, interviewing relevant witnesses, and reviewing relevant documentation. A determination will then be made if a violation of this policy...
Discriminatory Harassment

has occurred based on preponderance of the evidence standard. Both the Complainant and the Respondent will be notified of the results of the investigation in writing. The investigation and notification of the outcome will be completed within 60 days from the receipt of the complaint, absent extenuating circumstances.

Corrective Action. Where prohibited discrimination or discriminatory harassment is found, timely and effective steps will be taken to ensure that the discrimination or discriminatory harassment stops immediately and to prevent its reoccurrence and also to remedy the effects on any of the victims of discrimination or harassment.

Corrective actions may be determined for students by the Student Code of Conduct and for employees and staff by their respective supervisor. Appropriate corrective measures will be implemented and may range from training, counseling, verbal or written reprimands, suspensions, or other action, up to and including dismissal/termination of the relationship with Portland State University, in accordance with established Portland State University policies and procedures, collective bargaining agreements, and the Student Code of Conduct.

The Complainant will be provided appropriate written notice of any corrective steps taken, including an assurance that PSU will take steps to prevent recurrence of any discrimination or harassment and to correct its discriminatory effects on the complainant or others, as appropriate.

Non-Retaliation. No person shall retaliate against an individual for reporting discrimination or harassment, filing a complaint, participating in an investigation, participating in resolution of a complaint or any other activity protected under this policy, regardless of the outcome of the concern or complaint. Any act of retaliation or reprisal violates this policy and will be treated as a separate matter. Anyone found to have retaliated against someone making use of this policy will be subject to corrective actions, up to and including severance of any relationship with Portland State University.

330.8.3 DEFINITIONS

Discrimination: Discrimination means excluding from participation, denying the benefits of, or otherwise subjecting an individual or group of individuals to different treatment based on "Protected Class," which includes age, disability, national origin, race, color, marital status, veteran status, religion, sex, sexual orientation, gender identity and expression, genetic information, or any other basis protected by federal, state or local law, or in the use of Workers’ Compensation, the federal Family and Medical Leave Act ("FMLA") or the Oregon Family Leave Act ("OFLA") and any other category covered by law.

Discriminatory Harassment: Discriminatory Harassment means verbal comments, graphic or written statements, or physical conduct by a student, faculty, staff, or other PSU community member based on a Protected Class or Protected Classes that is so severe, persistent or pervasive that it interferes with or limits a student, faculty, staff, volunteer or PSU community member’s ability to participate in or benefit from the university’s educational and/or employment opportunities, programs or activities. Discriminatory Harassment includes Sexual Harassment.
Discriminatory Harassment

Sexual Harassment: Sexual Harrasment refers to unwelcome sexual advances, requests for sexual favors, and other verbal comments, graphic or written statements, or physical conduct of a sexual nature when:

#Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or educational experience; or
#Submission to or rejection of such conduct is used as a basis for employment, salary, or other benefit changes affecting an employee, or as a basis for educational decisions or benefits affecting a student; or
#Such conduct interferes with an individual’s work or educational experience and creates an intimidating, hostile, or offensive working environment.

Examples of inappropriate behavior include: sexual or derogatory comments; grabbing or touching parts of the body; and sending letters, notes, cartoons, emails, text or audio messages of a sexually suggestive nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature.

Retaliation: Retaliation means any adverse treatment (beyond a petty slight or trivial annoyance) that is taken because a person has opposed an act or practice, made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing concerning their protected rights. Retaliation also means coercing, intimidating, threatening, interfering or discriminating against any person for the purpose of interfering with any protected right or because they have exercised any protected right or aided or encouraged another person to exercise any protected right.
Child Abuse

332.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Portland State University-Campus Public Safety Office members are required to notify the Department of Human Services (DHS) of suspected child abuse.

332.1.1 DEFINITIONS
Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child’s care or any other act that would mandate notification to a social service agency (ORS 419B.010).

332.2 POLICY
The Portland State University-Campus Public Safety Office will investigate all reported incidents of alleged criminal child abuse and ensure that DHS is notified as required by law.

332.3 MANDATORY NOTIFICATION
Members of the Portland State University-Campus Public Safety Office shall notify DHS when a report of child abuse is received or when there is reasonable cause to believe that a child has suffered abuse (ORS 419B.010).

For purposes of notification, a child is an unmarried person under 18 years of age (ORS 419B.005(2)).

For purposes of notification, abuse of a child includes, but is not limited to, assault or physical injury of a non-accidental nature, rape, sexual abuse or sexual exploitation including contributing to the sexual delinquency of a minor, threatened harm, negligent treatment or maltreatment, buying or selling a child, unlawful exposure to a controlled substance, permitting a child to enter or remain in or upon premises where methamphetamines are manufactured, or any other act described in ORS 419B.005(1)(a).

332.3.1 NOTIFICATION PROCEDURE
Notification should occur as follows (OAR 413-015-0305):

(a) Verbal notification to DHS shall be made immediately when the officer determines that the report of alleged abuse or neglect requires an immediate joint response.

(b) Verbal, electronic transmission or hand-delivered notification to DHS of all other reports of child abuse or neglect shall be made by the end of the next business day.

(c) Notification, when possible, should include:
Child Abuse

1. The name and contact information of the confidential reporter.
2. The name, address and age of the child.
3. The name and address of the child’s parents or other person who is responsible for care of the child.
4. The nature and extent of the abuse or neglect, including any evidence of previous abuse or neglect.
5. The explanation given for the abuse or neglect.
6. Where the abuse or neglect occurred.
7. Identity and whereabouts of the alleged perpetrator.
8. Any other information that the person making the report believes might be helpful in establishing the cause of the abuse or neglect and the identity and whereabouts of the perpetrator.
9. The name and contact information for the assigned DHS worker and officer.

When the abuse occurs at a facility or by a person from a facility that requires a state license from the Oregon Employment Department, Child Care Division (e.g., child care facility), notification shall also be made to that agency (ORS 419B.020).

332.4 QUALIFIED INVESTIGATORS
Qualified investigators should be available for child abuse investigations. These investigators should:

(a) Conduct interviews in child appropriate interview facilities.
(b) Be familiar with forensic interview techniques specific to child abuse investigations.
(c) Present all cases of alleged child abuse to the prosecutor for review.
(d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.
(e) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.
(f) Participate in or coordinate with multidisciplinary investigative teams as applicable (ORS 418.747).

332.5 INVESTIGATIONS AND REPORTING
In all reported or suspected cases of child abuse, a report will be written. Officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:
Child Abuse

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.

(b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.

(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).

332.5.1 KARLY’S LAW
In all cases of suspicious physical injury to a child, the investigating officer shall, in accordance with any relevant county multidisciplinary team protocols, (ORS 419B.023):

(a) Immediately photograph or caused to be photographed any visible injuries or any injuries identified by the child if practicable, and in the manner described in ORS 419B.028.

(b) Ensure that photographs of the injuries are distributed to the designated medical professional and placed in any relevant files by the end of the next regular business day or within 48 hours, whichever occurs later (ORS 419B.028(2)).

(c) Ensure that a designated medical professional conducts a medical assessment of the child within 48 hours or sooner, according to the child's medical needs. If a designated medical professional is unavailable for the assessment, the investigating officer must ensure that the child is evaluated by an available physician.

332.5.2 INVESTIGATIONS ON PUBLIC SCHOOL PREMISES
When an investigation of child abuse is conducted on public school premises, the investigating officer shall first notify the school administrator of the investigation, unless the school administrator
Child Abuse

is a subject of the investigation. At the investigator’s discretion, the school administrator or a school staff member designated by the school administrator may be present to facilitate the investigation. Prior to any interview with the affected child, the investigating officer shall be advised of the child’s disabbling conditions, if any (ORS 419B.045).

332.6 PROTECTIVE CUSTODY
Before taking any child into protective custody, the officer should make reasonable attempts to contact DHS. Generally, removal of a child from his/her family, guardian or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to DHS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations (ORS 415B.150):

(a) When the child’s condition or surroundings reasonably appear to jeopardize the child’s welfare.

(b) When the juvenile court has issued a valid order that the child is to be taken into protective custody.

(c) When it reasonably appears that the child has run away from home.

332.6.1 NOTICE TO PARENTS
When an officer takes a child into protective custody, if possible, the officer shall:

(a) Make reasonable efforts to immediately notify the child’s parents or guardian, regardless of the time of day.

(b) Advise the reason the child has been taken into custody.

(c) Provide general information about the child’s placement and the telephone number of the local DHS office, including any after-hours telephone numbers (ORS 419B.020).

332.6.2 SAFE HAVEN PROVISION
A parent may leave an infant who is not more than 30 days old at an authorized facility, including this department, as long as the child has no evidence of abuse (ORS 418.017).
Child Abuse

When an infant is surrendered to this department, members of Portland State University-Campus Public Safety Office shall follow the provisions set forth in ORS 418.017.

332.7 INTERVIEWS

332.7.1 PRELIMINARY INTERVIEWS
Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

332.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW
An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:
(a) Existent 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.

332.8 MEDICAL EXAMINATIONS
If the child has been the victim of abuse that requires a medical examination, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child’s transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

332.8.1 COURT ORDERS FOR PRESERVATION OF EVIDENCE
When an officer is taking a child into protective custody and has reasonable cause to believe that the child has been affected by sexual abuse and rape, and that physical evidence of the abuse
exists and is likely to disappear, the court may authorize a physical examination for the purpose of preserving evidence, if such examination is in the best interest of the child (ORS 419B.020).

332.9   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.

332.9.1   SUPERVISOR RESPONSIBILITIES
The patrol Supervisor should:

(a) Work with professionals from the appropriate agencies, including DHS, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are children endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the patrol Supervisor that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives there.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the child.

332.9.2   OFFICER RESPONSIBILITIES
Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

(a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the patrol Supervisor so an interagency response can begin.

332.10   STATE MANDATES AND OTHER RELEVANT LAWS
Oregon requires or permits the following:

332.10.1   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 (ORS 419B.035).

332.10.2   COUNTY MULTIDISCIPLINARY CHILD ABUSE TEAM AND PROTOCOL
The patrol Supervisor should ensure that current written protocols and procedures for child abuse investigations developed by the multidisciplinary child abuse team are available to all department members (ORS 418.747).
332.10.3 CHILD FATALITY REVIEW TEAMS
This department should cooperate with any child fatality review team and investigation (ORS 418.785).

332.11 TRAINING
The Department 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

333.1 PURPOSE AND SCOPE
This policy provides guidance for handling missing person investigations.

333.1.1 DEFINITIONS
Definitions related to this policy include:

At risk - This includes persons who:
(a) Are 13 years of age or younger.
(b) Regardless of age, are believed or determined to be experiencing one or more of the following circumstances:
   1. Out of the zone of safety for his/her chronological age and developmental stage.
   2. Mentally or behaviorally disabled.
   3. Drug dependent, including prescribed medication and/or illegal substances, and the dependency is potentially life-threatening.
   4. Absent from home for more than 24 hours before being reported to law enforcement as missing.
   5. In a life-threatening situation.
   6. In the company of others who could endanger his/her welfare.
   7. Absent in a way that is inconsistent with established patterns of behavior and cannot be readily explained. Most children have an established and reasonably predictable routine.
   8. Involved in a situation that would cause a reasonable person to conclude the person should be considered at risk.
   9. Intellectual or developmental disability, or an impaired mental condition such as dementia or brain injury (2014 Oregon Laws c. 24 § 2).

Missing person - Any person who is reported missing to law enforcement when that person’s location is unknown.

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 Oregon Law Enforcement Data System (LEDS) and the Oregon State Police Missing Children Clearinghouse.

333.2 POLICY
The Portland State University-Campus Public Safety 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. The Portland State University-Campus Public Safety Office
Missing Persons

Safety Office gives missing person cases priority over property-related cases and does not require a specific amount of time to have passed before beginning a missing person investigation.

333.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS
The patrol 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

333.4 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.

333.5 INITIAL INVESTIGATION
 Officers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

(a) Respond to a dispatched call as soon as practicable.
(b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk.
(c) Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see the Public Alerts Policy).
(d) Broadcast a “Be on the Look-Out” (BOLO) bulletin if the person is under 16 years of age or there is evidence that the missing person is at risk. The BOLO should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 16 years of age or may be at risk.
(e) Ensure that entries are made into the appropriate missing person networks, as follows:
    1. Immediately, when the missing person is at risk.
2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report.

(f) Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.

(g) Collect and/or review:
   1. A photograph and fingerprint card of the missing person, if available.
   2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
   3. Any documents that may assist in the investigation, such as court orders regarding custody.
   4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).

(h) When circumstances permit and if appropriate, attempt to determine the missing person’s location through his/her telecommunications carrier.

(i) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

333.6 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.

333.6.1 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 Administrative Assistant.

(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.
333.6.2 ADMINISTRATIVE ASSISTANT RESPONSIBILITIES
The receiving member shall:

(a) As soon as reasonable under the circumstances, notify and forward 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) Notify and forward a copy of the report to the agency of jurisdiction where the missing person was last seen.

(c) Notify and forward a copy of the report to the agency of jurisdiction for the missing person’s intended or possible destination, if known.

(d) Forward a copy of the report to the patrol.

333.7 PATROL FOLLOW-UP
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 juvenile’s student file, along with the investigator’s contact information if the school receives a call requesting the transfer of the missing child’s files to another school.

(b) Should re-contact the reporting person and/or other witnesses within 30 days of the initial report and within 30 days thereafter to determine if any additional information has become available.

(c) Shall, if the person has not been located within 30 days, ensure that a biological sample, if available, is forwarded to the Oregon State Police (ORS 146.187).

(d) Should consider contacting other agencies involved in the case to determine if any additional information is available.

(e) Shall verify and update the Oregon LEDS, the Oregon State Police Missing Children Clearinghouse, NCIC and any other applicable missing person networks within 60 days of the original entry into the networks and every 45 days thereafter until the missing person is located (42 USC § 5780).

(f) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 45 days.

(g) Shall maintain a close liaison with the National Center for Missing and Exploited Children® (NCMEC) if the missing person is under the age of 21 (42 USC § 5780).

(h) Should make appropriate inquiry with the Medical Examiner.
Missing Persons

(i) Should obtain and forward medical records, photos, X-rays and biological samples, as applicable.

(j) Should attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously and forward the photograph to Oregon State Police.

(k) Should consider making appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs).

333.8 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 Communications and Records Supervisor shall ensure that, upon receipt of information that a missing person has been located, the following occurs:

(a) Notification is made to the Oregon State Police.

(b) A missing child’s school is notified.

(c) Entries are made in the applicable missing person networks.

(d) When a person is at-risk, the fact that the person has been found should be reported within 24 hours to the Oregon State Police.

(e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

(f) All information and materials obtained for the purpose of identifying the missing person are destroyed if the person is found, or sealed if the person is found to be no longer living (ORS 146.189(2)).

333.8.1 UNIDENTIFIED PERSONS
Department 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.

333.9 CASE CLOSURE
The patrol 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.
Missing Persons

(b) If the missing person is a resident of Portland State University or this department 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 department 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.

333.10 TRAINING

Subject to available resources, the Training Sergeant should ensure that members of this department whose duties include missing person investigations and reports receive training that includes:

(a) The initial investigation:
   1. Assessments and interviews
   2. Use of current resources, such as Mobile Audio Video (MAV)
   3. Confirming missing status and custody status of minors
   4. Evaluating the need for a heightened response
   5. Identifying the zone of safety based on chronological age and developmental stage

(b) Briefing of department 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.

(o) Interacting with individuals with cognitive impairment, including dementia, intellectual and developmental disabilities, and brain injuries (2014 Oregon Laws c. 24 § 2).
Emergency Notification System

336.1 PURPOSE AND SCOPE
The campus emergency notification system, known as the PSUAlert. The Portland State University Public Safety Office, its Emergency Management Unit and numerous campus Administrative departments work in conjunction and are prepared to implement the PSUAlert system to alert the on-campus and off-campus community to an emergency situation.

336.1.1 ALERT SYSTEM ACTIVATION
PSUALERT is to be only used by approved and trained personnel during an Incident. System Activation falls into two categories:

(a) Emerging Threat:
   1. Campus Public Safety will issue a PSU ALERT when an Incident occurs that will directly impacts the life safety of any aspect of the PSU Community.
      (a) As necessary, Dispatch will confer with the most senior ranking officer to develop and transmit the appropriate message for the Incident.

(b) Community Notification:
   (a) Pre-appointed Incident Command staff will develop and transmit a message when an Incident occurs at PSU or effects the "normal operations" of the University.
   (b) A current list of approved pre-appointed Incident Command Staff will be maintained in the Emergency Operations Plan.
Victim Witness Assistance

337.1 PURPOSE AND SCOPE
The Portland State University-Campus Public Safety Office is committed to providing guidance and assistance to the victims and witnesses of crime. It is the goal of the Portland State University-Campus Public Safety Office to facilitate such assistance through available university, government and private resources. Employees should remain sensitive to the needs of victims and witnesses.

337.2 POLICY
The Portland State University-Campus Public Safety Office is committed to providing guidance and assistance to the victims and witnesses of crime. The employees of the Portland State University-Campus Public Safety 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.

337.3 CRIME VICTIM LIAISON
Every employee reporting or investigating a crime where a victim has suffered injury as a direct or proximate cause of that crime will ensure the victim has been provided with information about the existence of the local victim assistance resources. This advisement shall include presenting the victim with a Victim of Violent Crime form, which should include the case number for the specific crime report (Oregon Revised Statutes 147.365).

337.4 CRIME VICTIMS
Officers should provide all victims with the applicable victim information handouts.

Officers should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written department material or available victim resources.

337.5 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 of domestic violence.
(b) Community resources for victims of sexual assault.
(c) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams (42 USC § 3796gg).
(d) 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.
(e) A clear explanation of relevant court orders and how they can be obtained.
Victim Witness Assistance

(f) Information regarding available compensation for qualifying victims of crime.

(g) 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.

(h) Notice regarding U-Visa and T-Visa application processes.

(i) Resources available for victims of identity theft.

(j) A place for the officer's name, badge number and any applicable case or incident number.

(k) A statement of legal rights and remedies available to victims of abuse, as required by ORS 133.055.

(l) Information about the Address Confidentiality Program. This program is from the Oregon Department of Justice, Crime Victims' Services Division for victims of domestic violence, sexual offenses, stalking or human trafficking (ORS 192.826).

337.6 WITNESSES
Officers should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.
Hate Crimes

339.1 PURPOSE AND SCOPE
This department 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 department will utilize all available resources to see that justice is served under the law. This policy provides members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

339.2 DEFINITIONS
Hate Crimes - consist of any act of intimidation, harassment, physical force or threat of physical force directed against any person, group, family, community organization or property motivated in whole or in part by hostility toward real or perceived race, ethnic background, national origin, religious belief, gender, age, disability, sexual orientation or political affiliation with the intent of causing fear, injury, intimidation or to deter the free exercise and enjoyment of any right secured by the Constitution or the law.

339.3 CRIMINAL STATUTES
(a) Harassment (ORS 166.065)
(b) Intimidation in the Second Degree (ORS 166.155)
(c) Intimidation in the First Degree (ORS 166.165)
(d) Menacing (ORS 163.190)
(e) Any degree of Assault (ORS 163.160 to ORS 163.185)
(f) Recklessly Endangering (ORS 163.195)
(g) Hazing (ORS 163.197)
(h) Unlawful use of a stun gun, tear gas or mace (ORS 163.212 and ORS 163.213)
(i) Kidnapping (ORS 163.215 to ORS 163.235)
(j) Coercion (ORS 163.275)
(k) Any sex offense (ORS 163.355 to ORS 163.427)
(l) Stalking (ORS 163.732)
(m) Any degree of Robbery (ORS 164.395 to ORS 164.415)

Federal law also prohibits discrimination-based acts and may be considered in addition to or in lieu of state law, depending on circumstances (18 USC § 245).
Hate Crimes

339.4 PREVENTING AND PREPARING FOR LIKELY HATE CRIMES
While it is recognized that not all crime can be prevented, this department is committed to taking a proactive approach to preventing and preparing for likely hate crimes by among other things:

(a) Officers 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

339.5 PROCEDURE FOR INVESTIGATING HATE CRIMES
Whenever any member of this department receives a report of a suspected hate crime or other activity that reasonably appears to involve a potential hate crime, the following should occur:

(a) Officer(s) will be promptly assigned to contact the victim, witness, or reporting party to investigate the matter further as circumstances may dictate

(b) A Sergeant/Lead Worker or supervisor should be notified of the circumstances as soon as practical

(c) Once "in progress" aspects of any such situation have been stabilized (e.g., treatment of victims, apprehension of present suspects, etc.), the assigned officer(s) will take all reasonable steps to preserve available evidence that may tend to establish that a hate crime was involved

(d) The assigned officer(s) will interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate crime

(e) Depending on the situation, the assigned officer(s) or supervisor may request additional assistance from detectives or other resources to further the investigation

(f) The assigned officer(s) will include all available evidence indicating the likelihood of a hate crime in the relevant report(s). All related reports will be clearly marked as "Hate Crimes" and, absent prior approval of a supervisor, will be completed and submitted by the assigned officer(s) before the end of the shift

(g) The assigned officer(s) will provide the victim(s) of any suspected hate crime with a brochure on hate crimes. Such brochures will also be available to members of the general public upon request. The assigned officer(s) should also make reasonable efforts to assist the victim(s) by providing available information on local assistance programs and organizations

(h) University resources including CARES and the Bias Response Team will be notified.

(i) The assigned officer(s) and supervisor should take reasonable steps to ensure that any such situation does not escalate further
Hate Crimes

339.5.1 PATROL RESPONSIBILITY
If a case is assigned, the officer will be responsible for following up on the reported hate crime as follows:

(a) Coordinate further investigation with the District Attorney and other law enforcement agencies, as appropriate

(b) Maintain contact with the victim(s) and other involved individuals as needed

(c) Maintain statistical data on suspected hate crimes and tracking as indicated

339.6 TRAINING
All members of this Department will receive periodic approved training on hate crime recognition and investigation.
Standards of Conduct

341.1 PURPOSE AND SCOPE
This policy establishes standards of conduct that are consistent with the values and mission of the Portland State University-Campus Public Safety Office and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member’s supervisors.

341.2 POLICY
The continued employment or appointment of every member of the Portland State University-Campus Public Safety Office shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

341.3 DIRECTIVES AND ORDERS
Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

341.3.1 UNLAWFUL OR CONFLICTING ORDERS
Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

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

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

341.3.2 SUPERVISOR RESPONSIBILITIES
Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

(a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.

(b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.

(c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.

(d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

341.3.3 DISCRIMINATION

(a) Discriminate against any person because of age, race, color, creed, religion, sex, sexual orientation, national origin, ancestry, marital status, physical or mental disability or medical condition.

341.3.4 INTOXICANTS

(a) Reporting for work or being at work following the use of intoxicants where such use may impair the employee’s ability to perform assigned duties or where there is an immediate suspicion of ineffectiveness during public contact resulting from the use of intoxicants

(b) Unauthorized possession or use of, or attempting to bring intoxicants to the work site, except as authorized in the performance of an official assignment. An employee who is authorized to consume intoxicants is not permitted to do so to such a degree that it may impair on-duty performance

(c) Reporting for work or being at work following the use of a "controlled substance" or any drug (whether legally prescribed or otherwise) where such use may impair the employee’s ability to perform assigned duties

(d) Unauthorized possession, use of, or attempting to bring controlled substance or other illegal drug to any work site

341.3.5 PERFORMANCE

(a) Unauthorized sleeping during on-duty time or assignments.

(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.
Standards of Conduct

(c) Refusal, 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 or attempting to conceal defective work, removing or destroying it without permission.

(e) Disobedience or insubordination to constituted authorities or deliberate refusal to carry out any proper order from any supervisor or employee.

(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 Department or subverts the good order, efficiency and discipline of the Department or which would tend to discredit any member thereof.

(h) Knowingly making false, misleading or malicious statements that are reasonably calculated to harm or destroy the reputation, authority or official standing of the Department or members thereof.

(i) The falsification of records, the making of misleading entries or statements with the intent to deceive, or the willful and unauthorized destruction and/or mutilation of any department record, book, paper or document.

(j) Wrongfully loaning, selling, giving away or appropriating any department property for the personal use of the employee or any unauthorized person.

(k) The unauthorized use of any badge, uniform, identification card or other department equipment or property for personal gain or any other improper purpose.

(l) 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).

(m) Any knowing or negligent violation of the provisions of the department manual, operating procedures or other written directive of an authorized supervisor. The Department shall make this manual available to all employees. Employees shall familiarize themselves with this manual and be responsible for compliance with each of the policies contained herein.

(n) Work related dishonesty, including attempted or actual theft of department property, services or the property of others.

(o) Criminal, dishonest, infamous or notoriously disgraceful conduct adversely affecting the employee/employer relationship whether on- or off-duty.

(p) Failure to disclose material facts or the making of any false or misleading statement on any application, examination form or other official document, report or form.
Standards of Conduct

(q) Failure to take reasonable action while on-duty and when required by law, statute, resolution or approved department practices or procedures.

(r) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when a department member knew or reasonably should have known of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by the Department.

(s) Offer or acceptance of a bribe or gratuity.

(t) Misappropriation or misuse of public funds

(u) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.

(v) Unlawful gambling or unlawful betting at any time or any place.

(w) Substantiated, active, continuing association on a personal rather than official basis with a person or persons who engage in or are continuing to engage in serious violations of state or federal laws, where the employee has or reasonably should have knowledge of such criminal activities, except where specifically directed and authorized by the Department.

(x) Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty, on department property or while in any way representing him/herself as a member of this agency, except as expressly authorized by the Director of Public Safety.

(y) Engaging in political activities during assigned working hours except as expressly authorized by the Director of Public Safety.

(z) Violating any misdemeanor or felony statute.

(aa) Any other on-duty or off-duty conduct which any employee knows or reasonably should know is unbecoming a member of the Department or which is contrary to good order, efficiency or morale, or which tends to reflect unfavorably upon the Department or its members.

(ab) Any failure or refusal of an employee to properly perform the function and duties of an assigned position.

(ac) Failure to maintain required and current licenses (e.g. driver's license) and certifications (e.g. first aid).

(ad) False or misleading statements to a supervisor.

341.3.6 SAFETY

(a) Failure to observe posted rules, signs, and written or oral safety instructions while on duty and/or within department 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.
Standards of Conduct

(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 departmental safety standards or safe working practices.

341.3.7 SECURITY

(a) Unauthorized, intentional release, alteration or removal of designated confidential information, materials, data, forms or reports

341.3.8 SUPERVISION RESPONSIBILITY

(a) Failure of a supervisor to take appropriate action to ensure that employees adhere to the policies and procedures of this department and the actions of all personnel comply with all laws.

(b) Failure of a supervisor to timely report known misconduct of an employee to his or her immediate supervisor or to document such misconduct appropriately or as required by policy.

(c) The unequal or disparate exercise of authority on the part of a supervisor toward any employee for malicious or other improper purpose.

341.4 INVESTIGATION OF DISCIPLINARY ALLEGATIONS

Regardless of the source of an allegation of misconduct, all such matters will be investigated in accordance with Personnel Complaint Procedure Policy Manual § 1020.

341.5 POST INVESTIGATION PROCEDURES

341.5.1 LIEUTENANT RESPONSIBILITIES

Upon receipt of any personnel complaint the Lieutenant of the involved employee shall thoroughly investigate the complaint, the employee’s personnel file and any other relevant materials.

The Lieutenant may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

(a) When forwarding any written recommendation to the Director of Public Safety, the Lieutenant shall include all relevant materials supporting the recommendation. Actual copies of an employee’s existing personnel file need not be provided and may be incorporated by reference.
Standards of Conduct

341.5.2 RESPONSIBILITIES OF THE DIRECTOR OF PUBLIC SAFETY
Upon receipt of any written recommendation for disciplinary action, the Director of Public Safety shall review the recommendation and all accompanying materials.

The Director of Public Safety may modify any recommendations and/or may return the file to the Lieutenant for further investigation or action.

Once the Director of Public Safety is satisfied that no further investigation or action is required by staff, the Director of Public Safety shall determine the amount of discipline, if any, to be imposed.

In the event disciplinary action is recommended, the Director of Public Safety shall provide the employee with written notice of the following information:

(a) Specific charges set forth in separate counts, describing the conduct underlying each count.

(b) A separate recommendation of proposed discipline for each charge.

(c) A statement that the employee has been provided with or given access to all of the materials considered by the Director of Public Safety in recommending the proposed discipline.

(d) An opportunity to respond orally or in writing to the Director of Public Safety within five days of receiving the notice.

1. Upon a showing of good cause by the employee, the Director of Public Safety may grant a reasonable extension of time for the employee to respond.

2. If the employee elects to respond orally, the presentation shall be recorded by the Department. Upon request, the employee shall be provided with a copy of the recording.

341.5.3 DISCRIMINATION, OPPRESSION OR FAVORITISM
Discriminating against, oppressing or providing favoritism to any person because of age, race, color, creed, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, marital status, physical or mental disability, medical condition or other classification protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power or immunity, knowing the conduct is unlawful.

341.5.4 RELATIONSHIPS
(a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one’s official capacity.

(b) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.

(c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.

(d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization.
Standards of Conduct

This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.

(e) Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.

341.5.5 ATTENDANCE

(a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.

(b) Unexcused or unauthorized absence or tardiness.

(c) Excessive absenteeism or abuse of leave privileges.

(d) Failure to report to work or to place of assignment at time specified and fully prepared to perform duties without reasonable excuse.

341.5.6 UNAUTHORIZED ACCESS, DISCLOSURE OR USE

(a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms or reports obtained as a result of the member’s position with this department.

(b) Disclosing to any unauthorized person any active investigation information.

(c) The use of any information, photograph, video or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Director of Public Safety or the authorized designee.

(d) Loaning, selling, allowing unauthorized use, giving away or appropriating any Portland State University-Campus Public Safety Office badge, uniform, identification card or department property for personal use, personal gain or any other improper or unauthorized use or purpose.

(e) Using department 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.

341.5.7 EFFICIENCY

(a) Neglect of duty.

(b) Unsatisfactory work performance including, but not limited to, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders, work assignments or the instructions of supervisors without a reasonable and bona fide excuse.

(c) Concealing, attempting to conceal, removing or destroying defective or incompetent work.

(d) Unauthorized sleeping during on-duty time or assignments.

(e) Failure to notify the Department within 24 hours of any change in residence address, contact telephone numbers or marital status.
Standards of Conduct

341.5.8 PERFORMANCE

(a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.

(b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.

(c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.

(d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.

(e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.

(f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
   1. While on department premises.
   2. At any work site, while on-duty or while in uniform, or while using any department equipment or system.
   3. Gambling activity undertaken as part of an officer’s official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.

(g) Improper political activity including:
   1. Unauthorized attendance while on-duty at official legislative or political sessions.
   2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or on department property except as expressly authorized by Campus policy, the collective bargaining agreement, or the Director of Public Safety.

(h) Engaging in political activities during assigned working hours except as expressly authorized by Campus policy, the collective bargaining agreement, or the Director of Public Safety.

(i) Any act on- or off-duty that brings discredit to this department.

341.5.9 CONDUCT

(a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.

(b) Unreasonable and unwarranted force to a person encountered or a person under arrest.

(c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.
Standards of Conduct

(d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.
(e) Engaging in horseplay that reasonably could result in injury or property damage.
(f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the Campus.
(g) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.
(h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member’s relationship with this department.
(i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.
(j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.
(k) Activity that is incompatible with a member’s conditions of employment or appointment as established by law or that violates a provision of any collective bargaining agreement or contract to include fraud in securing the appointment or hire.
(l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Director of Public Safety of such action.
(m) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

341.5.10 SAFETY

(a) Failure to observe or violating department safety standards or safe working practices.
(b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver’s license, first aid).
(c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.
(d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off-duty.
(e) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member’s appointing authority.
(f) Unsafe or improper driving habits or actions in the course of employment or appointment.
(g) Any personal action contributing to a preventable traffic collision.
(h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.
Standards of Conduct

341.5.11 INTOXICANTS

(a) Reporting for work or being at work while intoxicated or when the member’s ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.

(b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.

(c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.
Department Technology Use

343.1 PURPOSE AND SCOPE
This policy describes the use of department computers, software and systems.

343.1.1 PRIVACY POLICY
Any employee utilizing any computer, electronic storage device or media, internet service, phone service, information conduit, system or other wireless service provided by or funded by the Department expressly acknowledges and agrees that the use of such service, whether for business or personal use, shall remove any expectation of privacy the employee, sender and recipient of any communication utilizing such service might otherwise have, including as to the content of any such communication. The Department also expressly reserves the right to access and audit any and all communications (including content) sent, received and/or stored through the use of such service.

343.2 DEFINITIONS
The following definitions relate to terms used within this policy.

Computer System - Shall mean all computers (on-site and portable), hardware, software, and resources owned, leased, rented, or licensed by the Portland State University-Campus Public Safety Office, which are provided for official use by agency employees. This shall include all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the agency or agency funding.

Hardware - Shall include, but is not limited to, computers, computer terminals, network equipment, modems or any other tangible computer device generally understood to comprise hardware.

Software - Shall include, but is not limited to, all computer programs and applications including shareware. This does not include files created by the individual user.

Temporary File or Permanent File or File - Shall mean any electronic document, information or data residing or located, in whole or in part, whether temporarily or permanently on the system, including but not limited to spreadsheets, calendar entries, appointments, tasks, notes, letters, reports or messages.

343.3 SYSTEM INSPECTION OR REVIEW
An employee's supervisor has the express authority to inspect or review the system, any and all temporary or permanent files and related electronic systems or devices, and any contents thereof when such inspection or review is in the ordinary course of his/her supervisory duties, or based on cause.

When requested by an employee's supervisor, or during the course of regular duties requiring such information, a member(s) of the agency's information systems staff may extract, download, or otherwise obtain any and all temporary or permanent files residing in or located in or on the system.
Department Technology Use

Reasons for inspection or review may include, but are not limited to system malfunctions, problems or general system failure, a lawsuit against the agency involving the employee or related to the employee's duties, an alleged or suspected violation of a department policy, or a need to perform or provide a service or information when the employee is unavailable.

343.4 AGENCY PROPERTY
All information, data, documents, communications, and other entries initiated on, sent to or from, or accessed on any department computer, or through the department computer system on any other computer, whether downloaded or transferred from the original department computer, shall remain the exclusive property of the Department and shall not be available for personal or non-departmental use without the expressed authorization of an employee's supervisor.

343.5 UNAUTHORIZED USE OF SOFTWARE
Employees 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 computer virus or malicious software infection, employees shall not install any unlicensed or unauthorized software on any department computer.

Employees shall not install personal copies of any software onto any department computer. Any files or software that an employee finds necessary to upload onto a department computer or network shall be done so only with the approval of the department IT specialist and only after being properly scanned for malicious attachments.

No employee shall knowingly make, acquire or use unauthorized copies of computer software not licensed to the agency while on agency premises or on an agency computer system. Such unauthorized use of software exposes the agency and involved employees to severe civil and criminal penalties.

343.6 PROHIBITED AND INAPPROPRIATE USE
This acceptable use policy governs the use of computers and networks at Portland State University (PSU). As a user of these resources, you are responsible for reading and understanding this document. If you have any questions, please contact the User Support Services Helpdesk at 503-725-4357.

Portland State University encourages the use and application of information technologies to support the research, instruction, and public service mission of the institution. PSU computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Acceptable use terms and conditions.

The primary purpose of electronic systems and communications resources is for University-related activities only.
Users do not own accounts on University computers, but are granted the privilege of exclusive use. Users may not share their accounts with others, and must keep account passwords confidential.

Each account granted on a University system is the responsibility of the individual who applies for the account. Groups seeking accounts must select an individual with responsibility for accounts that represent groups.

The University cannot guarantee that messages or files are private or secure. The University may monitor and record usage to enforce its policies and may use information gained in this way in disciplinary and criminal proceedings.

Users must adhere strictly to licensing agreements and copyright laws that govern all material accessed or stored using PSU computers and networks.

When accessing remote systems from PSU systems, users are responsible for obeying the policies set forth herein as well as the policies of other organizations. Misuse of University computing, networking, or information resources may result in the immediate loss of computing and/or network access.

Any violation of this policy or local, state, or federal laws may be referred to appropriate University offices and/or, as appropriate, law enforcement authorities. Conduct which violates this policy includes, but is not limited to the following.

Unauthorized attempts to view and/or use another person's accounts, computer files, programs, or data.

Using PSU computers, accounts, and/or networks to gain unauthorized access to University systems or other systems.

Using PSU computers, accounts, and/or networks for: threat of imminent physical harm, sexual or other harassment, stalking, forgery, fraud, generally offensive conduct, or any criminal activity.

Attempting to degrade performance of University computers and/or networks.

Attempting to deprive other users of University technology resources or access to systems/networks.

Using University resources for commercial activity such as creating products or services for sale.

Copying, storing, sharing, installing or distributing software, movies, music, and other materials currently protected by copyright, except as permitted by licensing agreements or fair use laws.

Unauthorized mass e-mailings to newsgroups, mailing lists, or individuals, i.e. "spamming" or propagating electronic chain letters. Unauthorized "broadcasting" of unsolicited mail, material, or information using University computers/networks.
343.7 PROTECTION OF AGENCY SYSTEMS AND FILES
All employees have a duty to protect the system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the system.

Agency approved anti-virus software will be running on all computers that are connected to the Internet, in order to check downloaded files, e-mail and attachments for embedded viruses. Suspected problems with any security or anti-virus protections shall be promptly reported.

It is expressly prohibited for an employee to allow an unauthorized user to access the system at any time or for any reason.

343.7.1 NETWORK SECURITY
Network security protocols are established to ensure the integrity and security of the network systems. Employees shall not attempt to circumvent these protocols and shall observe the following:

(a) Access to the network server and peripherals is locked and access is strictly limited to authorized personnel.

(b) The network shall not be connected to any external network without a firewall in place.

(c) No dial-up modem or work stations with dial-up modems will be connected to the network without additional authentication techniques beyond login name and password.

343.7.2 SYSTEM BACK-UP
Information Services personnel shall be responsible for establishing regularly scheduled network system back-up protocols. Retention of all system back-ups should be managed in a manner consistent with applicable provisions of the Oregon Revised Statutes and Oregon Administrative Rules.
Report Preparation

345.1 PURPOSE AND SCOPE
Report preparation is a major part of each officer’s job. The purpose of reports is to document sufficient information to refresh the officer’s memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized training and on-the-job training.

345.1.1 REPORT PREPARATION
Employees should ensure that reports are sufficiently detailed for their purpose and free from 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.

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 who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist. Employees who generate reports on computers are subject to all requirements of this policy.

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.

345.2 REQUIRED REPORTING
Written reports are required in all of the following situations on the appropriate department approved form unless otherwise approved by a supervisor.

345.2.1 CRIMINAL ACTIVITY REPORTING
When an employee 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 employee is required to document the activity. The fact that a victim is not desirous of prosecution is not an exception to documenting a report. The following are examples of required documentation:

(a) In every instance where a felony has occurred, the documentation shall take the form of a written crime report.

(b) In every instance where a misdemeanor crime has occurred and the victim desires a report, the documentation shall take the form of a written crime report. If the victim does not desire a report, the incident will be recorded on the dispatcher’s log.

(c) In every case where any force is used against any person by police personnel.
Report Preparation

(d) All incidents involving domestic violence.
(e) All arrests.

345.2.2 NON-CRIMINAL ACTIVITY
The following incidents shall be documented using the appropriate approved report:
(a) Any time an officer points a firearm at any person
(b) Any use of force against any person by a member of this department (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 Reporting Policy)
(e) Any found property or found evidence
(f) Any traffic collisions above the minimum reporting level (see the Traffic Collision Reporting Policy)
(g) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy
(h) All protective custody detentions
(i) Suspicious incidents that may place the public or others at risk
(j) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor

345.2.3 DEATH CASES
Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with Policy § 360. An officer handling a death investigation should notify and apprise a supervisor of the circumstances surrounding the incident and a determination will be made on how to proceed. The following cases shall be appropriately investigated and documented using the approved report:
(a) Sudden or accidental deaths.
(b) Suicides
(c) Homicide or suspected homicide.
(d) Unattended deaths (No physician or qualified hospice care during the period immediately preceding death).
(e) Found dead bodies or body parts.
345.2.4 INJURY OR DAMAGE BY CITYCOUNTY PERSONNEL
Reports shall be taken if an injury occurs that is a result of an act of a Campus employee. Additionally, reports shall be taken involving damage to Campus property or Campus equipment.

345.2.5 MISCELLANEOUS INJURIES
Any injury that is reported to this department shall require a report when:

(a) The injury is a result of drug overdose.

(b) Attempted suicide.

(c) The injury is major/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.

345.3 GENERAL POLICY OF EXPEDITIOUS REPORTING
In general, all officers and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

345.3.1 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 departmental consistency.

345.3.2 GENERAL USE OF OTHER HANDWRITTEN FORMS
Forms may be block printed as appropriate. In general, the form itself may make the requirement for typing apparent.

345.4 REPORT CORRECTIONS
Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should complete the Report Correction form stating the reasons for rejection. The original report and the correction form should be returned to the reporting employee for correction as soon as practical. It shall be the responsibility of the originating officer to ensure that any report returned for correction is processed in a timely manner.

345.5 REPORT CHANGES OR ALTERATIONS
Reports that have been approved by a supervisor and submitted to the Administrative Assistant for filing and distribution shall not be modified or altered except by way of a supplemental report.
Report Preparation

Reviewed reports that have not yet been submitted to the Administrative Assistant may be corrected or modified by the authoring employee only with the knowledge and authorization of the reviewing supervisor.
News Media Relations

347.1 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.

347.2 RESPONSIBILITIES
The Office of University Communications has the responsibility for releasing and coordinating media relations. Incidents involving media interest shall be discussed and coordinated with the Office of University Communications. The ultimate authority and responsibility for the release of information from this office to the media shall remain with the Director of Public Safety, however, in situations not warranting immediate notice to the Director of Public Safety and in situations where the Director of Public Safety has given prior approval, Lieutenants, may prepare and release information to the media in accordance with this policy and the applicable law.

347.2.1 MEDIA REQUEST
Any media request for information or access to a law enforcement situation shall be referred to the Lieutenant or Director. Prior to releasing any information to the media, employees shall consider the following:

(a) At no time shall any employee of this department make any comment or release any official information to the media without prior approval from the Lieutenant or Director. 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 department.

(b) Under no circumstance should any member of this department make any comment(s) to the media regarding any law enforcement incident not involving this department without prior approval of the Director of Public Safety.

(c) FERPA protected information will not be released to the media

347.3 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.
News Media Relations

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 be coordinated through the department Director or other designated spokesperson.

2. 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 TFRs should be routed through the Lieutenant or Director. The TFR 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).

(c) No member of this department who is under investigation shall be subjected 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 without the approval of the Director of Public Safety and the express consent of the person in custody.

(e) Media representatives will not be allowed to enter the inner perimeter of a tactical situation or a crime scene while an incident or investigation is in progress.

A tactical operation should be handled in the same manner as a crime scene, except that the news media should be permitted within the outer perimeter of the scene, subject to any restrictions as set forth by the supervisor in charge. Department 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 Director.

347.3.1 PROVIDING ADVANCE INFORMATION
To protect the safety and rights of officers and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the news media, nor should media representatives be invited to be present at such actions except with the prior approval of the Director of Public Safety.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception the Director of Public Safety 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.

347.4 INFORMATION SUBJECT TO RELEASE
The Department will maintain a daily information log of significant law enforcement activities that shall be made available, upon request, to media representatives through the Patrol Sergeant. This log will generally contain the following information:
(a) The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals (except confidential informants) involved in crimes occurring within this jurisdiction unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

(b) The date, time, location, case number, name, birth date and charges for each person arrested by this department 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.

Information pertaining to a juvenile arrestee, victim, or witness shall only be released as articulated in the Records Maintenance and Release Policy.

Identifying information concerning victims of sex crimes shall not be included in the log.

Identifying information concerning deceased individuals shall not be released to the media until notification of next of kin or otherwise cleared through the Medical Examiner's Office.

Any requests for copies of related reports or additional information not contained in this log shall be referred to the designated department media representative, the custodian of records, or if unavailable, to the Patrol Sergeant. Such requests will generally be processed in accordance with the provisions of this policy.

347.4.1 SCOPE OF INFORMATION SUBJECT TO RELEASE
The release and inspection of public records is controlled by the Records Maintenance and Release Policy and ORS 192.410 through ORS 192.505.

The record of an arrest or the report of a crime shall be disclosed unless there is a clear need to delay disclosure in the course of a specific investigation, including the need to protect the complaining party or the victim. Once the clear need to delay release is no longer present, the following information must be released.

For purposes of this subsection, the record of an arrest or the report of a crime includes:

(a) The arrested person’s name, age, residence, employment, marital status and similar biographical information.

(b) The offense with which the arrested person is charged.

(c) The conditions of release.

(d) The identity and biological information concerning both the complaining party and the victim.

(e) The identity of the investigating and arresting agency and the length of the investigation.

(f) The circumstances of the arrest including time, place, resistance, pursuit and weapons used.
News Media Relations

(g) Such information as may be necessary to enlist public assistance in apprehending fugitives from justice.

347.4.2 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 department. When in doubt, authorized and available legal counsel should be obtained. Examples of such restricted information include, but are not limited to:

(a) Restricted information is outlined in detail in the Records Maintenance and Release and the Protected Information policies.

(b) Any specific operational or contingency plans in connection with an anticipated threat to individual or public safety for deployment and use of personnel and equipment prepared or used by a public body, if public disclosure of the plans would endanger an individual’s life or physical safety or jeopardize a law enforcement activity (ORS 192.501(18)).

(c) Criminal history information.

(d) Information pertaining to pending litigation involving this department.

(e) Information obtained in confidence.

(f) Any information that is otherwise privileged or restricted under state or federal law.

(g) Confidential peace officer personnel information (see the Personnel Records Policy).

1. The identities of officers involved in shootings or other major incidents may only be released to the media pursuant to consent of the involved officer or upon a formal request filed and processed in accordance with the Public Records Act (ORS 192.502).

(h) Information that would tend to endanger the safety of any individual or jeopardize the successful completion of an ongoing investigation.

(i) Investigative information other than as listed above, without the expressed authorization of the Detective Supervisor in charge of an investigation.
Court Appearance and Subpoenas

349.1 PURPOSE AND SCOPE
This procedure has been established in compliance with Oregon Revised Statutes 136.595 to provide for the acceptance of subpoenas and to ensure that employees appear when subpoenaed, or are available to appear in court when requested and present a professional appearance.

349.1.1 DEFINITIONS

On-Call - When an employee has appeared in court, or is at the time on-duty, and has been told by a member of the court that he/she is free to leave the court or return to duty, subject to being available by phone or pager if called back.

Standby - When an employee receives a subpoena of a type which allows him or her to not appear in court, but remain available by phone or pager so that he or she may be directed to appear in court within a reasonable amount of time.

Trailing Status - When an employee remains on standby status for additional court sessions until notified otherwise.

Mandatory Appearance - Subpoenas marked as mandatory appearance require an employee's physical appearance in the specified court. Failure to timely appear in the specified court, either intentionally or by negligence, may result in disciplinary action.

349.2 COURT SUBPOENAS
Employees who receive subpoenas related to their employment with this department are subject to the provisions of this policy. Employees should be aware that their compliance is mandatory on all cases for which they have been properly subpoenaed, or properly notified. This policy applies to civil and criminal subpoenas. Employees are expected to cooperate with the prosecution to ensure the successful conclusion of a case.

349.2.1 SERVICE OF SUBPOENA
Generally, a subpoena is served by delivering a copy to the witness personally. Proof of service is made in the same manner as in the service of a summons.

(a) In accordance with ORS 136.595(2) and ORCP 55, this department shall accept subpoenas on behalf of currently employed peace officers who are within the state at the time of service, provided the following conditions are met:

1. The peace officer's attendance at trial is related to work he/she performed in the course of employment as a peace officer.

2. The subpoena is delivered to the Patrol Lieutenant at least 10 days prior to the appearance date shown on the subpoena.

(b) The Patrol Lieutenant shall make a good faith effort to notify the subpoenaed employee of the date, time and location of the court appearance. If the employee cannot be notified,
Court Appearance and Subpoenas

the Patrol Lieutenant will contact the court and advise them of the inability to contact the employee.

349.2.2 VALID SUBPOENAS
No subpoena shall be accepted for an employee of this department unless it has been properly served and verified to have originated from a recognized legal authority.

349.2.3 ACCEPTANCE OF SUBPOENA
(a) Only the employee named in a subpoena, his/her immediate supervisor or the Patrol Lieutenant shall be authorized to accept service of a subpoena. Any authorized employee accepting a subpoena shall immediately provide a copy of the subpoena to the Patrol Lieutenant. The Patrol Lieutenant shall maintain a chronological log of all department subpoenas and provide a copy of the subpoena to each involved employee.

(b) The Patrol Lieutenant shall immediately check available schedules to determine the availability of the named employee for the date listed on the subpoena.

349.2.4 COURT STANDBY
To facilitate court standby agreements with the courts, employees are required to provide and maintain current information on their address and phone number with the Department. Employees are required to notify the Department within 24-hours of any change in residence address or home phone number, and to provide accurate and reasonably reliable means or methods for contact.

If an employee on standby is not at their residence, is unable to answer the documented phone number, or changes his/her location during the day, the employee shall notify the subpoena clerk of how he/she can be reached by telephone. Employees are required to remain on standby each day the case is trailing. In a criminal case the Deputy District Attorney handling the case is the only person authorized to excuse an employee from standby status.

349.2.5 OFF-DUTY RELATED SUBPOENAS
Employees receiving valid subpoenas for actions taken off-duty not related to their employment with the Portland State University-Campus Public Safety Office shall comply with the requirements of the subpoena. Employees receiving these subpoenas are not compensated for their appearance and arrangements for time off shall be coordinated through their immediate supervisor.

349.2.6 FAILURE TO APPEAR OR REFUSAL
Any employee who fails to accept or comply with the terms of any valid and properly served subpoena may be subject to discipline as well as court imposed civil and/or criminal sanctions.

349.3 CIVIL SUBPOENAS
The Department will compensate employees who appear in their official capacity on civil matters arising out of the employee's official duties. In such situations, the Department will also reimburse any officer for reasonable and necessary travel expenses.
Court Appearance and Subpoenas

The Department will receive reimbursement for the officer's compensation through the civil attorney of record who subpoenaed the officer.

349.3.1 PROCEDURE
To ensure that the officer is able to appear when required, that the officer is compensated for such appearance, and to protect the Department's right to reimbursement, officers shall follow the established procedures for the receipt of a civil subpoena.

349.3.2 CIVIL SUBPOENA ACCEPTANCE
Subpoenas shall not be accepted in a civil action in which the officer or Department is not a party without properly posted fees pursuant to Oregon Revised Code of Procedure 55 D(1).

349.3.3 PARTY MUST DEPOSIT FUNDS
The party in the civil action who seeks to subpoena an officer must deposit the statutory witness fees and mileage for each appearance before such subpoena will be accepted. Parties seeking to have the officer make multiple appearances must make an additional deposit in advance.

349.4 OVERTIME APPEARANCES
If the officer appeared on his/her off-duty time, he/she will be compensated in accordance with the current employee Collective Bargaining Agreement.

349.5 COURTROOM PROTOCOL
Employees must be punctual when appearing in court and shall be prepared to proceed immediately with the case for which they are subpoenaed.

349.5.1 PREPARATION FOR TESTIMONY
Before the date of testifying, the subpoenaed officer shall request a copy of relevant reports and become familiar with their content in order to be prepared for court.

349.5.2 COURTROOM ATTIRE
Employees shall dress in uniform or business attire. Suitable business attire for men would consist of a coat, tie, and dress pants. Suitable business attire for female employees would consist of a dress jacket, dress blouse, and skirt or slacks.

349.6 COURTHOUSE DECORUM
Employees shall observe all rules of the court in which they are appearing, refrain from smoking or chewing gum in the courtroom, and shall remain alert to changes in the assigned courtroom where their matter is to be heard.

349.7 TESTIFYING AGAINST THE INTEREST OF THE PEOPLE OF THE STATE
Any member of this department who is subpoenaed to testify, who has agreed to testify, or who anticipates testifying or providing information on behalf of or at the request of any party other than the People of the State of Oregon, any county, any city, or any of their officers and employees in which any of those entities are parties, will notify their immediate supervisor without delay. The
supervisor will then notify the Director of Public Safety, District Attorney’s Office in criminal cases, County Counsel or City Attorney, as may be indicated by the case.

This includes, but is not limited to the following situations:

(a) Providing testimony or information for the defense in any criminal trial or proceeding.

(b) Providing testimony or information for the plaintiff in a civil proceeding against any county, any city, or their officers and employees.

(c) Providing testimony or information on behalf of or at the request of any party other than any county, city, or any county or city official in any administrative proceeding, including but not limited to personnel and/or disciplinary matter.
Mutual Aid and Outside Agency Assistance

353.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance to officers in the request of or answering the request for assistance involving another law enforcement agency.

It is the policy of this department to provide assistance whenever possible, consistent with the applicable laws of arrest and detention policies of this department, when another law enforcement agency requests assistance with an arrest or detention of any person. This department may also request an outside agency to provide assistance.

353.1.1 ASSISTING OUTSIDE AGENCIES
Generally, calls for assistance from other agencies are routed to the Sergeant/Lead Worker's office for approval. When an authorized employee of an outside agency requests the assistance of this department in taking a person into custody, available officers shall respond and assist in making a lawful arrest. If an officer receives a request in the field for assistance, that officer shall notify a supervisor. Arrestees may be temporarily detained by our agency until arrangements for transportation are made by the outside agency. Only in exceptional circumstances will this department provide transportation of arrestees to other county facilities.

When such assistance is rendered, a case number will be issued to report action taken by Portland State University-Campus Public Safety Office Personnel. Probation violators temporarily detained by this department will not ordinarily be booked at this department.

A self initiated response to other agencies calls for service on off campus property is an unacceptable practice. All requests for a Campus Public Safety response must be approved by a supervisor.

353.1.2 REQUESTING ASSISTANCE FROM OUTSIDE AGENCIES
If assistance is needed from another agency, the employee requesting assistance shall first notify a supervisor of his/her intentions. The handling officer or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive, except in circumstances needing immediate and urgent assistance.

The requesting officer should secure radio frequencies for use by all involved agencies so that communication can be coordinated as needed. If necessary, reasonable effort should be taken to provide radio equipment capable of communicating on the assigned frequency to any personnel who do not have compatible radios.
Sex Offender Notification

357.1 PURPOSE AND SCOPE
This policy establishes guidelines by which the Portland State University-Campus Public Safety Office will address issues associated with certain offenders who are residing in the jurisdiction and how the Department will disseminate information and respond to public inquiries for information about registered sex offenders.

357.2 POLICY
It is the policy of the Portland State University-Campus Public Safety Office to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

357.3 REGISTRATION
Sex offenders in any of the above categories are required to register at one of several criminal justice locations including any law enforcement agency, community corrections department or juvenile department. Registration information is entered into the offender's Law Enforcement Data System (LEDS) sex offender record. Sex offenders must report in person to one of those locations:

- Within 10 days of being released from the courts or from an institution.
- Annually, within 10 days of their birthday.
- Within 10 days of a change of residence.

The Portland State University Public Safety Office will not register sex offenders. Any person requested such services will be referred to a law enforcement agency.

357.3.1 CONTENTS OF REGISTRATION
Persons coming into Oregon who have been convicted of a crime with the same elements as a registerable sex offense in Oregon, or who have been required to register in another state prior to coming to Oregon, are also required to register in Oregon.

(a) Out-of-state students must register within 10 days of the first day of school
(b) Out-of-state workers who are working in Oregon for more than 14 days must register within 10 days of the 14th day of work
(c) Offenders moving to Oregon after September 9, 1995 must register within 10 days of establishing residency

357.4 DISSEMINATION OF PUBLIC INFORMATION
Employees will not unilaterally make a public notification advising the community of a particular registrant’s presence in the community. Employees who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Director of Public Safety if
warranted. A determination will be made by the Director of Public Safety, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on registrants should be provided the Sex Offender Inquiry System (http://sexoffenders.oregon.gov/), or the Portland State University-Campus Public Safety Office’s website.

The Communications and Records Supervisor shall release local registered offender information to residents in accordance with state law and in compliance with Oregon Public Records Law requests (ORS 181.835; ORS 181.840; ORS 181.837; ORS 192.410 to ORS 192.505).

357.4.1 RELEASE NOTIFICATIONS
Registrant information that is released should include notification that:

(a) The offender registry includes only those persons who have been required by law to register, who are in compliance with the offender registration laws and who the law permits to be included.

(b) The information is provided as a public service and may not be current or accurate.

(c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.

(d) The information on this website may not reflect the entire criminal history of a registered offender.

(e) Anyone who uses information contained in the registry to harass or discriminate against registrants or commit any crime may be subject to criminal prosecution and/or civil action.
Major Incident Notification

359.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

359.2 POLICY
The Portland State University-Campus Public Safety Office recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

359.3 MINIMUM CRITERIA FOR NOTIFICATION
Most situations where the media show a strong interest are also of interest to the Director of Public Safety and the affected Lieutenant. The following list of incident types is provided as a guide for notification and is not intended to be all-inclusive:

- Homicides
- Traffic accidents with fatalities
- Officer-involved shooting on- or off-duty (see the Officer-Involved Shootings and Deaths Policy for special notifications)
- Significant injury or death to an employee on- or off-duty
- Death of a prominent official
- Arrest of department employee or prominent official
- Aircraft crash with major damage and/or injury or death
- In-custody deaths
- Any other event likely to attract media attention

359.4 PATROL SERGEANT RESPONSIBILITY
The Patrol Sergeant is responsible for making the appropriate notifications. The Patrol Sergeant shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Patrol Sergeant shall attempt to make the notifications as soon as practicable. Notification should be made during off-duty hours by calling the home telephone number first and then by cellular telephone.

359.4.1 DIRECTOR (PIO)
The Director 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

361.1 PURPOSE AND SCOPE
The investigations of cases involving death include those ranging from natural cause to homicide. 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 cannot be emphasized enough.

361.2 INVESTIGATION CONSIDERATIONS
Death investigation cases require certain actions be taken. Paramedics shall be called in all suspected death cases unless the death is obvious (decapitated, decomposed, etc.). Officers are not authorized to pronounce death. A supervisor shall be notified in all death investigations, as well as the Portland Police Bureau. The Portland Police Bureau will be the responsible agency for all death investigations.

361.2.1 MEDICAL EXAMINER NOTIFICATION
Oregon Revised Statutes 146.090 requires that a medical examiner must be notified in the following circumstances. Any death:
(a) Apparently homicidal, suicidal or occurring under suspicious or unknown circumstances
(b) Resulting from the unlawful use of controlled substances or the use or abuse of chemicals or toxic agents
(c) Occurring while incarcerated in any jail, correction facility, or in police custody
(d) Apparently accidental or following an injury
(e) By disease, injury or toxic agent during or arising from employment
(f) While not under the care of a physician during the period immediately previous to death
(g) Related to disease which might constitute a threat to the public health
(h) In which a human body apparently has been disposed of in a manner that is offensive to the generally accepted standards of the community

The body, effects of the deceased, and any instruments or weapons related to the death shall not be disturbed or moved from the position or place of death without permission of the Medical Examiner or Deputy Medical Examiner, and the District Attorney.

A Medical Examiner, Deputy Medical Examiner, or District Attorney, in conjunction with the Portland State University-Campus Public Safety Office and the Portland Police Bureau, shall take custody of, or exercise control over the body, the effects of the deceased and any weapons, instruments, vehicles, buildings or premises which the medical examiner has reason to believe were involved in the death, in order to preserve evidence related to the cause and manner of death.
Death Investigation

The members of the Portland State University-Campus Public Safety Office will work cooperatively with the Portland Police Bureau, Medical Examiner's Office and the District Attorney in all death investigations.

361.2.2 SEARCHING DEAD BODIES
Whenever possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain at the scene with the officer pending the arrival of the Medical Examiner. 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, a receipt shall be obtained. This receipt shall be attached to the death report.

Officers must make a reasonable search of an individual who reasonably appears to be dead or near death for a document of gift or other information identifying the individual as a donor or as an individual who made a donor refusal. If a document of gift or a refusal to make an anatomical gift is located and the individual or deceased individual is taken to a hospital, the officer must alert the hospital staff to the documentation and forward it to the hospital (ORS 97.970). Officers must consider the integrity of the scene and evidence collection issues when deciding whether a search is reasonable.

361.2.3 DEATH INVESTIGATION REPORTING
All incidents involving a death shall be documented on the appropriate form.
Identity Theft

363.1 PURPOSE AND SCOPE
Identity theft is a growing trend that frequently involves related crimes in multiple jurisdictions. A person commits the crime of identity theft if the person, with the intent to deceive or to defraud, obtains, possesses, transfers, creates, utters or converts to the person own use the personal identification of another person (Oregon Revised Statutes 165.800). This policy is intended to provide guidelines for the reporting and investigation of such crimes.

363.2 REPORTING
(a) In an effort to maintain uniformity in reporting, officers presented with the crime of "identity theft" shall initiate a report for victims residing within the jurisdiction of this department. For incidents of identity theft occurring outside this jurisdiction, officers should observe the following:

1. For any victim not residing within this jurisdiction, the officer may either take a courtesy report to be forwarded to the victim's residence agency or the victim should be encouraged to promptly report the identity theft to the law enforcement agency where he or she resides.

(b) While the crime of identity theft should be reported to the law enforcement agency where the victim resides, officers of this department should investigate and report crimes occurring within this jurisdiction which have resulted from the original identity theft (e.g., the identity theft occurred elsewhere, but the credit card fraud occurred and is reported in this jurisdiction).

(c) Officers should include all known incidents of fraudulent activity (e.g., credit card number applied for in victim's name when the victim has never made such an application).

(d) Officers should also cross-reference all known reports made by the victim (e.g., U.S. Secret Service, credit reporting bureaus, U.S. Postal Service and DMV) with all known report numbers.

(e) Following supervisory review and departmental processing, the initial report should be forwarded to the appropriate detective for follow up investigation, coordination with other agencies and prosecution as circumstances dictate.
Private Persons Arrests

365.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance for the handling of private person's arrests made pursuant to Oregon Revised Statutes 133.220(3).

365.2 ADVISING PRIVATE PERSONS OF THE ARREST PROCESS
Officers should use sound discretion in determining whether or not to advise an individual of the arrest process.

(a) When advising any individual regarding the right to make a private person's arrest, officers should refrain from encouraging or dissuading any individual from making such an arrest and should instead limit advice to the legal requirements for such an arrest as listed below.

(b) Private individuals should be discouraged from using force to effect a private person's arrest, and 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.

365.3 ARRESTS BY PRIVATE PERSONS
A private person may arrest another person for any crime committed in the presence of the private person if the private person has probable cause to believe the arrested person committed the crime. A person making such an arrest shall, without unnecessary delay, take the arrested person before a magistrate or deliver the arrested person to a peace officer (Oregon Revised Statutes 133.225).

In making an arrest, a private person may use the amount of force they reasonable believe is necessary to make the arrest or to prevent the arrested person's escape.

365.4 OFFICER RESPONSIBILITIES
Any officer presented with a private person wishing to make an arrest must determine whether or not there is probable cause to believe that such an arrest would be lawful.

(a) Should any officer determine that there is no probable cause to believe that a private person's arrest is lawful, the officer should take no action to further detain or restrain the individual beyond that which reasonably appears necessary to investigate the matter, determine the lawfulness of the arrest and protect the public safety.

1. Any officer who determines that a private person's arrest appears to be unlawful should promptly release the arrested individual. The officer must include the basis of such a determination in a related report.

2. Absent probable cause to support a private person's arrest or other lawful grounds to support an independent arrest by the officer, the officer should advise the parties that
Private Persons Arrests

no arrest will be made and that the circumstances will be documented in a related report.

(b) Whenever an officer determines that there is probable cause to believe that a private person's arrest is lawful, the officer may exercise any of the following options:

1. Take the individual into physical custody for booking.
2. Release the individual subsequent to the issuance of a citation for the individual to appear in the appropriate court.

365.5 REPORTING REQUIREMENTS
In all circumstances in which a private person is claiming to have made an arrest, the individual must complete and sign a department Private Person's Arrest form.

In addition to the Private Person's Arrest Form (and any other related documents such as citations, booking forms, etc.), officers shall complete a narrative report regarding the circumstances and disposition of the incident.
Limited English Proficiency Services

369.1 PURPOSE AND SCOPE
This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

369.1.1 DEFINITIONS
Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Department 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.

Qualified bilingual member - A member of the Portland State University-Campus Public Safety Office, designated by the Department, 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).

369.2 POLICY
It is the policy of the Portland State University-Campus Public Safety 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 Department 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.

369.3 LEP COORDINATOR
The Director of Public Safety shall delegate certain responsibilities to an LEP Coordinator. The LEP Coordinator shall be appointed by, and directly responsible to, the Patrol Lieutenant or the authorized designee.

The responsibilities of the LEP Coordinator include, but are not limited to:
Limited English Proficiency Services

(a) Coordinating and implementing all aspects of the Portland State University-Campus Public Safety 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 Patrol 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 Department to qualify individuals as qualified bilingual members or authorized interpreters.

(h) Periodically reviewing efforts of the Department 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 department 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 department services, programs and activities.

369.4 FOUR-FACTOR ANALYSIS
Since there are many different languages that members could encounter, the Department 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:
Limited English Proficiency Services

(a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of the Department or a particular geographic area.

(b) The frequency with which LEP individuals are likely to come in contact with department 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.

369.5 TYPES OF LEP ASSISTANCE AVAILABLE
Portland State University-Campus Public Safety 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 Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department 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 department-provided LEP services at no cost or they may choose to provide their own.

Department-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

369.6 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.

369.7 AUDIO RECORDINGS
The Department 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.

369.7.1 QUALIFIED BILINGUAL MEMBERS
Bilingual members may be qualified to provide LEP services when they have demonstrated through established department 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.
Limited English Proficiency Services

When a qualified bilingual member from this department is not available, personnel from other Campus departments, who have been identified by the Department as having the requisite skills and competence, may be requested.

369.8 AUTHORIZED INTERPRETERS
Any person designated by the Department 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 department 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 department 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.

369.8.1 SOURCES OF AUTHORIZED INTERPRETERS
The Department may contract with authorized interpreters who are available over the telephone. Members should use these services when needed and in compliance with established procedures. Members have access to 24/7 interpretation services through an existing contract with a service provider.

Other sources may include:

• Qualified bilingual members of this department or personnel from other Campus departments.
• Individuals employed exclusively to perform interpretation 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 department, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.
369.8.2 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 Department 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, department 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.

369.9 CONTACT AND REPORTING
While all law enforcement contacts, services and individual rights are important, this department 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 department 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 Department or some other identified source.

369.10 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE
The Portland State University-Campus Public Safety 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.

369.10.1 EMERGENCY CALLS TO 9-1-1
Department 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 initiate an appropriate emergency response. If language assistance is still needed, the language is known and a qualified bilingual member is available in Dispatch, the call shall immediately be handled by the qualified bilingual member.
Limited English Proficiency Services

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.

369.11 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 officer is unable to effectively communicate with an LEP individual.

If available, officers should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

369.12 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, officers should consider calling for an authorized interpreter in the following order:

- An authorized department member or allied agency interpreter
- An authorized telephone interpreter
- 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.
Limited English Proficiency Services

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.

369.13 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.

369.13.1 INTERPRETER REQUIRED IN ARRESTS
An officer who arrests a person who cannot readily understand or communicate the English language shall, prior to any interrogation or the taking of a statement, make available a qualified interpreter to assist throughout the interrogation or taking of the statement. Fees and expenses of the interpreter will be paid as specified by Oregon law (ORS 133.515).

369.14 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.

369.15 COMPLAINTS
The Department shall ensure that LEP individuals who wish to file a complaint regarding members of this department are able to do so. The Department 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 department.

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.
Limited English Proficiency Services

369.16 COMMUNITY OUTREACH
Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

369.17 TRAINING
To ensure that all members who may have contact with LEP individuals are properly trained, the Department will provide periodic training on this policy and related procedures; including how to access department-authorized telephonic and in-person interpreters and other available resources.

The Training Sergeant 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 Sergeant 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.

369.17.1 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 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 Sergeant shall be responsible for coordinating the annual refresher training and will maintain a record of all training the interpreters have received.
Communication with People with Disabilities

371.1 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.

371.1.1 DEFINITIONS
Definitions related to this policy include:

**Auxiliary aids** - These are used to communicate with people who are deaf, hard of hearing or have impaired speech, this may include persons with traumatic brain injury or cognitive impairment, auditory processing disorder, etc.. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; use of a notepad and pen or pencil to exchange written notes; use of a computer or typewriter; use of an assistive listening system or device to amplify sound; use of a teletypewriter (TTY), videophones (video relay service or VRS); or use of a qualified interpreter.

**Deaf or hard of hearing** - An individual who has or is regarded as having substantially limited hearing with or without assistance.

**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.

371.2 POLICY
It is the policy of the Portland State University-Campus Public Safety 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 Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

371.3 AMERICANS WITH DISABILITIES (ADA) COORDINATOR
The Director of Public Safety shall work with the Portland State University Disability Resource Center and they will function as an ADA Coordinator (28 CFR 35.107).

The responsibilities of the ADA Coordinator shall include, but not be limited to:

(a) Working with the Campus ADA coordinator regarding the Portland State University-Campus Public Safety Office’s efforts to ensure equal access to services, programs and activities.

(b) Developing reports, new procedures, or recommending modifications to this policy.
Communication with People with Disabilities

(c) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to department services, programs and activities.

(d) Ensuring that a list of qualified interpreter services is maintained and available to each Patrol Sergeant and Communications Supervisor. The list should include information regarding the following:
   1. Contact information
   2. Availability

(e) Developing procedures and training 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 department services, programs and activities.

371.4 FACTORS TO CONSIDER
Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this department 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. Whether 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).

(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.

371.5 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.
Communication with People with Disabilities

Members should exercise special care in the use of all gestures, 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 Portland State University-Campus Public Safety 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.

371.6 TYPES OF ASSISTANCE AVAILABLE

Portland State University-Campus Public Safety Office members shall never refuse to assist an individual with disabilities who is requesting assistance. The Department 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 Department will make every reasonable effort to provide equal access and timely assistance to individuals who are disabled through a variety of services.

A person who is disabled may choose to accept department-provided auxiliary aids or services or they may choose to provide their own.

Department-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.
Communication with People with Disabilities

371.7 AUDIO RECORDINGS AND ENLARGED PRINT
The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information and closed captioning for video content when appropriate. 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.

371.8 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 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.
(g) The Campus Public Safety Office subscribes to a 24/7 video service to provide ASL interpretation.

Members should use department-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).

371.9 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.
Communication with People with Disabilities

The Department 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.

The Campus Public Safety Office has the ability to receive emergency text messages from those who are deaf or hard of hearing.

371.10 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 Department 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, department 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.

371.11 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.

371.12 REPORTING
Whenever any member of this department 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 Department 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.
Communication with People with Disabilities

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

371.13 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 Department recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this department. 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 officer is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, officers 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.

371.13.1 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.

(f) Paraphrasing or using different terminology when appropriate.
Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

371.14 CUSTODIAL INTERROGATIONS
In an effort to ensure that the rights of individuals who are deaf, hard of hearing or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation, unless exigent circumstances exist or the individual has made a clear indication that he/she understands the process and desires to proceed without an interpreter. The use of a video 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.

In order to ensure that communications during custodial investigations 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.

371.14.1 INTERPRETER REQUIRED IN ARRESTS
An officer who arrests a person who is deaf, has a physical hearing impairment or physical speaking impairment shall, prior to any interrogation or the taking of a statement, make available a qualified interpreter to assist throughout the interrogation or taking of the statement. Fees and expenses of the interpreter will be paid as specified by Oregon law (ORS 133.515).

371.15 ARRESTS AND BOOKINGS
If an individual with speech or hearing disabilities is arrested, the arresting officer shall use department-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 officer 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 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.
Communication with People with Disabilities

371.16 COMPLAINTS
The Department shall ensure that individuals with disabilities who wish to file a complaint regarding members of this department are able to do so. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the department 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 Department.

371.17 COMMUNITY OUTREACH
Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

371.18 TRAINING
To ensure that all members who may have contact with individuals who are disabled are properly trained, the Department 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.

(d) Training in online video relay, texting, and instant messaging.

The Training Sergeant 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 Sergeant 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.

371.18.1 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:

(a) The requirements of the ADA and Section 504 of the Rehabilitation Act for telephone emergency service providers.

(b) ASL syntax and accepted abbreviations.
Communication with People with Disabilities

(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.

(e) Procedures for responding to emergency text messages from those who are deaf or hard of hearing.

Training should be mandatory for all Dispatch 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.
Stalking

377.1 PURPOSE AND SCOPE
This policy establishes procedures for the investigation and enforcement of stalking complaints (Oregon Revised Statutes 163.730 to 163.755).

377.1.1 POLICY
Stalking behavior frequently results in serious injury and emotional trauma to victims and it is the policy of the Portland State University-Campus Public Safety Office to ensure that complaints of stalking will be given high priority and that every formal stalking complaint will be thoroughly investigated and forwarded to the District Attorney's Office.

377.2 UNIFORM STALKING COMPLAINT
The Department will make available an Oregon Uniform Stalking Complaint form to any person desiring to file a stalking complaint regardless of where the violation is alleged to have occurred. Officers will provide reasonable assistance as necessary to petitioners to properly complete and sign the form.

Upon receipt of a Uniform Stalking Complaint, officers will review and sign the form and complete a thorough investigation. All stalking incident reports shall be forwarded to the District Attorney's Office, regardless of whether any civil or criminal action was taken, within three days (ORS 163.738(7)).

377.3 UNIFORM STALKING CITATION
The bottom half of the Uniform Stalking Complaint is a Uniform Stalking Citation. The citation is a civil summons for the respondent to appear at a hearing to determine if a Stalking Protective Order will be issued against the respondent. Officers will complete and attempt to serve a Uniform Stalking Citation, with a court date set for three judicial days (business days excluding holidays) from the date the citation was served, on the respondent in every case where:

(a) The officer has received a completed Uniform Stalking Complaint, and
(b) The officer has probable cause to believe that the elements of Oregon Revised Statutes 163.732(1), (Stalking) have occurred.

377.3.1 SERVICE OF STALKING CITATIONS
(a) If the citation is served, the officer is required to advise the respondent of the court date and time and location of appearance. Officers should advise the respondent of the following:
   1. Engaging in behavior that alarms or coerces the petitioner may result in their arrest; and
   2. The contents of the citation and the state and federal law restrictions contained on the front and back of the respondent's copy of the citation; and
Stalking

3. If they fail to appear at the hearing a warrant will be issued for their arrest, as well as a Stalking Protective Order.

(b) If a Uniform Stalking Citation is issued, attach the top three copies to the case report. Provide the pink copy to the petitioner (pink) and goldenrod copy to the respondent.

(c) If there is probable cause to issue a citation, but the citation is not served, officers should document attempts to serve the respondent.

(d) If the citation is served on the respondent, the DA's office will initiate the hearing process.
   1. A private attorney
   2. Legal Aid
   3. The District Attorney's office Victim's Assistance Unit

(e) If the citation is served on the respondent, the petitioner should be advised that they must also appear at the hearing or the complaint will be dismissed and the Stalking Protective Order will not be issued.

(f) Students may seek assistance from Student Legal Services

377.4 ARREST
Officers should arrest or cite a suspect for any criminal offense committed (including stalking) if the statutory elements have been met, as well as issue a (civil) Uniform Stalking Citation; the two actions are not mutually exclusive.

377.4.1 STALKING PROTECTIVE ORDERS
Once the court issues a Stalking Protective Order and it is served on the Respondent, officers shall arrest the respondent for violating the terms of the order (Oregon Revised Statutes 163.750).

377.5 RESTRAINING ORDERS
Court stalking orders and restraining orders are different and are not mutually exclusive. Stalking reports may be appropriate even if a valid restraining order is in place.
Child and Dependent Adult Safety

381.1 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 department.

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse Policy and the Adult Abuse Policy.

381.2 POLICY
It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Portland State University-Campus Public Safety 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.

381.3 PROCEDURES DURING AN ARREST
When encountering an arrest or prolonged detention situation officers 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, officers 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. Officers 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, officers 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, officers 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 non-productive, the officer 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.
381.3.1 AFTER AN ARREST
Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee’s disclosed or discovered children or dependent adults.

Officers 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. Unless there is evidence to the contrary (e.g., signs of abuse, drug use, unsafe environment), officers 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.
   2. Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.

(b) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.

(c) Notify Child Protective Services, if appropriate.

(d) Notify the field supervisor or Patrol 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 officer 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.

381.3.2 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.

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.
381.3.3 REPORTING
(a) For all arrests where children are present or living in the household, the reporting member will document the following information:
   1. Name
   2. Sex
   3. Age
   4. How, where and with whom or which agency the child was placed
(b) For all arrests where dependent adults are present or living in the household, the reporting member will document the following information:
   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

381.3.4 SUPPORT AND COUNSELING REFERRAL
If, in the judgment of the handling officers, 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.

381.4 DEPENDENT WELFARE SERVICES
Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should consider contacting the appropriate welfare service or other department-approved social service to determine whether protective custody is appropriate.

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked law enforcement vehicle or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

381.5 TRAINING
The Training Sergeant is responsible to ensure that all members of this department 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

383.1 PURPOSE AND SCOPE
Service animals play an important role in helping to overcome the limitations often faced by people with disabilities. The Portland State University-Campus Public Safety 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 of 1990 (ADA) to permit the use of service animals that are individually trained to assist a person with a disability.

383.2 SERVICE ANIMALS
The ADA defines a service animal as any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the owner’s disability (28 CFR 35.104).

383.2.1 STATE LAW
Oregon law expands the definition of a service or assistance animal to include a dog or other animal designated by administrative rule that is individually trained to do work or perform tasks for the benefit of an individual (OAR 839-006-0345).

383.2.2 PSU SERVICE ANIMAL POLICY
Portland State University (PSU) is committed to making reasonable modifications to its rules, policies, and practices as required by law to afford people with disabilities an equal opportunity to access its programs, services, and activities.

Definitions:

PETS

A "pet" is any animal kept for ordinary use and companionship. Assistance animals (service and support animals), as defined below, are not considered pets.

Pets are generally prohibited indoors on the PSU campus, except in University Housing, where fish and cats are sometimes permitted as pets. For more information on fish and cats in University Housing, please refer to the PSU Housing Handbook.

ASSISTANCE ANIMALS

This policy applies to assistance animals that may be used by individuals with disabilities at PSU. The term "assistance animal" is the overarching term that refers to both service animals as well as support animals as defined below. Therefore, an assistance animal is an animal that either (1)
Service Animals

works, provides assistance, or performs tasks for the benefit of a person with a disability; or (2) provides emotional or other type of support that alleviates one or more identified symptoms or effects of a person's disability.

a. SERVICE ANIMALS

A "service animal" means any dog that is individually trained to do work or perform tasks for the benefit of a person 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 person's disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition. Species other than dogs or, in some cases, miniature horses, are not considered service animals for the purpose of this definition of a service animal.

Service animals will be permitted to accompany people with disabilities in all areas of PSU's facilities, including University Housing, where students, members of the public, and other participants in services, programs or activities are allowed to go. PSU does not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Individuals accompanied by a service animal on campus but who do not need any disability-related accommodations are not required to register with the DRC, nor is such individual required to submit a request for a reasonable accommodation to receive access of his or her service animal.

Additionally, PSU cannot ask about the nature or extent of a person's disability to determine whether a person's animal qualifies as a service animal. However, when it is not readily apparent that a dog is a service animal, PSU staff may make two inquiries to determine whether the dog qualifies as a service animal, which are:

(1) Is the dog required because of a disability?

(2) What work or task has the dog been trained to perform?

A service animal must be housebroken (i.e., trained so that it controls its waste elimination, absent illness or accident) and must be kept under control by a harness, leash, or other tether, unless the person is unable to hold those, or such use would interfere with the service animal's performance of work or tasks. In such instances, the service animal must be kept under control by voice, signals, or other effective means.

PSU will assess requests for the use of miniature horses by people with disabilities on a case-by-case basis. Requests should be submitted to the Disability Resource Center and, consistent with applicable laws, PSU may make modifications in its policies to permit their use if they meet certain criteria and have been individually trained to do work or perform tasks for the benefit of people with disabilities.
Service Animals

b. Support Animal

A "Support animal" is an animal that provides emotional or other support that ameliorates one or more identified symptoms or effects of a person's disability. Unlike service animals, support animals are not required to be trained to perform work or tasks, and they include species other than dogs and miniature horses.

Support animals are generally not allowed to accompany persons with disabilities in all public areas of PSU as a service animal is allowed to do, but a support animal may reside in University Housing, including accompanying such individual in all public or common use areas of University Housing, when it may be necessary to afford the person with a disability an equal opportunity to use and enjoy University Housing. Before a support animal can move into University Housing with a person with a disability, a request must be submitted to PSU's Disability Resource Center and approval must be granted (preferably at least 30 days prior to move in). If the disability is not obvious, the DRC may require documentation from a licensed physician or mental health provider, including without limitation a qualified psychiatrist, social worker, or other mental health professional, to provide sufficient information for PSU to determine:

- that the individual qualifies as a person with a disability (i.e., has a physical or mental impairment that substantially limits one or more major life activities); and
- that the support animal may be necessary to afford the person with a disability an equal opportunity to use and enjoy University Housing (i.e. that the animal would provide emotional support or other assistance that would ameliorate one or more symptoms or effects of the disability).

While support animals are generally not allowed indoors on PSU's campus other than in University Housing, people with disabilities may request approval from the Disability Resource Center to have the support animal accompany them to other campus areas. Such requests will be considered on a case-by-case basis consistent with applicable laws.

GUIDE AND HEARING TRAINEES: Oregon law allows animals that are being trained to be dog guides for the blind, hearing assistance dogs, or assistance animals for persons with physical impairments to access PSU facilities.

RESPONSIBILITIES OF PEOPLE WITH DISABILITIES USING ASSISTANCE ANIMALS

PSU is not responsible for the care or supervision of assistance animals. People with disabilities are responsible for the cost, care, and supervision of assistance animals, including:
Service Animals

# compliance with any laws pertaining to animal licensing, vaccination, and owner identification;
# keeping the animal under control and taking effective action when it is out of control; and
# feeding and walking the animal, and disposing of its waste.

For specific campus areas designated by PSU for toileting service animals, contact the Disability Resource Center. Waste disposal via university plumbing is prohibited in university residences, but the Disability Resource Center or University Housing can provide guidance on where to appropriately dispose of animal waste.

PSU will not require any surcharges or fees for assistance animals. However, a person with a disability may be charged for damage caused by an assistance animal to the same extent that PSU would normally charge a person for the damage they cause.

People with disabilities who are accompanied by assistance animals must comply with the same university rules regarding noise, safety, disruption, and cleanliness as people without disabilities.

EXCEPTIONS AND EXCLUSIONS

PSU may pose some restrictions on, and may even exclude, an assistance animal in certain instances. As noted above, support animals are generally not allowed indoors on PSU's campus other than in University Housing. Persons with disabilities may request approval from the Disability Resource Center to have the emotional support animal accompany them to other campus areas as a reasonable accommodation. Such requests will be considered on a case-by-case basis consistent with applicable laws. Any animal may be excluded from an area in which it was previously authorized to be only if:

# it is out of control and effective action is not taken to control it;

# it is not housebroken (or in the case of a support animal that deposits waste in a designated cage or litter box, the owner fails to clean such cage or box such that the cleanliness of the room is not maintained); or

# it poses a direct threat to the health or safety of others that cannot be mitigated by reasonable modifications of policies, practices, or procedures, or the provision of auxiliary aids or services.

In considering whether an assistance animal poses a direct threat to the health or safety of others, PSU will make an individualized assessment, based on reasonable judgment, current medical knowledge, or the best available objective evidence, to determine: (1) the nature, duration, and severity of the risk; (2) the probability that the potential injury will actually occur; and (3) whether reasonable modifications of policies, practices, procedures, or the provision of auxiliary aids or services, will mitigate the risk. The University President shall name a designee who shall provide a written statement of explanation to any person with a disability if a determination is made that the
Service Animals

presence of that person's assistance animal would fundamentally alter the nature of a program, service, or activity.

In the event that restriction or removal of an assistance animal is determined to be necessary, the person with a disability will still be given the opportunity to participate in the service, program, or activity without having the assistance animal present.

The above provisions on restrictions and exclusions is not intended to cover modifications to reasonable accommodations. The reasonable accommodation process and modifications to reasonable accommodations are covered under PSU's policy on reasonable accommodations.

As noted above, support animals are generally not allowed indoors on PSU's campus other than in University Housing. Persons with disabilities may request approval from the Disability Resource Center to have the emotional support animal accompany them to other campus areas as a reasonable accommodation. Such requests will be considered on a case-by-case basis consistent with applicable laws.

GUIDELINES FOR MEMBERS OF THE PSU COMMUNITY

To ensure equal access and nondiscrimination of people with disabilities, members of the PSU community must abide by the following practices:

# _Allow assistance animals to accompany people with disabilities on campus;
# _Do not ask for details about a person's disabilities;
# _Do not pet an assistance animal, as it distracts the animal from its work;
# _Do not feed an assistance animal;
# _Do not deliberately startle, tease, or taunt an assistance animal; and
# _Do not separate or attempt to separate a person from his/her assistance animal.

If you have a disability that may be affected by the presence of animals, please contact the Disability Resource Center. PSU is committed to ensuring that the needs of all people with disabilities are met and will determine how to resolve any conflicts or problems as expeditiously as possible.

GRIEVANCE PROCEDURE

A student or employee who wishes to file a disability discrimination complaint should contact the Office of Equity and Compliance at 503-725-5919 or diversity@pdx.edu. The website for the Office of Equity and Compliance is at www.pdx.edu/office-of-equity-compliance.

Students with concerns about potential discrimination may also contact the United States Department of Education, Office for Civil Rights, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099; the United States Department of Housing and Urban Development by phone
Service Animals

at (800)-877-0246, or on the web at http://www.hud.gov/complaints/ (and click on "Housing Discrimination"); or the United States Department of Justice, Disability Rights Section by email at ADA.complaint@usdoj.gov, or on the web at http://www.ada.gov.

383.2.3 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.

The following examples are some of the ways service animals may be used to provide assistance:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting people with stability and balance.
- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.
- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

383.3 MEMBER RESPONSIBILITIES
Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Department members are expected to treat individuals with service animals with the same courtesy and respect that the Portland State University-Campus Public Safety Office affords to all members of the public.

If an animal exhibits vicious behavior, poses a direct threat to the health of others or unreasonably disrupts or interferes with normal business operations an officer may direct the owner to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the animal. Each incident must be considered individually and 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 department are expected to provide all services as are reasonably available to an individual with a disability.

If it is apparent or if an officer is aware the animal is a service animal, the owner should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the officer should ask the individual only the following questions:
Service Animals

- Is the animal required because of a disability?
- What task or service has the service 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.

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

When handling calls of a complaint regarding a service animal, members of this department 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, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as the result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice.
Public Safety Camera System

385.1 PURPOSE AND SCOPE
The Campus of Portland State University operates a public safety camera system for the purpose of creating a safer environment for all those who live, work, and visit the Campus. This policy provides guidelines for the operation of the cameras, the purpose of their use and the storage of captured images.

385.2 POLICY
Cameras are strategically placed throughout the Campus at the direction or with the approval of the Director of Public Safety for the purpose of assisting the Portland State University-Campus Public Safety Office to detect and deter crime, to safeguard against potential threats to Homeland Security, to manage emergency response situations to natural and man-made disasters, and to assist other Campus officials to aid in the enhancement of services provided to the community.

Public safety cameras are a crime prevention tool and can assist with scene reconstruction and evidence gathering. Public safety cameras are also a key resource to assist in securing vulnerable sites by providing real time monitoring and early detection of unusual or criminal activity allowing for a more efficient and timely response by law enforcement and emergency response personnel.

The cameras only record images and do not record sound. Recordings may be used for a variety of purposes including criminal investigations and monitoring of activity. In addition, the public safety camera system helps to provide the following benefits:

(a) Assists in identifying, apprehending and prosecuting offenders.
(b) Assists in gathering evidence for criminal and civil court actions.
(c) Assists emergency services personnel maintain good public order.
(d) Assists in monitoring pedestrian and vehicle traffic activity.
(e) Helps improve the general environment on the public streets.
(f) Assists in providing effective public services.

385.3 PROCEDURE
The following procedures have been established for the effective operation of the public safety camera system.

385.3.1 MONITORING
Video images from the cameras are transmitted to monitors installed in Dispatch. When activity warranting further investigation is reported or detected at any camera location the dispatcher may selectively view the appropriate camera and relay any available information to responding units. Dispatch personnel are authorized to adjust the cameras in such a manner as to most effectively view a particular area for any legitimate public safety purpose.
Public Safety Camera System

The video feed from cameras may be accessed by other Campus employees for official business only. A request must be made to, and approved by, the Director of Public Safety in order for video feed to be set up at a location other than Dispatch.

385.3.2 TRAINING
Personnel involved in video monitoring will be appropriately trained and supervised.

385.3.3 PROHIBITED ACTIVITY
Video monitoring will be conducted in a professional, ethical and legal manner. The public safety camera system will not be used to invade the privacy of individuals, or to look into private areas or areas where the reasonable expectation of privacy exists. All reasonable efforts will be taken to protect these privacy rights. Video monitoring shall not be used to harass, intimidate or discriminate against any individual or group.

385.3.4 CAMERA MARKINGS
Cameras used as a part of the public safety system that are not being used for covert operations or confidential investigations will be marked in a conspicuous manner to inform the public that the area is under video surveillance.

385.4 MEDIA STORAGE
All media will be stored in a secure area with access restricted to authorized persons only. The system will store the images from every camera which are recorded throughout the twenty-four hour period of every day of the week. All of the images from every recording device for a particular 24-hour period, beginning at 12:00 a.m. and ending at 11:59:59 p.m. will be referred to as the "Daily Recording".

The Daily Recording will be stored for a period of not less than 30 days and thereafter may be erased if not otherwise required for any related investigation, claim or other official need (Oregon Administrative Rules 166-200-0100 (68)). The system will be configured to automatically purge and write over any Daily Recordings more than 60 days old.

385.5 RETRIEVAL OF RECORDED INFORMATION
Authorization to research and retrieve recorded information is restricted to the Director of Public Safety or his/her designee. These individuals will be authorized to provide video images for investigative purposes to an Portland State University-Campus Public Safety Office employee who has completed a video request form in accordance with chain of custody procedures established by the Portland State University-Campus Public Safety Office.

385.5.1 PUBLIC AND OTHER AGENCY REQUESTS
Requests for recorded video images from other governmental agencies or through the submission of a court order or subpoena will be promptly submitted to the University Counsel. Upon the receipt of any such request, it will also be promptly submitted to the Communications Supervisor who will promptly research the request and submit the results of such search through the Director of Public Safety to the University Counsel's office for further handling. Every reasonable effort should be
made to preserve the data requested until the request has been finally processed by the University Counsel's office.

Public and media requests for video images captured by public safety cameras will be made available only to the extent required by law. As provided by Oregon public records law, video footage that is evidence in an ongoing police investigation will generally not be disclosed to the public where a disposition has not been reached, absent such disclosure being compelled by a court or other governmental entity of competent jurisdiction.

385.6  ANNUAL REVIEW OF THE PUBLIC SAFETY CAMERA SYSTEM

The Director of Public Safety or his/her designee will conduct an annual review the agency's use of the public safety camera system. The annual review will include an inventory of video monitoring installations, date of installation, summary of their purpose, adherence to this policy and any proposed policy changes. The results of each review will be documented and maintained by the Director of Public Safety or his/her designee and other applicable advisory bodies. Any concerns or deviations from this policy will be addressed promptly and effectively.
Off-Duty Law Enforcement Actions

389.1 PURPOSE AND SCOPE
The decision to become involved in a law enforcement action when off-duty can place an officer as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for officers of the Portland State University-Campus Public Safety Office with respect to taking law enforcement action while off-duty.

389.2 POLICY
Initiating law enforcement action while off-duty is generally discouraged. Officers should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

Officers are not expected to place themselves in unreasonable peril. However, any sworn member of this department who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage may take reasonable action to minimize the threat.

When public safety or the prevention of major property damage requires immediate action, officers should first consider reporting and monitoring the activity and only take direct action as a last resort.

389.3 FIREARMS
State law prohibits Campus Public safety Officers from being armed, as such officers do not have possession of an authorized firearm. Any decision by an off-duty officer to carry a firearm must comply with applicable laws and state statutes. Officers should refrain from carrying firearms when the consumption of alcohol is likely or when the need to carry a firearm is outweighed by safety considerations. Firearms shall not be carried by any officer who has consumed an amount of an alcoholic beverage or taken any drugs that would tend to adversely affect the officer's senses or judgment.

389.4 DECISION TO INTERVENE
There is no legal requirement for off-duty officers to take law enforcement action. However, should officers decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration the following:

(a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.
(b) The inability to communicate with responding units.
(c) The lack of equipment, such as handcuffs, OC or baton.
(d) The lack of cover.
Off-Duty Law Enforcement Actions

(e) The potential for increased risk to bystanders if the off-duty officer were to intervene.
(f) Unfamiliarity with the surroundings.
(g) The potential for the off-duty officer to be misidentified by other peace officers or members of the public.

Officers should consider waiting for on-duty uniformed officers to arrive, and gather as much accurate intelligence as possible instead of immediately intervening.

389.4.1 INTERVENTION PROCEDURE
If involvement is reasonably necessary the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. The operator should be informed that an off-duty officer is on-scene and should be provided a description of the officer if possible.

Whenever practicable, the officer should loudly and repeatedly identify him/herself as a Portland State University-Campus Public Safety Office officer until acknowledged. Official identification should also be displayed.

389.4.2 INCIDENTS OF PERSONAL INTEREST
Officers should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances officers should call the responsible agency to handle the matter.

389.4.3 CIVILIANNONSWORN RESPONSIBILITIES
Non-sworn personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

389.4.4 OTHER CONSIDERATIONS
When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she needs to maintain an undercover capability.

389.5 REPORTING
Any off-duty officer who engages in any law enforcement activity, regardless of jurisdiction, shall notify the Sergeant/Lead Worker as soon as practicable. The Lieutenant shall determine whether a report should be filed by the employee.

Officers should cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate.
TASER

390.1 PURPOSE AND SCOPE
This policy provides guidelines for the issuance and use of the Taser.

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

390.3 ISSUANCE AND CARRYING TASERS
Only members who have successfully completed department-approved training may carry the Taser. Tasers will not be carried by individual officers, but will be available from the Campus Public Safety Office or patrol vehicle.

Officers shall only use the Taser and cartridges that have been issued by the Department. Members carrying the Taser should perform a spark test on the unit prior to every shift.

If carried while in uniform, Officers shall carry the Taser in a weak-side holster on the side opposite the duty weapon.

(a) All Tasers shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.

(b) Whenever practicable, Officers should carry two or more cartridges on their person when carrying the Taser.

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

(d) Officers should not hold both a firearm and the Taser at the same time.

390.4 VERBAL AND VISUAL WARNINGS
A verbal warning of the intended use of the Taser should precede its application, unless it would otherwise endanger the safety of Officer 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 Officer and individuals with a warning that the Taser may be deployed.

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

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

**390.5 USE OF THE TASER**
The Taser has limitations and restrictions requiring consideration before its use. The Taser should only be used when its operator can safely approach the subject within the operational range of the device. Although the Taser is generally effective in controlling most individuals, Taser should be aware that the device may not achieve the intended results and be prepared with other options.

**390.5.1 APPLICATION OF THE TASER**
The Taser may be used in any of the following circumstances, when the circumstances perceived by the Officer at the time indicate that such application is reasonably necessary to control a person:

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

Mere flight from a pursuing Officer, without other known circumstances or factors, is not good cause for the use of the Taser to apprehend an individual.

**390.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS**
The use of the Taser on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of using the device. This includes:

(a) Individuals who are known to be pregnant.
(b) Elderly individuals or obvious juveniles.
(c) Individuals with obviously low body mass.
(d) Individuals who are handcuffed or otherwise restrained.
(e) Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.
(f) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles).

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

The Taser shall not be used to psychologically torment, elicit statements or to punish any individual.

390.5.3 TARGETING CONSIDERATIONS
Reasonable efforts should be made to target lower center mass and avoid the head, neck, chest and groin. If the dynamics of a situation or officer safety do not permit the Officer to limit the application of the [EMDT device] probes to a precise target area, Officers should monitor the condition of the subject if one or more probes strikes the head, neck, chest or groin until the subject is examined by paramedics or other medical personnel.

390.5.4 MULTIPLE APPLICATIONS OF THE TASER
Officers should apply the Taser for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Multiple applications of the Taser against a single individual are generally not recommended and should be avoided unless the Officer reasonably believes that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

If the first application of the Taser appears to be ineffective in gaining control of an individual, the Officer should consider certain factors before additional applications of the Taser, including:
(a) Whether the probes are making proper contact.
(b) Whether the individual has the ability and has been given a reasonable opportunity to comply.
(c) Whether verbal commands, other options or tactics may be more effective.

Officers should generally not intentionally apply more than one Taser at a time against a single subject.

390.5.5 ACTIONS FOLLOWING DEPLOYMENTS
Officers shall notify a supervisor of all Taser discharges. Confetti tags should be collected and the expended cartridge, along with both probes and wire, should be submitted into evidence. The cartridge serial number should be noted and documented on the evidence paperwork. The evidence packaging should be marked "Biohazard" if the probes penetrated the subject’s skin.

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

390.5.7 TASER® CAM™
The TASER CAM is activated any time the safety is in the off position. The safety should be in the safe position unless the officer intends to use the device. Because the TASER CAM memory
TASER

is limited, the video and audio data should be downloaded frequently and retained as required by
the department records retention schedule.

390.5.8 OFF-DUTY CONSIDERATIONS
Officers are not authorized to carry department Tasers while off-duty.

Officers shall ensure that Tasers are secured while in their homes, vehicles or any other area
under their control, in a manner that will keep the device inaccessible to others.

390.6 DOCUMENTATION
Officers shall document all Taser discharges in the related arrest/crime report and the Taser 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.

390.6.1 TASER FORM
Items that shall be included in the Taser report form are:

(a) The type and brand of Taser 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 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 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.
(i) Description of where missed probes went.
(j) Whether medical care was provided to the subject.
(k) Whether the subject sustained any injuries.
(l) Whether any officers sustained any injuries.

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

390.6.2 REPORTS
The Officer should include the following in the arrest/crime report:
TASER

(a) Identification of all personnel firing Tasers
(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

390.7 MEDICAL TREATMENT
Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel should remove officer and/or medical personnel and shall be fully documented in related reports. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the [EMDT device].

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

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

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

Proficiency training for personnel who have been issued Tasers should occur every year. A reassessment of an Officer’s knowledge and/or practical skill may be required at any time if deemed appropriate by the Training Sergeant. All training and proficiency for Tasers will be documented in the Officer’s training file.

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

Officers who do not carry Tasers should receive training that is sufficient to familiarize them with the device and with working with Officers who use the device.

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

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

The Training Sergeant should ensure that all training includes:

(a) A review of this policy.
(b) A review of the Use of Force Policy.
(c) Performing weak-hand draws or cross-draws to reduce the possibility of unintentionally drawing and firing a firearm.
(d) Target area considerations, to include techniques or options to reduce the unintentional application of probes near the head, neck, chest and groin.
(e) Handcuffing a subject during the application of the Taser and transitioning to other force options.
(f) De-escalation techniques.
(g) Restraint techniques that do not impair respiration following the application of the Taser.
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 Department to ensure intra-department cooperation and information sharing.

400.1.1 FUNCTION
Officers will generally patrol in clearly marked vehicles, on foot, and by bicycle, patrol assigned jurisdictional areas of Portland State University-Campus Public Safety Office, respond to citizen calls for assistance, act as a deterrent to crime, enforce university policies as well as state 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, the maintenance of public order, and the discovery of hazardous situations or conditions
(b) Crime prevention activities such as residential inspections, business inspections, community presentations, etc.
(c) Calls for service, both routine and emergency in nature
(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 sections within the Department, as well as university entities and other outside governmental agencies.
(h) The application of resources to specific problems or situations within the community, which may be improved or resolved by Community Oriented Policing and problem solving strategies

400.1.2 TERRORISM
It is the goal of the Portland State University-Campus Public Safety Office to make every reasonable effort to accurately and appropriately gather and report any information that may relate to either foreign or domestic terrorism. Officers should advise a supervisor as soon as practicable of any activity believed to be terrorism related and should document such incidents with a written report or Field Interview (FI). The supervisor should ensure that all terrorism related reports and FIs are forwarded to the patrol Supervisor in a timely fashion.

400.2 PATROL INFORMATION SHARING PROCEDURES
The following guidelines are intended to develop and maintain intra-department cooperation and information flow between the various sections of the Portland State University-Campus Public Safety Office.
Patrol Function

400.2.1 CRIME REPORTS
A crime report may be completed by any patrol officer who receives criminal information. The report will be processed and forwarded to the appropriate section for retention or follow-up investigation.

400.2.2 PATROL BRIEFINGS
Patrol supervisors, detective sergeants, and special unit sergeants are encouraged to share information as much as possible. All supervisors and/or officers will be provided an opportunity to share information via the Daily Activity Log, E Mail, and Briefing Board.

400.2.3 INFORMATION CLIPBOARDS
Several information clipboards will be maintained in the squad room and will be available for review by officers from all sections within the Department. These will include, but not be limited to, the patrol check clipboard, the wanted persons clipboard, and the written directive clipboard.

400.2.4 BULLETIN BOARDS
A bulletin board will be kept in the squad room and the patrol for display of suspect information, intelligence reports and photographs. New Departmental Directives will be made available for patrol supervisors through memos.

400.3 CROWDS, EVENTS AND GATHERINGS
Officers may encounter gatherings of people, including but not limited to, civil demonstrations, civic, social and business events, public displays, parades and sporting events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action. Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

Officers should consider enforcement of applicable state and local laws, when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.
Bias Based Profiling

402.1 PURPOSE AND SCOPE
This policy provides guidance to department members and establishes appropriate controls to ensure that employees of the Portland State University-Campus Public Safety Office do not engage in bias-based profiling or violate any related laws while serving the community.

402.1.1 DEFINITION
Definitions related to this policy include:

Racial- or bias-based profiling - An inappropriate reliance, and contrary to constitutional protections, on factors such as race, ethnicity, national origin, religion, sex, sexual orientation, economic status, age, cultural group, disability or affiliation with any other similar identifiable group as a factor in deciding whether to take law enforcement action or to provide service.

402.2 POLICY
The Portland State University-Campus Public Safety 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 department to provide law enforcement services and to enforce the law equally, fairly and without discrimination toward any individual or group.

Race, ethnicity or nationality, religion, sex, sexual orientation, economic status, age, cultural group, disability or affiliation with any other similar identifiable group shall not be used as the basis for providing differing levels of law enforcement service or the enforcement of the law.

402.3 RACIAL- OR BIAS-BASED PROFILING PROHIBITED
Racial- or bias-based profiling is strictly prohibited. However, nothing in this policy is intended to prohibit an officer from considering factors such as race or ethnicity in combination with other legitimate factors to establish reasonable suspicion or probable cause (e.g., suspect description is limited to a specific race or group).

402.4 MEMBER RESPONSIBILITY
Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any known instances of racial- or bias-based profiling to a supervisor.

402.4.1 REASON FOR DETENTION
Officers detaining a person shall be prepared to articulate sufficient reasonable suspicion to justify a detention, independent of the individual's membership in a protected class.

To the extent that written documentation would otherwise be completed (e.g., arrest report, Field Interview (FI) card), the involved officer should include those facts giving rise to the officer's reasonable suspicion or probable cause for the detention, as applicable.
Nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

402.4.2 REPORTING TRAFFIC STOPS
Each time an officer makes a traffic stop, the officer shall report (ORS 131.906):

(a) The reason for the stop or other contact.
(b) The officer's perception of the race, color or national origin of the individual involved in the contact.
(c) The individual's gender.
(d) The individual's age.
(e) Whether a search was conducted in connection with the contact, and, if so, what resulted from the search.
(f) The disposition of the enforcement action, if any, resulting from the contact.
(g) Additional data as recommended by the Law Enforcement Contacts Policy and Data Review Committee (LECC).

402.5 SUPERVISOR RESPONSIBILITY
Supervisors shall monitor those individuals under their command for any behavior that may conflict with the purpose of this policy and shall handle any alleged or observed violation of this policy in accordance with the Personnel Complaints Policy.

(a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
(b) Supervisors should periodically review MAV recordings, [MDT/MDC] data and any other available resource used to document contact between officers and the public to ensure compliance with this policy.
   1. Supervisors should document these periodic reviews.
   2. Recordings that capture a potential instance of racial- or bias-based profiling should be appropriately retained for administrative investigation purposes.
(c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
(d) Supervisors should ensure that no retaliatory action is taken against any member of this department who discloses information concerning racial- or bias-based profiling.

402.6 STATE REPORTING
The Administrative Assistant may provide LECC the data collected pursuant to this policy and may request that LECC analyze the data submitted (ORS 131.906).
Bias Based Profiling

402.7 ADMINISTRATION
Each year, the Patrol Lieutenant shall review the efforts of the Department to prevent racial- or bias-based profiling and submit an overview, including public concerns and complaints, to the Director of Public Safety. This report should not contain any identifying information regarding any specific complaint, citizen or officers. It should be reviewed by the Director of Public Safety to identify any changes in training or operations that should be made to improve service.

On an annual basis, this report will be provided to the Public Safety Oversight committees for their review.

Supervisors shall review the annual report and discuss the results with those they are assigned to supervise.

402.8 TRAINING
Training on racial- or bias-based profiling and review of this policy should be conducted as directed by the Training Sergeant.
Crime and Disaster Scene Integrity

406.1 PURPOSE AND SCOPE
The protection and integrity of a crime scene is of the utmost importance for the successful apprehension of criminals and successful prosecution. The integrity of a disaster scene is equally as critical for the protection of life and property and investigation by proper authorities.

406.2 CRIME SCENE RESPONSIBILITY
The first officer at the scene of a crime or major incident generally is responsible for the preservation of the scene. Officers shall also consider officer safety and public safety issues, including rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity of the crime/disaster scene the officer shall continue until relieved by a supervisor.

406.2.1 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) Ensure that no suspects are still within the area.
(b) Broadcast emergency information, including all requests for additional assistance.
(c) Provide first aid to injured parties if it can be done safely.
(d) Secure the inner perimeter with crime scene tape.
(e) Protect items of apparent evidentiary value.
(f) Start a chronological log, noting critical times and personnel allowed access.

406.2.2 MEDIA ACCESS
Authorized and bona fide members of the media shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

406.2.3 EXECUTION OF HEALTH ORDERS
Any sworn member of this department is authorized to execute and enforce lawful orders of the local health officer issued for the purpose of preventing the spread of any contagious, infectious or communicable disease.

406.3 SEARCHES AT CRIME OR DISASTER SCENES
Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims and determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until proper authority for the search is obtained.
Crime and Disaster Scene Integrity

406.3.1 AUTHORITY TO SEARCH
In order to search, officers must have probable cause to believe that a crime has occurred and evidence of the crime will be found at the location. Absent consent, a search warrant is generally required to authorize continued search once a scene is stabilized.

406.3.2 CONSENT
Any person who has an expectation of privacy has standing to object to a search. That may include anyone with a property interest in the location, as well as any resident, tenant, or guest, depending on the circumstances. It may not be possible to identify everyone with standing to object, and from whom consent must be obtained, at the early stages of the investigation. Officers should obtain consent to search from authorized individuals where possible, but should also consider obtaining consent and a search warrant in the case of serious crimes or major investigations.
Ride-Along Policy

410.1 PURPOSE AND SCOPE
The Ride-Along Program provides an opportunity for citizens to experience the law enforcement function first hand. This policy provides the requirements, approval process, and hours of operation for the Ride-Along Program.

410.1.1 ELIGIBILITY
The Portland State University-Campus Public Safety Office Ride-Along Program is offered to residents, students and those employed within the Campus. Every attempt will be made to accommodate interested persons however any applicant may be disqualified without cause.

The following factors may be considered in disqualifying an applicant and are not limited to:

- Being under the age of 15-years
- Prior criminal history
- Pending criminal action
- Pending lawsuit against the Department
- Denial by any supervisor

410.1.2 AVAILABILITY
The Ride-Along Program is available on most days of the week, with certain exceptions established by the Director. 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 Director of Public Safety, or Lieutenant.

410.2 PROCEDURE TO REQUEST A RIDE-ALONG
Generally, ride-along requests will be scheduled by the Lieutenant. The participant will complete a ride-along waiver form. Information requested will include a valid ID or Oregon driver's license, address, and telephone number. If the participant is under 18-years of age, a parent/guardian must be present to complete the Ride-Along Form.

The Lieutenant will schedule a date, based on availability, at least one week after the date of application. If approved, a copy will be forwarded to the respective Patrol Sergeant/Lead Worker 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 Department will contact the applicant and advise him/her of the denial.

410.2.1 PROGRAM REQUIREMENTS
Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception would apply with approval of the Lieutenant.
Ride-Along Policy

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the officer's vehicle at a given time.

410.2.2 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 police vehicle. The Patrol Sergeant/Lead Worker may refuse a ride along to anyone not properly dressed.

410.2.3 PEACE OFFICER RIDE-ALONGS
Off-duty members of this department or any other law enforcement agency will not be permitted to ride-along with on-duty officers without the expressed consent of the Lieutenant. In the event that such a ride-along is permitted, the off-duty employee shall not be considered on-duty and shall not represent themselves as a peace officer or participate in any law enforcement activity except as emergency circumstances may require.

410.2.4 RIDE-ALONG CRIMINAL HISTORY CHECK
All Ride-along applicants are subject to a criminal history check. The criminal history check will include a local records check, and inquiries to the National Crime Information Center (NCIC), Computerized Criminal History (CCH), and a Department of Motor Vehicles (DMV) records checks via the Law Enforcement Data System (LEDS) prior to their approval as a ride-along with a law enforcement officer (provided that the ride-along is not an employee of the Portland State University-Campus Public Safety Office). The printed inquiry responses will be attached to the request and forwarded to the on-duty Patrol Sergeant who will approve or disapprove the ride-along and schedule the appointment.

410.3 OFFICER'S RESPONSIBILITY
The officer shall advise the dispatcher that a ride-along is present in the vehicle before going into service. Officers shall consider the safety of the ride-along at all times. Officers should use sound discretion when encountering a potentially dangerous situation, 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 practical have another police unit respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

The Lieutenant is responsible for maintaining and scheduling ride-alongs. Upon completion of the ride-along, the yellow form shall be returned to the Lieutenant with any comments which may be offered by the officer.

410.4 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 their participation. These instructions should include:

(a) The ride-along will follow the directions of the officer
Ride-Along Policy

(b) The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects, or handling any police equipment.

(c) The ride-along may terminate the ride at any time and the officer may return the observer to their home or to the station if the ride-along interferes with the performance of the officer's duties.

(d) Ride-alongs may be allowed to continue riding during the transportation and booking process provided this does not jeopardize their safety.

(e) Officers will not allow any ride-alongs to be present in any residences or situations that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.

(f) Under no circumstance shall a civilian ride along be permitted to enter a private residence with an officer without the expressed consent of the resident or other authorized person.
Hazardous Material Response

412.1 PURPOSE AND SCOPE
Hazardous materials present a potential harm to employees resulting from their exposure. The following is to be the policy of this department.

412.1.1 HAZARDOUS MATERIAL DEFINED
A hazardous material is a substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed. See Oregon Revised Statutes 453.005(7) for a complete list.

412.2 HAZARDOUS MATERIAL RESPONSE
Employees may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill, or fire. When employees come into contact with a suspected hazardous material, certain steps should be taken to protect themselves and citizens.

The following steps should be considered at any scene involving suspected hazardous materials:
(a) Attempt to identify type of hazardous substance. (Identification can be determined by placard, driver's manifest or statements from person transporting).
(b) Notify Fire Department.
(c) Notify Facilities-University Environmental Health and Safety Office
(d) Provide first-aid for injured parties if it can be done safely and without contamination.
(e) Begin evacuation of immediate area and surrounding areas dependent on substance.

412.3 REPORTING EXPOSURE(S)
Department personnel who believe that they have been exposed to a hazardous material shall immediately report the exposure to a Patrol Sergeant/Lead Worker. Each exposure shall be documented by the employee in an employee memorandum that shall be forwarded via chain of command to the Commanding Officer. Should the affected employee be unable to document the exposure for any reason, it shall be the responsibility of the notified Patrol Sergeant/Lead Worker to complete the memorandum.

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.

412.3.1 SUPERVISOR RESPONSIBILITY
When a Patrol Sergeant/Lead Worker 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.
Hazardous Material Response

To ensure the safety of employees, safety equipment is available through supervisory personnel. Safety items not maintained by the Department will be obtained through the Fire Department or university facilities.

The employee or employees Patrol Sergeant/Lead Worker if the employee is unable, will complete a Workers Compensation form if an injury is diagnosed Oregon Revised Statutes 656.265. If an injury is not apparent but exposure to a hazardous substance is possible, the employee will complete an incident report indicating the circumstances of the event and the potential of an exposure.
Hostages and Barricaded Suspects

414.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers 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 officers 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.

414.1.1 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.

414.2 POLICY
It is the policy of the Portland State University-Campus Public Safety 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.

414.3 COMMUNICATION
When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers 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, department-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.

414.3.1 EMERGENCY COMMUNICATIONS
A supervisor who has probable cause to believe that a hostage is being held may order a telephone company to cut, reroute or divert telephone lines to prevent a suspect from communicating with anyone other than officers or other designated individuals (ORS 165.549).
414.4 FIRST RESPONDER CONSIDERATIONS

First responding officers 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 officer should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.

The handling officer 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.

414.4.1 BARRICADE SITUATION

Unless circumstances require otherwise, officers 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 Department, such as command officers and the Director.

(j) If necessary and available, establish a tactical or exclusive radio frequency for the incident.
Hostages and Barricaded Suspects

(k) Establish a command post.

414.4.2 HOSTAGE SITUATION
Officers 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 officers react quickly to developing or changing threats. 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) 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).

(d) 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.

(e) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(f) Provide responding emergency personnel with a safe arrival route to the location.

(g) Evacuate non-injured persons in the immediate threat area if it is reasonably safe to do so.

(h) Coordinate pursuit or surveillance vehicles and control of travel routes.

(i) 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.

(j) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.

(k) 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.

(l) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Director.

(m) If necessary and available, establish a tactical or exclusive radio frequency for the incident.
414.5 SUPERVISOR RESPONSIBILITIES
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 Crisis Response Unit (CRU) response if appropriate and apprising the CRU 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 Campus during the incident. The supervisor should direct non-essential personnel away from the scene unless they have been summoned by the supervisor or Dispatch.
(i) Identify a media staging area outside the outer perimeter and have the department Director or a designated temporary media representative provide media access in accordance with the News 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.

414.6 CRISIS RESPONSE UNIT RESPONSIBILITIES
It will be the Incident Commander’s decision, with input from the CRU Commander, whether to deploy the CRU during a hostage or barricade situation. Once the Incident Commander authorizes deployment, the CRU 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 CRU. The Incident Commander and the CRU Commander or the authorized designee shall maintain communications at all times.
Hostages and Barricaded Suspects

414.7 REPORTING
Unless otherwise relieved by a supervisor or Incident Commander, the handling officer at the scene is responsible for completion and/or coordination of incident reports.
Response to Bomb Calls

416.1 PURPOSE AND SCOPE
These guidelines have been prepared to assist officers in their initial response to incidents involving explosives, explosive devices, or explosion/bombing 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 shall always be the primary consideration.

416.2 FOUND EXPLOSIVES/SUSPECT DEVICES
When handling an incident involving a suspected explosive device, the following guidelines should be followed:

(a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging. The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.

(b) A minimum perimeter of 300 feet should be established around the location of the device. An access point should be provided for support personnel.

(c) As much information as is available should be promptly relayed to the Patrol Sergeant including:
   1. The stated threat.
   2. Exact comments.
   3. Time of discovery.
   4. Exact location of the device.
   5. Full description (e.g., size, shape, markings, construction) of the device.

(d) The device should not be touched or moved except by qualified bomb squad personnel.

(e) All equipment within 300 feet of the suspected device capable of producing radio frequency energy should be turned off. This includes two-way radios, cell phones and other personal communication devices.

(f) Consideration should be given to evacuating any buildings near the device.

(g) A search of the area should be conducted for secondary devices or other objects that are either hazardous or foreign to the area and a perimeter should be established around any additional suspicious device found.

Explosive or military ordnance of any type should be handled only by the bomb squad or military ordnance disposal team.
416.3 EXPLOSION/BOMBING INCIDENTS
When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic incidents, a rapid response may help to minimize injury to victims, contamination of the scene by gathering crowds or additional damage by resulting fires or unstable structures. Whether the explosion was the result of an accident or a criminal act, the responding officers should consider the following actions:

• Assess the scope of the incident, including the number of victims and extent of injuries.
• Assist with first aid (Fire Department has primary responsibility).
• Assist with evacuation of victims (Fire Department has primary responsibility).
• Identify and take appropriate actions to mitigate scene hazards such as collapsed structures, blood borne pathogens, hazardous materials and secondary explosive devices.
• Request additional resources as needed.
• Identify witnesses.
• Preserve evidence.

416.3.1 NOTIFICATIONS
When an explosion has occurred, the following people shall be notified as soon as practicable if their assistance is needed:

(a) Fire Department
(b) Emergency Medical assistance
(c) Portland Police Bureau
(d) Explosive Disposal Unit
(e) Additional officers
(f) Patrol Sergeant

416.3.2 CROWD CONTROL
Only authorized personnel with a legitimate need shall be permitted access to the scene. Spectators and other unauthorized individuals shall be excluded to a safe distance as is reasonably practicable given the available resources and personnel.

416.3.3 SCENE OF INCIDENT
As in any other crime scene, steps should immediately be taken to preserve the scene. The scene could extend over a long distance. Evidence may be imbedded in nearby structures or hanging in trees and bushes.

416.4 BOMB THREATS RECEIVED AT POLICE FACILITY
This procedure shall be followed should a bomb threat call be received at the police facility.
416.4.1 BOMB THREATS RECEIVED BY TELEPHONE
The following questions should be asked if a bomb threat call is received at the Police Department:

- When is the bomb going to explode?
- Where is the bomb?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- Who are you? (to avoid possible termination of the call this should be the last question asked)

Attempt to keep the caller on the line as long as possible and obtain expanded answers to these five basic questions.

During this time, document the following:

- Time of the call.
- Exact words of the person as accurately as possible.
- Estimated age and gender of the caller.
- Speech patterns and/or accents.
- Background noises.

If the incoming call is received at the police facility on a recorded line, steps shall be taken to ensure that the recording is preserved in accordance with current department evidence procedures.

416.4.2 RESPONSIBILITIES
The employee handling the call shall ensure that the Patrol Sergeant is immediately advised and fully informed of the details. The Patrol Sergeant will then confer with the Lieutenant to direct and assign officers as required for coordinating a general building search or evacuation.

Decisions to evacuate will be made by senior administrators at Portland State University. This decision should include the specificity of the threat, whether the information is actionable, and whether other information is available that would add credibility. A blanket decision to evacuate on a single source, non specific bomb threat is contrary to best practices, and may not increase the safety of university students, staff and faculty, as well as serve to accomplish the goals of persons initiating hoax bomb threats.

Bomb threat cards are available on the EHS website and in the Emergency Response Flip Charts distributed throughout campus. Additionally, Emergency Manager Bryant Haley has provided specific Bomb Threat Checklists to areas that are most likely to receive a threat.
Response to Bomb Calls

Protocol:
(a) Record information on the Bomb Threat checklist.
(b) Notify Campus Public Safety
(c) Campus Public Safety will:
   1. Notify BOEC for consultation with PPB EOD
   2. Notify CPSO Senior Staff
   3. CPSO Senior Staff will notify VPFAM
   4. VPFADM will decide
      i. ERT Activation
      ii. PSU Alert
(a) If the threat is specific and actionable, CPSO will search the immediate and public areas.
(b) If a suspicious object or device is located:
    i. Do not touch
    ii. Notify EOD
    iii. Evacuate area.
(a) Any other evacuation decisions will be made by VPFADM
Civil Commitments

418.1 PURPOSE AND SCOPE
This procedure describes an officer’s duties when a person is to be committed to a mental health unit pursuant to Oregon Revised Statutes 426.070 to 426.228. The commitment of a person to a treatment facility or other confinement is controlled by Oregon Revised Statutes 426.070 through 426.225. Oregon Revised Statutes 426.228 authorizes peace officers to take mentally ill persons into custody. By statute, Special Campus Public Safety Officers are defined separate from Peace Officers, and do not have this authority pursuant to Oregon Revised Statutes 426.070 to 426.228.

418.2 POLICY
It is the policy of the Portland State University-Campus Public Safety Office to protect the public and individuals through legal and appropriate use of the civil commitment process.

418.3 AUTHORITY
An officer shall also take a person into custody at the direction of the community mental health program director when the director has probable cause to believe the person is imminently dangerous to him/herself or to another person. The director is mandated to prepare a report for the officer to deliver to the treating physician (ORS 426.228(2)).

The officer shall transport the person in custody to the nearest facility approved by the Oregon Health Authority (OHA) or will transfer custody of the person to a mental health representative authorized under ORS 426.233(3). At the facility or upon transfer, the officer shall ensure that a report is prepared and delivered to the treating physician or the person taking custody. The report shall state (ORS 426.228)

(a) The reason for the custody.
(b) The date, time and place the person was taken into custody.
(c) The name and phone number of the Community Mental Health Director.

If, upon delivery of the person to the facility, the attending physician finds the person is not in need of emergency care or treatment for mental illness, the person is to be released from custody. The officer or the program director shall return the person to the place where he/she was taken into custody, unless the person declines that service.

418.3.1 VOLUNTARY EVALUATION
If officers encounter an individual who may qualify for a civil commitment, they may inquire as to whether the person desires to voluntarily be evaluated at an appropriate facility. If the individual so desires, the officers should:

(a) Transport the individual to an appropriate facility that is able to conduct the evaluation and admit the person pursuant to a civil commitment.
Civil Commitments

(b) If at any point the individual changes his/her mind regarding voluntary evaluation, officers should proceed with the civil commitment, if appropriate.

(c) Document the circumstances surrounding the individual’s desire to pursue voluntary evaluation and/or admission.

418.3.2 EXTREMELY DANGEROUS PERSONS
An officer may take into custody an individual on conditional release from a state hospital pursuant to an order of revocation. The written order does not have to be in the possession of the officer, and may be confirmed through the Law Enforcement Data System (LEDS) (OAR 859-200-310).

A person may be taken into custody if all of the following conditions apply (OAR 859-200-0305):

(a) An officer has reasonable cause to believe the individual is an extremely dangerous person with a mental illness (as defined by OAR 859-200-0020)

(b) The person presents a serious danger to others because of a mental disorder

(c) The person is in need of immediate care, custody or treatment

(d) The person has been civilly committed to the jurisdiction of the Psychiatric Security Review Board by a court

The officer shall transport the individual to a state hospital operated by the Oregon Health Authority (OAR 859-200-0310).

418.4 CONSIDERATIONS AND RESPONSIBILITIES
Any officer handling a call involving an individual who may qualify for a civil commitment should consider, as time and circumstances reasonably permit:

(a) Available information that might assist in determining the cause and nature of the individual’s action or stated intentions (e.g., information from LEDS).

(b) Community or neighborhood mediation services.

(c) Conflict resolution and de-escalation techniques.

(d) Available 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 officers from taking reasonable action to ensure the safety of the officers and others.

Civil commitments should be preferred over arrest for individuals with mental health issues, who are suspected of committing minor crimes or creating other public safety issues.

Officers responding to reports of persons affected by mental illness or experiencing a mental health crisis should be familiar with and refer to policy 320.
Civil Commitments

418.4.1 FOREIGN NATIONALS
If an officer takes a person into custody for a civil commitment and reasonably suspects that the person is a foreign national, the officer shall inform the person of his/her right to communicate with an official from the consulate of the person's country (ORS 426.228(9)).

418.5 TRANSPORTATION
When transporting any individual for a civil commitment, the transporting officer should have Dispatch 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. Officers may transport individuals in a patrol vehicle 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 an officer during the transport, Patrol Sergeant approval is required before transport commences.

418.5.1 CLEARANCE REQUIRED
If transportation to an appropriate facility will require more than one hour to accomplish, the transporting officer must obtain, if possible, medical clearance from an attending physician who has examined the person within the last 24 hours who certifies that the person is in need of immediate care or treatment for mental illness and that travel will not be detrimental to the person's physical health (ORS 426.228(3)).

418.6 TRANSFER TO APPROPRIATE FACILITY
Upon arrival at the facility, the officer will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking voluntary treatment, the officer should provide the staff member with the written application for a civil commitment and remain present to provide clarification of the grounds for detention, upon request.

Absent exigent circumstances, the transporting officer 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 officer may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. Under normal circumstances, officers will not apply facility-ordered restraints.

418.7 DOCUMENTATION
The officer should complete an application for emergency admission, provide it to the facility staff member assigned to the individual and retain a copy of the application for emergency admission for inclusion in the case report.

The officer should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

418.7.1 REQUIREMENTS
Officers shall use OHA form MHD 426.228 or otherwise ensure that the report states (ORS 426.228):
Civil Commitments

(a) The reason for custody.
(b) The date, time and place the person was taken into custody.
(c) The name and telephone number of the community mental health director.

418.8 CRIMINAL OFFENSES
Officers investigating an individual who is suspected of committing a minor criminal offense and who is being taken for a civil commitment should resolve the criminal matter by issuing a citation, as appropriate.

When an individual who may qualify for a civil commitment has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the officer 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 civil commitment.
(c) Facilitate the individual’s transfer to the jail facility.
(d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for a civil commitment.

In the supervisor’s judgment, the individual may 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 department to regain custody of the individual, department resources (e.g., posting a guard) and other relevant factors in making this decision.

418.9 FIREARMS AND OTHER WEAPONS
Whenever an individual is taken into custody for a civil commitment, the handling officers should seek to determine if the individual owns or has access to any firearm or other deadly weapon. Officers 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).

Officers 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 officers should further advise the individual of the procedure for the return of any firearm or other weapon that has been taken into custody.

418.10 TRAINING
This department will endeavor to provide department-approved training on interaction with mentally disabled persons, civil commitments and crisis intervention.
Citation Releases

420.1 PURPOSE AND SCOPE
Pursuant to Oregon Revised Statutes 133.055, officers may issue a criminal citation to a person if the officer has probable cause to believe that the person has committed a misdemeanor or has committed a felony that is subject to misdemeanor treatment under Oregon Revised Statutes 161.705.

420.2 STATUTORY REQUIREMENTS
Officers will cite offenders into the court before which they would appear if arrested. The citations must specify the time, date and court of appearance, and the court date shall not be later than 30 days after the citation was issued (Oregon Revised Statutes 133.055 and 133.060).

420.2.1 DISCRETION TO ARREST
While this department recognizes the statutory power of Special Campus Public Safety Officers to make arrests officers are encouraged to use sound discretion in the enforcement of the law. On-duty arrests will generally be made on university owned and controlled property. On-duty officers who discover criminal activity outside the jurisdiction of the Campus should consider contacting the agency having primary jurisdiction, when circumstances permit, before attempting an apprehension.

Off-duty officers observing criminal activity should generally take enforcement action only when it reasonably appears that imminent risk to life or property exists and the reasonable opportunity does not exist to contact the law enforcement agency with primary jurisdiction, with the recognition that, by statute, their legal authority is limited

420.3 DEPARTMENT PROCEDURE
The following procedure will be followed to comply with this law.

420.3.1 FIELD CITATIONS
Upon obtaining satisfactory identification and verifying that there are no outstanding warrants for the individual, officers may issue citations to a person upon probable cause to believe that the person has committed a misdemeanor or has committed a felony subject to misdemeanor treatment under ORS 161.705, unless there is a disqualifying reason making the person ineligible for citation (ORS 133.055).

420.3.2 FINGERPRINTS AND PHOTOGRAPHS
In certain cases, it may appropriate to fingerprint and photograph persons prior to citing and releasing them. In such cases, the person shall be taken into custody and transported to the Multnomah County Detention Center for that purpose, after which, they may be issued a citation and released.
Citation Releases

420.3.3 DISQUALIFYING CIRCUMSTANCES
In certain circumstances, cite and release may not be appropriate. Those situations include:

(a) Oregon Revised Statutes 133.055 specifically exempts persons arrested for assault or menacing at the scene of a domestic violence complaint. Those persons must be physically taken into custody and shall be transported and lodged at the jail.

(b) The person has outstanding warrants for his or her arrest.

(c) The person cannot satisfactorily identify themselves.

(d) The investigation or prosecution of the offense or offenses for which the person was arrested, or the investigation or prosecution of any other offense or offenses, would be jeopardized by the immediate release of the person arrested.

(e) There is a reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be imminently endangered by the release of the person arrested.

(f) The person has indicated they will not appear or there is other reason to believe that the person would not appear at the time and place specified in the citation. The basis for this determination shall be specifically stated such as:
   1. Previous history of failure to appear is on record.
   2. the person lacks ties to the area, such as a residence, job or family.
   3. The person initially provided a false name or identification or has previously used false names to avoid prosecution.

(g) The person arrested is so intoxicated that he/she could be a danger to himself/herself or to others. (Release may occur as soon as this condition no longer exists).

(h) Unusual circumstances lead the officer to conclude that the suspect should be held for further investigation.

When a person is arrested on a misdemeanor offense and is not released by criminal citation, the reason for non-release shall be noted in the custody report.

420.3.4 INSTRUCTIONS TO CITED PERSON
The citing officer shall call attention to the time and place for appearance and take any other steps he/she deems necessary to ensure that the defendant understands his/her written obligation to appear.

420.4 CITATION RELEASE ON WARRANTS
If the offense is not excluded under Oregon Revised Statutes 133.055, the court may authorize an officer to issue and serve a criminal citation in lieu of arrest (Oregon Revised Statutes 133.110). Officers should not issue citations under the following circumstances:

(a) The crime cited in the warrant involves violence.
Citation Releases

(b) The crime cited in the warrant involves a firearm.
(c) The crime cited in the warrant involves resisting arrest.
(d) The crime cited in the warrant involves giving false information to an officer.
(e) The person arrested is a danger to himself or herself or others due to intoxication or being under the influence of drugs or narcotics.
(f) The person requires medical examination or medical care or was otherwise unable to care for his or her own safety.
(g) The person has other ineligible charges pending against him/her.
(h) There is reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be immediately endangered by the release of the person.
(i) The person indicated they will not appear if released on a citation.
(j) The person cannot provide satisfactory evidence of personal identification.
(k) The warrant of arrest does not indicate that the person is eligible to be released on a notice to appear.

Release under this section shall be done in accordance with the provisions of this section.

420.5 JUVENILE CITATIONS
Completion of criminal citations for juveniles is generally not appropriate. All other misdemeanor violations for juveniles shall be documented with a case number and the case should be referred to the juvenile department for further action.

420.6 REQUESTING CASE NUMBERS
For state misdemeanors and qualified felonies, and all citations subsequent to the service of an arrest warrant, case numbers will be drawn. If the incident involves a citation issued subsequent to the service of a local arrest warrant where an Portland State University-Campus Public Safety Office case number already exists, that case number shall be used.
Arrest or Detention of Foreign Nationals

422.1 PURPOSE AND SCOPE
Article 36 of the Vienna Convention on Consular Relations, sets forth certain rights of foreign nationals from member countries when arrested, detained or imprisoned by law enforcement officials in this country. This section provides direction to officers when considering a physical arrest or detention of a foreign national. All foreign service personnel shall be treated with respect and courtesy, regardless of the level of established immunity. As noted herein, the United States is a party to several bilateral agreements that obligate our authorities to notify the consulate upon the person’s detention, regardless of whether the detained person(s) request that his or her consulate be notified. The list of specific countries that the United States is obligated to notify is listed on the US Department of State website.

422.1.1 DEFINITIONS
Foreign National - Anyone who is not a citizen of the United States (U.S.). A person with dual-citizenship, U.S. and foreign, is not a foreign national.

Immunity - Refers to various protections and privileges extended to the employees of foreign governments who are present in the U.S. as official representatives of their home governments. These privileges are embodied in international law and are intended to ensure the efficient and effective performance of their official "missions" (i.e., embassies, consulates, etc.) in foreign countries. Proper respect for the immunity to which an individual is entitled is necessary to ensure that U.S. diplomatic relations are not jeopardized and to maintain reciprocal treatment of U.S. personnel abroad. Although immunity may preclude U.S. courts from exercising jurisdiction, it is not intended to excuse unlawful activity. It is the policy of the U.S. Department of State's Office of Foreign Missions (OFM) that illegal acts by Foreign Service personnel should always be pursued through proper channels. Additionally, the host country's right to protect its citizens supersedes immunity privileges. Peace officers may intervene to the extent necessary to prevent the endangerment of public safety or the commission of a serious crime, regardless of immunity claims.

422.2 ARREST OR DETENTION OF FOREIGN NATIONALS
Officers should take appropriate enforcement action for all violations observed, regardless of claims of diplomatic or consular immunity received from violators. A person shall not, however, be subjected to in-custody arrest when diplomatic or consular immunity is claimed by the individual or suspected by the officer, and the officer has verified or reasonably suspects that the claim of immunity is valid.

422.3 LEVELS OF IMMUNITY
The specific degree of immunity afforded to foreign service personnel within the U.S. is directly related to their function and position in this country.
Arrest or Detention of Foreign Nationals

422.3.1 DIPLOMATIC AGENTS
Diplomatic agents (e.g., ambassadors and United Nations representatives) are afforded the highest levels of immunity. They are exempt from arrest or detention and are immune from all criminal (and most civil) prosecution by the host state. The family members of diplomatic agents enjoy these same immunities.

422.3.2 CONSULAR OFFICERS
Consular officers are the ranking members of consular posts who perform various formal functions on behalf of their own governments. Typical titles include consul general, consul, and vice consul. These officials are immune from arrest or detention, except pursuant to a felony warrant. They are only immune from criminal and civil prosecution arising from official acts. Official acts immunity must be raised as an affirmative defense in the court jurisdiction, and its validity is determined by the court. Under this defense, the prohibited act itself must have been performed as an official function. It is not sufficient that the consular agent was on-duty or in an official capacity at the time of the violation. The family members of consular officers generally enjoy no immunity, however, any family member who enjoys a higher level of immunity is issued an identification card by Department of State (DOS) enumerating any privileges or immunities on the back of the card. Examples are consular officers and family members from Russia or China.

422.3.3 HONORARY CONSULS
Honorary consuls are part-time employees of the country they represent and are either permanent residents of the U.S. or U.S. nationals (unlike career consular officers, who are foreign nationals on temporary assignment to the U.S.). Honorary consuls may be arrested and detained; limited immunity for official acts may be available as a subsequent defense. Family members have no immunity.

422.4 IDENTIFICATION
All diplomatic and consular personnel who are entitled to immunity are registered with the Department of State and are issued distinctive identification cards by the Department of State Protocol Office. These cards are the best means of identifying Foreign Service personnel. They include a photograph, identifying information, and, on the reverse side, a brief description of the bearer's immunity status. Unfortunately, these identification cards are not always promptly issued by the Department of State. In addition to the Department of State identification card, Foreign Service personnel should also have a driver license issued by the Department of State Diplomatic Motor Vehicle Office (DMVO), which in most circumstances replaces the operator's license issued by the state.

422.4.1 VEHICLE REGISTRATION
Vehicles that are owned by foreign missions or Foreign Service personnel and their dependents are registered with the Department of State OFM and display distinctive red, white, and blue license plates. Vehicles assigned to diplomatic or consular officers will generally have license plates labels with the words "diplomat" or "consul." Vehicles owned by honorary consuls are not issued OFM license plates; but may have Oregon license plates with an "honorary consul"
Arrest or Detention of Foreign Nationals

label. Driver's identity or immunity status should not be presumed from the type of license plates displayed on the vehicle. The status of an OFM license plate should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state, if the officer has reason to question the legitimate possession of the license plate.

422.5 ENFORCEMENT PROCEDURES
The following procedures provide a guideline for handling enforcement of foreign nationals:

422.5.1 CITABLE OFFENSES
An enforcement document shall be issued at the scene for all violations warranting such action, regardless of the violator's immunity status. The issuance of a citation is not considered an arrest or detention under current Department of State guidelines. Whenever the equivalent of a notice to appear is issued to an immunity claimant, the following additional procedures shall be followed by the arresting officer:

(a) Identification documents are to be requested of the claimant
(b) The title and country represented by the claimant are to be recorded on the back of the officer's copy of the Notice to Appear for later reference. Do not include on the face of the notice to appear
(c) The violator shall be provided with the appropriate copy of the notice to appear

422.5.2 IN-CUSTODY ARRESTS
Diplomatic agents and consular officers are immune from arrest or detention (unless they have no identification and the detention is to verify their diplomatic status). Proper identification of immunity claimants is imperative in potential in-custody situations. Claimants who are not entitled to immunity shall be placed in custody in accordance with the provisions outlined in Policy Manual § 422.6 of this policy.

A subject who is placed under arrest and claims diplomatic or consular immunity shall not be physically restrained before verification of the claim (unless restraint is necessary for the protection of the officer or others.)

A Patrol Sergeant/Lead Worker shall be promptly notified and should respond to the scene when possible.

Field verification of the claimant's identity is to be attempted as follows:

(a) Identification cards issued by the Department of State, Protocol Office, are the only valid evidence of diplomatic or consular immunity. The following types of identification cards are issued: Diplomatic (blue bordered), Consular (red bordered), and Official (green bordered), The Department of State identification cards are 3-3/4 inch by 1-1/2 inch and contain a photograph of the bearer.

(b) Initiate telephone verification with the Department of State. Newly arrived members of diplomatic or consular missions may not yet have official Department of State identity.
documents. Verify immunity by telephone with the Department of State any time an individual claims immunity and cannot present satisfactory identification, the officer has reason to doubt the claim of immunity, or there is a possibility of physical arrest. Law enforcement personnel should use the following numbers in order of preference:

Office of Foreign Missions
San Francisco, CA
(415) 744-2910, Ext. 22 or 23
(415) 744-2913 FAX
(0800-1700 PST)
Office of Foreign Missions
Diplomatic Motor Vehicle Office
Washington D.C.
(202) 895-3521 (Driver License Verification) or
(202) 895-3532 (Registration Verification)
(202) 895-3533 FAX
(0815-1700 EST)

Diplomatic Security Service
915 Second Avenue, Room 3410
Seattle, WA 98174
(206) 220-7721
(206) 220-7723 FAX

Diplomatic Security Service
Department of State
Command Center
Washington D.C.
(202) 647-7277
(202) 647-1512
(202) 647-0122 FAX
(Available 24 hours)

Members of diplomatic or consular missions also may have other forms of identification. These include identification cards issued by Office of Emergency Services, local law enforcement agencies, the foreign embassy, or consulate; driver licenses issued by Department of State; and, Department of State license indicia on the vehicle. All these items are only an indication that the bearer may have some form of immunity.

Subjects verified through the above procedures as being officials entitled to immunity (diplomatic agent, consular officers and consular staff and family members from countries with which the U.S. has special agreements) may not be arrested. The procedures below shall be followed. These procedures should also be used in the event immunity cannot be verified, but another form of identification indicates that immunity is probable.

If the release of the violator will not create an additional hazard, adequate information to properly identify the violator shall be obtained then the official shall be released. A Patrol Sergeant/Lead Worker approval for the release shall be obtained whenever possible. The necessary release documents and/or a Certificate of Release form should only be issued under the proper conditions.

If the violator appears to have been driving while under the influence, field sobriety tests, including Preliminary Alcohol Screening (PAS) device tests and chemical tests should be offered and obtained whenever possible, however, these tests cannot be compelled. The subject shall not be
permitted to drive. A Patrol Sergeant/Lead Worker approval for release shall be obtained whenever possible and alternative transportation should be arranged.

All facts of the incident shall be documented in accordance with this policy in a Driving Under the Influence (DUI) Arrest-Investigation Report, Arrest-Investigation Report and/or any other relevant Report form. Notwithstanding the field release of the subject, prosecution is still appropriate and should be pursued by the command concerned. The Department of State will take appropriate sanctions against errant foreign service personnel, even where prosecution is not undertaken by the agency.

422.6 TRAFFIC COLLISIONS
Persons involved in traffic collisions who possess a Department of State OFM Diplomatic Driver License, issued by the DMVO, shall have "D" coded in the license "class" box of the Traffic Collision Report. If subsequent prosecution of the claimant is anticipated, the claimant's title, country, and type of identification presented should be recorded for future reference. Issuance of a citation to, or arrest of, an immunity claimant at the accident scene should be handled in accordance with the procedures specified in Policy Manual § 422.5 of this chapter.

422.6.1 VEHICLES
Vehicles, which are owned by subjects with full immunity, may not be searched, stored, or impounded without the owner's permission. (Such permission may be assumed if the vehicle has been stolen.) These vehicles may, however, be towed the necessary distance to remove them from obstructing traffic or creating any other hazard.

422.6.2 REPORTS
A photocopy of each traffic collision report involving an identified diplomat and/or immunity claimant shall be forwarded to the office of the Director of Public Safety within 48 hours whether or not the claim is verified. The words "Immunity Claim" shall be marked on the photocopy, together with a notation of the claimant's title, country, and type of identification presented (if applicable). In addition to the report, a follow-up cover memorandum should be submitted if the violation was flagrant, if the claimant was uncooperative, or if there were any other unusual aspects of the enforcement contact that should be reported to the Department of State for further action. The Patrol Sergeant/Lead Worker apprised of the incident/accident shall also send a copy of all documents and reports submitted by the investigating officer along with any Patrol Sergeant/Lead Worker notes, materials and/or logs to the Director of Public Safety's office within 48 hours of the incident. The Director of Public Safety's office will check to ensure that notification of Department of State and all necessary follow-up occur.

422.7 FOREIGN NATIONALS WHO DO NOT CLAIM IMMUNITY
Officers may only arrest foreign nationals not claiming diplomatic or consular immunity under the following circumstances:

(a) There is a valid warrant issued for the person's arrest
Arrest or Detention of Foreign Nationals

(b) There is probable cause to believe that the foreign national has violated a federal criminal law, a state law, or a local ordinance

(c) Officers shall not arrest foreign nationals solely for alleged undocumented entry into the United States.

Because undocumented presence is strictly a federal civil violation, it is only enforceable by federal officers therefore officers of this department shall not arrest foreign nationals solely for undocumented presence. Officers shall not stop or detain persons solely for determining immigration status.

422.7.1 ARREST PROCEDURE
Whenever an officer physically arrests or detains an individual for criminal investigation and the officer reasonably believes the person to be a foreign national, the officer shall inquire to determine the person's citizenship.

This procedure applies to detentions of more than two hours. An inquiry is not required if the individual is detained less than two hours for criminal investigation.

If the individual indicates that he/she is other than a U.S. citizen, the officer shall advise the individual that he/she has a right to have the nearest appropriate embassy or consulate notified of the arrest/detention (Vienna Convention on Consular Relations, Art. 36, (1969)).

If the individual requests such notification, the officer shall contact Dispatch as soon as practical and request the appropriate embassy/consulate be notified. Officers shall provide Dispatch with the following information concerning the individual:

- Country of citizenship
- Full name of individual, including paternal and maternal surname, if used
- Date of birth or age
- Current residence
- Time, date, place, location of incarceration/detention and the 24-hour telephone number of the place of detention if different from the Department itself

If the foreign national claims citizenship of one of the countries listed by the US Department of State as requiring mandatory consular notification, officers shall provide Dispatch with the information above as soon as practical whether or not the individual desires the embassy/consulate to be notified. This procedure is critical because of treaty obligations with the particular countries. The list of mandatory notification countries and jurisdictions can be found on the US Department of State website.

422.7.2 DOCUMENTATION
Officers shall document on the face page and in the narrative of the appropriate Arrest-Investigation Report the date and time Dispatch was notified of the foreign national's arrest/detention and his/her claimed nationality.
ACTIVE SHOOTER

424.1 PURPOSE AND SCOPE
The purpose of this policy is to provide protocols for assessing the threat and performing rapid intervention tactics to limit serious injury or loss of life during active shooter situations. While the term “active shooter” is used throughout, this policy applies to all situations where there is an active, ongoing deadly threat, to include those from firearms, explosives, knives, and so forth.

424.2 POLICY
It is the policy of this department in situations where ongoing deadly force is reasonably likely to be employed by a suspect—and delay in taking police action could result in injury or death that rapid intervention of officers at the scene is authorized when such actions are deemed reasonable to prevent further injuries or loss of life.

Nothing in this policy shall preclude the use of necessary force, deadly or otherwise, by members of this department in protecting themselves or others from death or serious injury.

424.2.1 DEFINITIONS
Active Shooting: An incident, normally in a confined and populated area, in which one or more armed persons have used, or are reasonably likely to use, deadly force in an ongoing manner, and where persons have been injured, killed, or are under imminent threat of death or serious bodily harm by such persons.

Rapid Intervention: Immediate response by one or more officers to an active shooting based on a reasonable belief that failure to take action pending the arrival of additional officers would result in death or serious bodily injury.

Contact Team: The first officer(s) at the scene of an active shooting tasked with locating the suspect(s) and neutralizing the threat.

Rescue and Recovery Team: An organized team of officers who make entry after the contact team to provide first aid and evacuate persons from a hostile environment.

Incident Commander (IC): The individual who takes charge at the scene, regardless of rank. In many cases, this may be the first individual on the scene.

424.3 PROCEDURE
(a) Situational Assessment

1. Based on available information, dispatched responders or officers already at the incident scene may verify that an active shooter situation exists through information provided by dispatch, from persons confined within or exiting the target location, witnesses, reports of—or sounds of—gunfire, or related means.

2. Where available and as time permits, witnesses, or others should be asked about the location and number of suspects, the suspects’ weapons, persons injured, the
number and location of persons in possible jeopardy, and the use or location of improvised explosive devices (IEDs).

3. Upon completion of the initial assessment, the IC shall
   (a) advise communications and request resources as deemed necessary, and
   (b) determine whether to take immediate action alone or with another officer, or wait until additional resources are available.

(b) Rationale for Rapid Intervention

3. The responding officers shall determine whether rapid intervention is legally justified and reasonable. This decision may be based on such considerations as whether or not
   (a) deadly weapons are available to or have been used by the suspect;
   (b) victims are under the suspect’s control, are readily accessible, or both; and
   (c) the suspect poses an ongoing threat of deadly force.

(d) Individual Officer Intervention

4. The vast majority of active shooter incidents involve one suspect, a factor that makes individual officer intervention a potentially viable option for saving lives, even if additional resources are not readily available.
   (a) In some instances, an individual officer may be present within or nearby the active shooting location, such as a mall or school. Whether on or off duty, in uniform or civilian clothes, he or she may determine that immediate tactical intervention is necessary and reasonable to stop the threat. That decision should be based on the factors noted in B.1-3 of this policy and the officer’s capability to effectively intervene, based on such factors as whether
      1. the officer is armed and in possession of appropriate equipment;
      2. it is reasonable to believe that persons will be killed or injured if immediate response to the threat is not taken;
      3. the size, configuration, and related physical aspects of the incident site allow for movement, stealth, cover, and related tactical needs;
      4. the suspect is accessible; and
      5. the incident site offers opportunities for cover and concealment to assist tactical options, adequate routes for evacuation, or secure locations in which to hide.
   6. As soon as practical, officer(s) shall notify communications that an active shooter situation exists. The officer should provide the following information and updates as available
      (a) the identity, location, manner of dress, and proposed actions of the officer(s) at the scene;
      (b) information on the suspect to include a physical description, weapons, equipment such as body armor, and current location and actions; and
ACTIVE SHOOTER

(c) available information on persons injured or under threat, their locations, emergency resources required, and recommended points of entry.

(d) Ensure that Community Notification occurs utilizing available means including PSU Alert.

7. When displaying firearms while in plainclothes, officers shall verbally identify themselves as police officers, and conspicuously display their shields and/or other police identification to alert security personnel, arriving officers, or civilians who may be armed.

8. If armed tactical intervention is not feasible,

(a) officers should facilitate evacuation by

(1) locating points of egress from danger zones and directing people to those evacuation points if reasonably safe for them to do so; and

(2) Locating and directing persons hiding in unsecure locations (e.g., under desks, inside unlocked rooms) to evacuation points.

(a) if evacuation is not possible, officers should

(1) help locate and direct persons to safer locations, preferably with thick walls; solid doors with locks; or, in the absence of such locations, rooms that can be barricaded with heavy furniture or objects;

(2) direct individuals to silence all personal electronic devices, take cover, and remain silent, and

(3) take any actions possible to distract, disrupt, divert, or incapacitate the shooter using surprise attacks and any aggressive force possible.

(a) when possible, officers should assist with the injured and direct incoming teams to injured persons.

(b) Intervention—Contact Team Response

1. A contact team response to an active shooter situation is preferred in nearly all active shooter situations—irrespective of any initial actions that may have been taken. Even if the threat seemingly has been terminated, contact teams are required to render the location safe, assist in screening and orderly evacuation of persons to a designated area, and locating any other persons still in hiding.

2. Normally, only one contact team shall be deployed at any given time but additional teams may be deployed at the direction of the IC to provide tactical advantage. The IC shall ensure that each team is aware of the other teams’ locations and actions. The mission of the contact team is to locate and stop the threat.

3. An inner perimeter shall be established to control access to and egress from the target location. Civilians should be directed out of the inner perimeter to a designated secure location for identification and debriefing.

4. A secure staging area for responding officers and other emergency responders shall be designated and its location provided to communications.
ACTIVE SHOOTER

(a) An officer should be assigned to the staging area to brief arriving personnel, maintain communication with the contact team, and assign duties as directed by the IC.

(b) A second secure staging area shall be designated as soon as reasonably possible to accommodate arriving family members of persons at the target location. Some of these persons may be armed, particularly those who have family members at the incident scene. These individuals must be restricted to the staging area as they could pose a hazard to themselves, officers, and bystanders and jeopardize tactical operations.

5. The contact team shall be provided a clear communications channel to provide the following types of information:

   (a) The team’s progress and location.
   (b) The location and number of victims and their medical needs.
   (c) The estimated number of suspects involved.
   (d) The suspects’ descriptions and weapons if known.

6. The location of any booby traps or explosives. If discovered, the contact team leader shall determine whether to post an officer near it, report it, or mark it for later removal.

7. The contact team shall locate the suspect(s) in the most expeditious manner possible in order to stop the threat. In doing so, officers should not stop to render aid or assistance to victims but may, where reasonably possible, inform them that rescue teams are forthcoming and direct them to a safe point of egress or hiding if they are ambulatory and it is deemed safe for them to do so.

8. The team should employ tactical advantages such as avoiding use of the main entrance to provide an element of surprise and to avoid potential booby traps or ambush.

9. The contact team should not attempt to conduct a thorough clearing of the location but should follow sounds (such as gunfire, yelling, and screaming); observations of victims and bystanders; and related information to help locate the suspects as soon as possible.

10. Once the suspects have been located and the threat eliminated, the contact team should proceed to clear all portions of the location in the event that more suspects are in hiding. Arriving SWAT, Emergency Response Teams (ERTs), or other officers should be called upon to help clear the location of potential suspects, locate and evacuate persons in hiding, and render safe any dangerous munitions or armament.

11. Render first aid as necessary when the primary mission is completed.

(c) Rescue Teams

1. Once the contact team is deployed, and as officers and resources arrive at the incident scene, the IC should ensure that rescue teams are formed to provide first aid and to help evacuate victims. Rescue teams generally consist of four to six officers.
but may be expanded to include medical personnel or other officers as the situation dictates.

2. Rescue teams shall be organized under a team leader, deploy in tactical formations consistent with departmental training, and be prepared to respond to hostile action as rapidly changing circumstances may place them in contact with suspects. In such instances, the team shall be prepared and equipped to serve as the contact team.

3. Rescue teams shall be deployed only after the contact team has made entrance, provided a status report, notified the command post of the location of victims, and determined that rescue efforts may begin. Wounded and injured persons shall be quickly searched, if reasonable, for weapons and removed to the designated emergency first aid area with cover and movement of such persons provided by team members. If emergency medical personnel are not yet in place, basic first aid shall be the responsibility of rescue team members until they are relieved by medical personnel.

4. Medical personnel may be permitted to accompany or respond to rescue team members if wounded persons are incapable of being moved.

5. Rescue team members shall search uninjured persons in the hostile environment before moving them to the evacuation site.

6. Rescue and recovery operations shall continue until the IC has declared the scene clear and safe.

7. Officers assigned to the evacuation center shall maintain custody and control of all persons and document their identities until they can be reunited with family or others. Victims and witnesses suffering from emotional and/or physical trauma or shock should be kept under the observation of medical personnel until such time as they may be safely transported to a hospital or home in the care of family or friends.

(d) Command Post

1. The IC shall ensure that the following actions are accomplished:
   
   (a) Establish Incident Command.
   
   (b) Establish communication.
   
   (c) Identify a staging area for first responders, a second staging area for family members, and a third staging area for the media.
   
   (d) Identify an additional staging area for the quick response team, if employed.
   
   (e) Request mutual aid if necessary.
   
   (f) Organize unified interagency telecommunications.
   
   (g) Establish traffic control and management.
   
   (h) Contact appropriate aviation resources to control air space for possible medical evacuation resources and to establish restricted air space for law enforcement use only.
   
   (i) Request emergency medical assistance and designate a safe staging area for treatment of the injured and evacuation by EMS or medevac.
(j) Initiate intelligence gathering on possible suspects.

(k) Select a safe location to place evacuees.

(l) Summon police chaplains and officers to provide information to relatives of victims.

(m) Coordinate with owners or officials of the target location for floor plans, site layout, and a roster (including emergency contact information as available) of employees, students, residents, visitors, or others believed to be on-site.

(n) Assign a recorder to document actions at the command post.

2. When available on the scene, a SWAT team or an ERT may be assigned as appropriate to

(a) contain the location,

(b) assist rescue teams,

(c) help locate suspects or relieve the contact team,

(d) help locate and safeguard explosives pending removal, and

(e) provide special weapons and equipment as needed.

3. Additional officers shall be deployed to control access to the location and monitor the perimeter.

(e) Debriefing

As soon as reasonably possible after the incident, the department shall conduct a debriefing of essential personnel involved in the incident. The debriefing shall identify both positive and negative aspects of the deployment with the intent of addressing areas in need of improvement and to determine whether changes in operational protocols, policy, or training may be warranted as a result.

(a) Training

This department shall provide active shooter training to all sworn and civilian personnel, including simulation exercises conducted in schools and other facilities and partnering first response agencies, where appropriate.
Reporting Police Activity Outside of Jurisdiction

426.1 PURPOSE AND SCOPE
This policy provides general guidelines for reporting police activity while on or off-duty and occurring outside the jurisdiction of Portland State University-Campus Public Safety Office.

426.1.1 ASSISTANCE TO AGENCIES OUTSIDE THE CAMPUS
When an officer is on-duty and is requested by an allied agency to participate in law enforcement activity in another jurisdiction, he/she shall obtain prior approval from the Lieutenant or Director. If the request is of an emergency nature, the officer shall notify Dispatch before responding and thereafter notify a Patrol Sergeant/Lead Worker as soon as practical.

426.1.2 LAW ENFORCEMENT ACTIVITY OUTSIDE THE CAMPUS
Any on-duty officer, who engages in law enforcement activities of any type outside the immediate jurisdiction of Portland State University-Campus Public Safety Office shall notify the Lieutenant at the earliest possible opportunity. Any off-duty officer who engages in any law enforcement activities, regardless of jurisdiction shall notify the Lieutenant as soon as practical.

The Lieutenant shall determine if a case report or other documentation of the officer's activity is required. The report or other documentation shall be forwarded to the officer's Lieutenant.
Immigration Violations

428.1 PURPOSE AND SCOPE
The immigration status of individuals alone is generally not a matter for police action. It is incumbent upon all employees of this department to make a personal commitment to equal enforcement of the law and equal service to the public regardless of immigration status. Confidence in this commitment will increase the effectiveness of the Department in protecting and serving the entire community.

428.2 DEPARTMENT POLICY
The U.S. Immigration and Customs Enforcement (ICE) has primary jurisdiction for enforcement of the provisions of Title 8, United States Code dealing with illegal entry. This department does not participate in routine immigration investigation and enforcement activities (Oregon Revised Statutes 181.850).

Should activities of ICE generate circumstances that result in officer safety or community safety matters, or when suspected criminal violations are discovered beyond immigration violations, this department may assist ICE only as necessary to protect lives and property, or to enforce criminal laws other than immigration violations.

428.3 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 without regard to race, color or national origin in any way that would violate the United States or Oregon Constitutions.

428.4 ENFORCEMENT
The U.S. Immigration and Customs Enforcement (ICE) has primary jurisdiction for enforcement of the provisions of Title 8 of the United States Code dealing with illegal entry. This department does not participate in routine immigration investigation and enforcement activities. However, an officer may arrest any person who is the subject of an arrest warrant issued by a federal magistrate for a criminal violation of federal immigration laws (ORS 181.850).

428.4.1 BASIS FOR CONTACT
Unless immigration status is relevant to another criminal offense or investigation (e.g., harboring, smuggling, terrorism), the fact that an individual is suspected of an immigration violation shall not be the sole basis for contact, detention or arrest (ORS 181.850).
**Immigration Violations**

428.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT
Generally, an officer will not need to notify ICE when booking arrestees at the county jail. Immigration officials routinely interview suspected undocumented aliens who are booked into the county jail on criminal charges. 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.

428.6 ICE REQUEST FOR ASSISTANCE
Requests by ICE, or any other federal agency, for assistance from this department should be directed to a supervisor. The Department may provide available support services, such as traffic control or peacekeeping efforts, to ICE or other federal agencies.

428.7 INFORMATION SHARING
No member of this department 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 ICE
(b) Maintaining such information in department records
(c) Exchanging such information with any other federal, state or local government entity

428.7.1 IMMIGRATION HOLDS
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.

428.8 U VISA AND T VISA NON-IMMIGRANT 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)). A law enforcement certification for a U visa may be completed by an officer in order for a U visa to be issued.

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)). A law enforcement declaration for a T visa may be completed by an officer in order for a T visa to be issued.

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the patrol supervisor assigned to oversee the handling of any related case. The patrol 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.
Emergency Utility Service

430.1 PURPOSE AND SCOPE
The Campus Facilities and Planning Department (FAP) has personnel available to handle emergency calls 24 hours per day. Calls for service during non-business hours are frequently directed to the Police Department. Requests for such service received by this department should be handled in the following manner.

430.1.1 BROKEN WATER LINES
The Campus’s responsibility begins at the water meter; any break or malfunction in the water system from the water meter to the campus buildings and grounds is the campus’s responsibility. Public Works can only turn off the valve at the meter. CPSO, FAP or Auxiliary Services can normally accomplish this.

If a break occurs on the Campus side of the meter, emergency personnel should be called as soon as possible by Dispatch. Any significant water leak on campus should be reported to 911.

430.1.2 ELECTRICAL LINES
Campus Public Works does not maintain electrical lines to street light poles. When a power line poses a hazard, an officer should be dispatched to protect against personal injury or property damage that might be caused by power lines. The Electric Company or Public Works should be promptly notified, as appropriate. Power outages or disruptions must be reported to FAP one call.

430.1.3 RESERVOIRS, PUMPS, WELLS, ETC.
Public Works maintains the reservoirs and public water equipment, as well as several underpass and other street drainage pumps. In the event of flooding or equipment malfunctions, emergency personnel should be contacted as soon as possible. Storm drain blockages on campus should be reported to FAP one call.

430.1.4 EMERGENCY NUMBERS
A current list of emergency personnel who are to be called for utility emergencies is maintained by Dispatch.

430.1.5 DISPATCH AND FAP PROCEDURE FLOW CHART
See Attachment: DISPATCH and FAP PROCEDURE FLOW CHART.JPG

430.2 TRAFFIC SIGNAL MAINTENANCE
The Campus of Portland State University does not own any traffic signals. Traffic signals adjacent to the campus are owned and maintained by the City of Portland.

430.2.1 OFFICER’S RESPONSIBILITY
Upon observing a damaged or malfunctioning signal, the officer will advise Dispatch of the location and problem with the signal. The dispatcher should make the necessary notification to the proper maintenance agency.
Emergency Utility Service

Officers have the responsibility address any hazard cased by malfunction of any inoperative or malfunctioning signal.
Field Training and Evaluation Program

436.1 PURPOSE AND SCOPE
PSU Campus Public Safety (CPSO) has an obligation to the Portland State University (PSU) Community to provide the most current, professional and effective knowledge and skills to CPSO members. This knowledge and skill allows for maintaining and improving community livability while preserving life, maintaining human rights, protecting property and promoting the individual responsibility of the PSU Community and CPSO officers. The Field Training and Evaluation Program (FTEP) provides a standardized and structured environment within which the recruit officers can obtain the knowledge and skill necessary to fulfill the CPSO Mission. The FTEP maintains a problem solving partnership with recruit officers and Field Training Officers (FTO) in order to identify performance issues and provide resources for improvement in order to maintain a healthy, vital police force able to apply innovative and effective strategies in making PSU a safe, secure, peaceful and more livable community.

436.2 FIELD TRAINING OFFICER SELECTION AND TRAINING
The FTO is an experienced officer who has successfully completed Campus Police FTO Certification, supports the tenets of FTEP, remains current with in-service training, and role models CPSO Policies and Mission. The FTO is responsible for training, mentoring and evaluating recruit officers, based upon observed and documented performance, using Standardized Evaluation Guidelines (SEG). Officers selected as an FTO, shall successfully complete the FTO Certification Course, prescribed by the FTEP Supervisor. All FTOs must attend an annual FTO Re-Certification update/refresher course to remain current in FTEP. FTOs may be removed from FTEP for failing to continue meeting any of the selection criteria, and/or failure to meet any FTO responsibilities.

436.2.1 SELECTION PROCESS
FTOs will be selected based upon the following:

- a) Demonstrated interest in FTEP.
- b) Demonstrated performance as a role model.
- c) Demonstrated performance in communicating effectively in both written and oral formats.
- d) Demonstrated knowledge and support of CPSO Policies.
- e) Demonstrated knowledge and support of CPSO and PSU Missions.
- f) Evaluation by supervisors and FTO cadre.

436.3 FIELD TRAINING AND EVALUATION PROGRAM SUPERVISOR
The Director of FTEP, will be the Division Lieutenant or their designee. The FTEP Supervisor will be the Division Sergeant responsible for FTEP.

436.3.1 FTEP SUPERVISOR RESPONSIBILITIES
a) FTO/recruit officer assignment and scheduling.
Field Training and Evaluation Program

b) Document all FTO/recruit remediation/evaluation meetings.

c) Develop, administer, maintain and document all aspects of FTEP, including applicable DPSST requirements.

d) Administer ADORE software program.


f) Facilitate recruit progress through remedial training, feedback and mentoring. g) Develop, administer and document FTO Training, including in-service updates.

h) Mentor FTO performance through feedback, remediation and evaluation, providing the Director of FTEP with recommendations on FTO status within FTEP.

i) Provide the Director of FTEP with FTO/recruit performance and progress information.

j) Maintain partnership with FTEP Supervisor peers locally and nationally, including best practices.

k) Provide DPSST with FTEP completion documentation, as necessary/required for certification.

436.4 TRAINEE/RECRUIT OFFICER DEFINED
Any entry level or lateral, newly appointed Campus Police Officer or Public Safety Officer who has not completed the probationary period.

436.5 REQUIRED TRAINING
Recruit Officers shall successfully attain Phase V (solo) status, prior to the end of the probationary period (eighteen months).

Completing Phase I through Phase IV, for recruit Public Safety Officers, is projected to require sixteen (16) weeks.

Completing Phase I through Phase IV, for recruit Police Officers, is projected to require twenty (20) weeks.

Recruit Officers continue in Phase V (solo) status through the end of the probationary period, which is eighteen (18) months. Recruit Officers may progress through Phases at a faster than projected rate, depending upon demonstrated performance and experience level. All recruits, regardless of performance/experience must complete a minimum five (5) weeks (for Police) or four (4) weeks (for Public Safety) in Phase IV. Every effort will be made to assign recruit officers to a minimum of two (2) FTOs and two (2) shifts.

436.5.1 FIELD TRAINING MANUAL
As part of CPSO Orientation Training, recruit officers will receive a printed Field Training Manual. This manual is a task list of the knowledge and skills necessary to be demonstrated and understood, in order to complete FTEP. The Field Training Manual shall be completed prior to advancement to Phase V (solo) status, and becomes part of the permanent training record for all officers.
Field Training and Evaluation Program

The Field Training Manual for Police Officers, includes the DPSST Field Training Completion Record, and meets all current DPSST requirements.

The Field Training Manual for Public Safety Officers does not meet DPSST requirements.

436.6 EVALUATIONS
Evaluations are an essential component of FTEP. Evaluations provide the documented record of observed performance, immediate feedback and mentorship, and remedial efforts with outcomes. Evaluations provide reinforcement and a permanent record on which recommendations for action, retention or termination are made. Evaluation ratings are based on the Standardized Evaluation Guidelines (SEG), as defined in FTEP.

436.6.1 FTO RESPONSIBILITIES
a) Document daily performance, remedial training efforts and outcomes in a Daily Observation Report (DOR), using the ADORE software program.

b) Sign off completed topic items in the Field Training Manual daily.

c) Review the DOR and Task List with the recruit officer daily, and sign off.

d) At the end of the projected completion timeline for each Phase, complete an End of Phase Evaluation, using the ADORE software program. The FTO will recommend advancement or retention, including remedial recommendations.

436.6.2 RECRUIT OFFICER
At the completion of the probationary period (18 months), the recruit shall submit a performance evaluation on each of their FTOs, and on their FTEP experience in general. Evaluation ratings will be based on the FTO SEG, as defined in FTEP.

436.7 DOCUMENTATION
All paper documentation generated during FTEP will be retained in the training file of each officer. The FTEP Supervisor will make PDF copies of this paper documentation and the completed printed Field Training Manual for the FTEP archive. All ADORE documentation will remain within the program and archived by the FTEP Supervisor as needed.
Detentions and Photographing Detainees

440.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for conducting field interviews (FI) and pat-down searches and the taking and retention of photographs of persons detained in the field but not arrested. Due to a variety of situations confronting the officer, the decision to FI or photograph a field detainee shall be left to the discretion of the involved officer based on the totality of the circumstances available to them at the time of the detention.

440.2 DEFINITIONS
Detention - Occurs when an officer intentionally, through words, actions or physical force causes an individual to reasonably believe he/she is being required to restrict his/her movement. Detentions also occur when an officer actually restrains a person’s freedom of movement.

Consensual Encounter - Occurs when an officer contacts an individual but does not create a detention through words, actions or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

Field Interview (FI) - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purposes of determining the individual's identity and resolving the officer's suspicions.

Field Photographs - Field photographs are defined as posed photographs taken of a person during a contact, detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio Video (MAV) system when persons are not posed for the purpose of photographing are not considered field photographs.

Frisk or Pat-Down Search - This is the normal type of search used by officers in the field to check an individual for weapons. It involves a thorough patting down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee or others (ORS 131.625).

Reasonable Suspicion - Occurs when, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Stop - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion that the person has committed, or is about to commit a crime (ORS 131.615).

440.3 FIELD INTERVIEWS
Officers may stop individuals for the purpose of conducting an FI where reasonable suspicion is present. In justifying the stop, the officer should be able to point to specific facts which, when taken together with rational inferences, reasonably warrant the stop. Such facts include, but are not limited to, the following:
Detentions and Photographing Detainees

(a) The appearance or demeanor of an individual suggests that he/she is part of a criminal enterprise or is engaged in a criminal act.

(b) The actions of the suspect suggest that he/she is engaged in a criminal activity.

(c) The hour of day or night is inappropriate for the suspect's presence in the area.

(d) The suspect's presence in the particular area is suspicious.

(e) The suspect is carrying a suspicious object.

(f) The suspect's clothing bulges in a manner that suggests he/she is carrying a weapon.

(g) The suspect is located in proximate time and place to an alleged crime.

(h) The officer has knowledge of the suspect's prior criminal record or involvement in criminal activity.

440.3.1 INITIATING A FIELD INTERVIEW
An officer may initiate the stop of a person when there is articulable, reasonable suspicion to do so. A person, however, should not be detained longer than is reasonably necessary to resolve the officer’s suspicions.

Nothing in this policy is intended to discourage consensual contacts. Frequent and random casual contacts with consenting individuals are encouraged by the Portland State University-Campus Public Safety Office to strengthen our community involvement, community awareness and problem identification.

440.3.2 WITNESS IDENTIFICATION AND INTERVIEWS
Because potential witnesses to an incident may be lost or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigators to utilize available personnel for the following:

(a) Identify all persons present at the scene and in the immediate area.

1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.

2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by department personnel.
Detentions and Photographing Detainees

1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness in a department vehicle. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.

440.4 FRISK OR PAT-DOWN SEARCHES
A frisk or pat-down search of a detained subject may be conducted whenever an officer reasonably believes that the person may possess a dangerous or deadly weapon and presents a danger to the officer or other persons present (ORS 131.625). Circumstances that may establish justification for performing a pat-down search include, but are not limited to the following:

(a) The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.
(b) Prior knowledge of the suspect's use of force and/or propensity to carry deadly weapons.
(c) The appearance and demeanor of the suspect.
(d) Visual indications which suggest that the suspect is carrying a firearm or other weapon.
(e) Statements made by the suspect, witnesses or other persons.

440.5 FIELD PHOTOGRAPHS
Before photographing any field detainee, the officer shall carefully consider, among other things, the factors listed below.

440.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT
Field photographs may be taken when the subject of the photograph knowingly and voluntarily gives consent. When taking a consensual photograph, the officer should have the individual read and sign the appropriate form accompanying the photograph.

440.5.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT
Field photographs may be taken without consent only if they are taken during a detention that is based on reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. Mere knowledge or suspicion of gang membership or affiliation is not a sufficient justification for taking a photograph without consent. The officer must be able to articulate facts that reasonably indicate that the subject was involved in, or was about to become involved in, criminal conduct.

If, prior to taking a photograph, the officer’s reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

Persons being issued a Campus Exclusion Notice should be photographed, and the photograph retained with the original Campus Exclusion Notice. The use of force is not authorized for the sole purpose of obtaining a photograph of an excluded person and other methods should be considered. The absence of a photograph does not render a Campus Exclusion Notice invalid.
Detentions and Photographing Detainees

All field photographs and related reports shall be submitted to a Sergeant/Lead Worker and retained in compliance with this policy.

440.6 SUPERVISOR RESPONSIBILITY
While it is recognized that field photographs often become valuable investigative tools, Sergeant/Lead Workers should monitor such practices in view of the above listed considerations. This is not to imply that Sergeant/Lead Worker approval is required before each photograph. Access to field photographs shall be strictly limited to law enforcement purposes.

440.7 DISPOSITION OF PHOTOGRAPHS
All detainee photographs must be adequately labeled and submitted to the Patrol Sergeant with either an associated FI card or other memorandum 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 Patrol Sergeant shall review it and forward the photograph to one of the following locations:

(a) If the photo and associated FI or memorandum is relevant to criminal street gang enforcement, the Patrol Sergeant will forward the photo and documents to the Gang Unit Supervisor. The Gang Unit Supervisor will ensure the photograph and supporting documents are retained as prescribed by the Criminal Organizations Policy.

(b) Photographs that do not qualify for Criminal Street Gang file retention or which are not evidence in an investigation with an assigned case number should be forwarded to the Administrative Assistant. These photographs will be purged as described in this policy.

When a photograph is taken in association with a particular case, the detective 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 will be kept in the Administrative Assistant in a separate non-booking photograph file in alphabetical order.

440.7.1 PURGING THE FIELD PHOTO FILE
The Communications and Records Supervisor will be responsible for ensuring that photographs retained by the Administrative Assistant that are more than one year old and no longer serve a law enforcement purpose are periodically purged and destroyed. Photographs that continue to serve a legitimate law enforcement purpose may be retained longer than one year provided that a notation of that fact is added to the file for each additional year that they are retained. Access to the FI photo file shall be strictly limited to law enforcement purposes.

A photograph need not be purged but may be retained as an updated photograph in a prior booking file if the person depicted in the photograph has been booked at the Portland State University-Campus Public Safety Office and the booking file remains in the Administrative Assistant.
Detentions and Photographing Detainees

440.8 PHOTO REVIEW POLICY
Any person who has been the subject of a field photograph or an FI by this agency during any contact other than an arrest may file a written request within 30 days of the contact requesting a review of the status of the photograph/ FI. The request shall be directed to the office of the Director of Public Safety who will ensure that the status of the photograph or FI is properly reviewed according to this policy. Upon a verbal request, the Department will send a request form to the requesting party along with a copy of this policy.

440.8.1 REVIEW PROCESS
Upon receipt of such a written request, the Director of Public Safety or his or her designee will permit the individual to appear in person (any minor must be accompanied by their parent or legal guardian) for a review of the status of the photograph/ FI.

Such a meeting will generally be scheduled during regular business hours within 30 days of the receipt of the written request. An extension of the 30-day limit may be made either upon the mutual convenience of the parties or if, at the discretion of the Director of Public Safety, there appears to be an ongoing legitimate law enforcement interest which warrants a delay. If the delay could jeopardize an ongoing investigation, nothing in this policy shall require the Director of Public Safety to disclose the reason(s) for the delay.

A meeting for the review of the status of any non-arrest photograph/ FI is not intended to be a formal hearing, but simply an informal opportunity for the individual to meet with the Director of Public Safety or his/her to discuss the matter.

After carefully considering the information available, the Director of Public Safety or his/her designee will determine, generally within 30 days of the original meeting, whether the photograph/ FI was obtained in accordance with existing law and Portland State University-Campus Public Safety Office policy and, even if properly obtained, then whether there is any ongoing legitimate law enforcement interest in retaining the photograph/ FI.

If the Director of Public Safety or his/her designee determines that the photograph/ FI was obtained in accordance with existing law and department policy and that there is an ongoing legitimate law enforcement interest in retaining the non-arrest photograph, the photograph/ FI shall be retained according to this policy and applicable law.

If the Director of Public Safety or his/her designee determines that the original legitimate law enforcement interest in retaining a non-arrest photograph no longer exists or that it was obtained in violation of existing law or policy, the original photograph will be destroyed or returned to the person photographed, if requested. All other associated reports or documents, however, will be retained according to department policy and applicable law.

If the Director of Public Safety or his/her designee determines that the original legitimate law enforcement interest in retaining a non-arrest FI no longer exists or that the original FI was not obtained in accordance with established law or department policy, the original FI may only be destroyed upon the execution of a full and complete waiver of liability by the individual (and guardian if a minor) arising out of that field contact.
If the Director of Public Safety or his/her designee determines that any involved Portland State University-Campus Public Safety Office personnel violated existing law or department policy, the Director of Public Safety or designee shall initiate a separate internal investigation which may result in additional training, discipline or other appropriate action for the involved employees.

Within 30 days of the Director of Public Safety’s determination the person photographed/FI'd will be notified in writing whether or not the photograph/FI will be retained. This does not entitle any person to any discovery or access to any law enforcement records not otherwise authorized by law.
Criminal Organizations

442.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that the Portland State University-Campus Public Safety Office appropriately utilizes criminal intelligence systems and temporary information files to support investigations of criminal organizations and enterprises.

442.1.1 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.

442.2 POLICY
The Portland State University-Campus Public Safety 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 department to collect and share relevant information while respecting the privacy and legal rights of the public.

442.3 CRIMINAL INTELLIGENCE SYSTEMS
No department member may create, submit to or obtain information from a criminal intelligence system unless the Director of Public Safety has approved the system for department use.

Any criminal intelligence system approved for department 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 department 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.

442.3.1 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 department, 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 Administrative Assistant. Any supporting
documentation for an entry shall be retained by the Administrative Assistant 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 Administrative
Assistant are appropriately marked as intelligence information. The Communications and Records
Supervisor may not purge such documents without the approval of the designated supervisor.

442.4 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 department-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.

442.4.1 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 department
    supervisor.

(b) Should not be originals that would ordinarily be retained by the Administrative Assistant or
    Evidence Room, but should be copies of, or references to, retained documents, such as
    copies of reports, field interview (FI) forms, Dispatch 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.

(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.

442.4.2 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.
Criminal Organizations

**442.5 INFORMATION RECOGNITION**
Department 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.

Department supervisors who utilize an authorized criminal intelligence system should work with the Training Sergeant to train members to identify information that may be particularly relevant for inclusion.

**442.6 RELEASE OF INFORMATION**
Department 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 department 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.

**442.7 CRIMINAL STREET GANGS**
The patrol supervisor should ensure that there are an appropriate number of department members who can:

(a) Testify as experts on matters related to criminal street gangs, and maintain an above average familiarity with criminal street gangs.
(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.

**442.8 TRAINING**
The Training Sergeant 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:
Criminal Organizations

(a) The protection of civil liberties.
(b) Participation in a multiagency criminal intelligence system.
(c) Submission of information into a multiagency 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.
Patrol Sergeants

444.1 PURPOSE AND SCOPE
Each patrol shift must be directed by supervisors who are capable of making decisions and communicating in a manner consistent with departmental policies, procedures, practices, functions and objectives. To accomplish this goal, a Sergeant is designated for each watch. Public Safety Sergeants are responsible within the Public Safety Services Command Structure and Campus Police Sergeants are responsible within the Police Services Command Structure.

444.2 DESIGNATION AS ACTING
When a Sergeant is unavailable for duty as Patrol Sergeant, in most instances the senior qualified senior officer shall be designated as acting the Officer in Charge. This is not functioning as an acting Sergeant, but provides direction in the absence of a ranking Sergeant. This policy does not preclude designating senior officers with less seniority as an acting as an Officer in Charge when operational needs require or training permits.
Portable Audio/Video Recorders

450.1 PURPOSE AND SCOPE
This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties. Portable audio/video recording devices include all recording systems whether body-worn, hand held or integrated into portable equipment.

This policy does not apply to lawful surreptitious audio/video recording interception of communications for authorized investigative purposes or to mobile audio/video recordings (see the Investigation and Prosecution and Mobile Audio/Video policies).

450.2 POLICY
The Portland State University-Campus Public Safety Office may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

450.3 MEMBER PRIVACY EXPECTATION
All recordings made by members acting in their official capacity shall remain the property of the Department regardless of whether those recordings were made with department-issued or personally owned recorders. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

450.4 MEMBER RESPONSIBILITIES
Digital audio recorders are furnished to all uniformed members.

Campus Police Officers will be provided with body worn video/audio cameras.

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.

When using a 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. Members should include the reason for the deactivation.

450.5 ACTIVATION OF THE AUDIO RECORDER
This policy is not intended to describe every possible situation in which the portable recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder anytime the member believes it would be appropriate or valuable to record
an incident, particularly a contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording.

Members shall notify all parties to the conversation that a recording is being made unless pursuant to a court order or the limited exceptions in ORS 165.540 subsections (2) through (7) and ORS 133.726 (prostitution offenses, felonies when exigency makes obtaining a warrant unreasonable, certain felony drug offenses, felonies that endanger human life (ORS165.540)).

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 criteria. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as practicable.

450.5.1 CESSATION OF RECORDING
Once activated, the portable recorder should remain on continuously until the member's 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.

450.5.2 SURREPTITIOUS USE OF THE PORTABLE RECORDER
Oregon law generally prohibits any individual from surreptitiously recording any conversation, except as provided in ORS 165.540 and ORS 165.543.

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Director of Public Safety or authorized designee.

450.5.3 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.

450.5.4 CESSATION OF RECORDING
Once activated, the portable recorder should remain on continuously until the member's 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.
Portable Audio/Video Recorders

450.5.5 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.

450.6 PROHIBITED USE OF PORTABLE RECORDERS
Members are prohibited from using department-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 department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Patrol Sergeant. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements.

Recordings shall not be used by any member for the purpose of embarrassment, intimidation or ridicule.

450.7 RETENTION OF RECORDINGS
Any time a member records any portion of a contact that the member reasonably believes constitutes evidence in a criminal case, the member shall record the related case number and transfer the file in accordance with current procedure for storing digital files and document the existence of the recording in the related case report. Transfers should occur at the end of the member’s shift, or any time the storage capacity is nearing its limit.

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.

450.7.1 RETENTION REQUIREMENTS
All recordings shall be retained for a period consistent with the requirements of the organization’s records retention schedule but in no event for a period less than 180 days.

450.8 REVIEW OF RECORDINGS
When preparing written reports, members should review their recordings as a resource. However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member’s performance.
Recorded files may also be reviewed:

(a) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.

(b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.

(c) By media personnel with permission of the Director of Public Safety or the authorized designee.

(d) In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person’s privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.
Body-Worn Police Cameras

451.1 POLICIES

Only Campus Police officers with the authority to conduct searches and make arrests shall be permitted to wear a body camera. Such body cameras shall be worn in a location and manner that maximizes the camera’s ability to capture video footage of the officer’s activities.

Both the video and audio recording functions of the body camera shall be activated whenever a law enforcement officer is responding to a call for service or at the initiation of any other law enforcement or investigative encounter between a law enforcement officer and a member of the public, as well as beginning whenever the officer develops reasonable suspicion or probable cause to believe that a crime or violation has occurred, is occurring, or will occur and the officer begins to make contact with the person suspected of committing the offense, except that when an immediate threat to the officer's life or safety makes activating the camera impossible or dangerous, the officer shall activate the camera at the first reasonable opportunity to do so. The body camera shall not be deactivated until the encounter has fully concluded and the law enforcement officer leaves the scene and the termination of the officer's participation in the contact.

A law enforcement officer who is wearing a body camera shall notify the subject(s) of the recording that they are being recorded by a body camera at the beginning of the interaction that the conversation is being obtained and the announcement can be accomplished without causing jeopardy to the officer or any other person and without reasonably impairing a criminal investigation.

Notwithstanding the requirements of subsection

Prior to entering a private residence without a warrant or in non-exigent circumstances, a law enforcement officer shall ask the occupant if the occupant wants the officer to discontinue use of the officer’s body camera. If the occupant responds affirmatively, the law enforcement officer shall immediately discontinue use of the body camera.

When interacting with an apparent crime victim, a law enforcement officer shall, as soon as practicable, ask the apparent crime victim, if the apparent crime victim wants the officer to discontinue use of the officer’s body camera. If the apparent crime victim responds affirmatively, the law enforcement officer shall immediately discontinue use of the body camera; and when interacting with a person seeking to anonymously report a crime or assist in an ongoing law enforcement investigation, a law enforcement officer shall, as soon as practicable, ask the person seeking to remain anonymous, if the person seeking to remain anonymous wants the officer to discontinue use of the officer’s body camera. If the person seeking to remain anonymous responds affirmatively, the law enforcement officer shall immediately discontinue use of the body camera.

All law enforcement officers to discontinue the use of a body camera made, and the responses thereto, shall be recorded by the body camera prior to discontinuing use of the body camera.

Body cameras shall not be used surreptitiously.
Body-Worn Police Cameras

Body cameras shall not be used to gather intelligence information based on First Amendment protected speech, associations, or religion, or to record activity that is unrelated to a response to a call for service or a law enforcement or investigative encounter between a law enforcement officer and a member of the public.

Law enforcement officers shall not activate a body camera while on the grounds of any public, private or parochial elementary or secondary school, except when responding to an imminent threat to life or health.

The use of facial recognition or other biometric matching technology to analyze recordings obtained through the use of the camera is prohibited.

The use of any recordings obtained from the use of the body-worn camera for any purpose other than a legitimate law enforcement purpose is prohibited.

Recordings being stored with a third party vendor are the property of the Campus Public Safety Office and are not owned by the vendor and cannot be used by the vendor for any purpose inconsistent with the policies and procedures of the Campus Public Safety Office. This must be reflected in the contract language.

451.2 RETENTION

Body camera video footage shall be retained by the law enforcement agency that employs the officer whose camera captured the footage, or an authorized agent thereof, for at least 180 days from the date it was recorded, after which time such footage shall be permanently deleted.

Notwithstanding the retention and deletion requirements in the above subsection

Body camera video footage shall be retained by the law enforcement agency that employs the officer whose camera captured the footage, or an authorized agent thereof, for 180 days from the date it was recorded, after which time such footage shall be permanently deleted.

Not withstanding the retention and deletion requirements in the above

Video footage shall be automatically retained for 30 months if the video footage captures images involving:

Any use of force

Events leading up to and including an arrest or

An encounter about which a complaint has been registered by a subject of the video footage.

Body camera video footage shall also be retained for 30 months if a longer retention period is voluntarily requested by:

The law enforcement officer whose body camera recorded the video footage, if that officer reasonably asserts the video footage has evidentiary or exculpatory value related to a normal course of a court's business for a recording related to a court proceeding.
Any law enforcement officer who is a subject of the video footage, if that officer reasonably asserts the video footage has evidentiary or exculpatory value related to a normal course of a court's business for a recording related to a court proceeding;

Any superior officer of a law enforcement officer whose body camera recorded the video footage or who is a subject of the video footage, if that superior officer reasonably asserts the video footage has evidentiary or exculpatory value related to a normal course of a court's business for a recording related to a court proceeding.

Any law enforcement officer, if the video footage is being retained solely and exclusively for police training purposes;

Any member of the public who is a subject of the video footage;

Any parent or legal guardian of a minor who is a subject of the video footage; or

A deceased subject's next of kin or legally authorized designee.

451.3 NON LAW ENFORCEMENT USE OF VIDEO

Video footage shall not be divulged or used by any law enforcement agency for any commercial or other non-law enforcement purpose.
Foot Pursuit Policy

458.1 PURPOSE AND SCOPE
Foot pursuits are inherently dangerous and require common sense, sound tactics and heightened officer safety awareness. This policy sets forth guidelines to assist officers in making the decision to initiate or continue the pursuit of suspects on foot by balancing the objective of apprehending the suspect with the risk of potential injury to the officer, the public or the suspect.

458.1.1 POLICY
It is the policy of this department when deciding to initiate or continue a foot pursuit that officers must continuously balance the objective of apprehending the suspect with the risk and potential for injury to department personnel, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances. Absent exigent circumstances, the safety of department personnel and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department personnel.

458.2 DECISION TO PURSUE
Officers may be justified in initiating a foot pursuit of any individual who the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously 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 of the individual's involvement in criminal activity.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits potentially place department personnel and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, officers should continuously consider reasonable alternatives to pursuit based upon the circumstances and resources available, such as the following:

(a) Containment of the area
(b) Canine search
(c) Saturation of the area with patrol personnel
(d) Aerial support
Foot Pursuit Policy

(e) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the pursuit.

458.3 GUIDELINES FOR FOOT PURSUIT

Unless the officer reasonably believes that exigent circumstances exist (e.g., a serious threat to the safety of personnel or members of the public), Officers should consider alternatives to engaging in or continuing a foot pursuit under the following conditions:

(a) When directed by a supervisor to terminate the foot pursuit. Such an order shall be considered mandatory.

(b) When the officer is acting alone.

(c) When two or more officers become separated, lose visual contact with one another, or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.

(d) The officer is unsure of his or her location and direction of travel.

(e) When pursuing multiple suspects and the pursuing officers do not reasonably believe that they would be able to control the suspect should a confrontation occur.

(f) When the physical condition of the officers renders them incapable of controlling the suspect if apprehended.

(g) When the officer loses radio contact with Dispatch or with backup officers.

(h) The suspect enters a building, structure, confined space or a wooded or otherwise isolated area and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the pursuit and coordinating containment pending the arrival of sufficient officers.

(i) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increases the risk to the officer or the public.

(j) The officer reasonably believes that the danger to the pursuing officer or public outweighs the objective of immediate apprehension.

(k) The officer loses possession of essential equipment.

(l) The officer or a third party is injured during the pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.

(m) The suspect's location is no longer definitely known.
Foot Pursuit Policy

(n) The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there is no immediate threat to department personnel or the public if the suspect is not immediately apprehended.

(o) The officer's ability to safely continue the pursuit is impaired by inclement weather, darkness or other conditions.

458.4 RESPONSIBILITIES IN FOOT PURSUITS

458.4.1 INITIATING OFFICER RESPONSIBILITIES
Unless relieved by another officers or a supervisor, the initiating officers shall be responsible for coordinating the progress of the pursuit. When acting alone and when practicable, the initiating officers should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers initiating a foot pursuit should broadcast the following information as soon as it becomes practicable and available:

(a) Unit identifier.
(b) Location and direction of travel.
(c) Reason for the foot pursuit.
(d) Number of suspects and description.
(e) Whether the suspect is known or believed to be armed.

Officers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any officers unable to promptly and effectively broadcast this information should terminate the pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer will notify Dispatch of his/her location and the status of the pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary.

458.4.2 ASSISTING OFFICER RESPONSIBILITIES
Whenever any officer announces that he/she is engaged in a foot pursuit, all other officers should minimize non-essential radio traffic to permit the involved officer maximum access to the radio frequency.
Any officers who are in a position to intercept a fleeing suspect, or who can assist the primary officer with the apprehension of the suspect, shall act reasonably and in accordance with department policy, based upon available information and his/her own observations.

**458.4.3 SUPERVISOR RESPONSIBILITY**

Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information necessary to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible; the supervisor does not, however, need to be physically present to exercise control over the pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established department guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing officers or the public unreasonably appears to outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor shall promptly proceed to the termination point to direct the post-pursuit activity.

**458.4.4 DISPATCH RESPONSIBILITIES**

Upon being notified or becoming aware that a foot pursuit is in progress, communication personnel shall, as soon as practical, notify the field supervisor and provide available information. Communication personnel are also responsible for the following:

(a) Clear the radio channel of non-emergency traffic.

(b) Repeat the transmissions of the pursuing officers as needed.

(c) Ensure that a field supervisor is notified of the pursuit.

(d) Relay all pertinent information to responding personnel.

(e) Contact additional resources as directed by a supervisor.

(f) Coordinate response of additional resources to assist with the foot pursuit.

**458.5 REPORTING**

The initiating officers shall complete the appropriate crime/arrest reports documenting, at minimum, the following:

(a) The reason for initiating the foot pursuit.

(b) The identity of involved personnel.

(c) The course and approximate distance of the pursuit.

(d) 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 Department Use of Force Policy.

(e) Any injuries or property damage.
Foot Pursuit Policy

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

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 officers need not complete a formal report.
Policy Manual

Bicycle Patrol Unit

460.1 PURPOSE AND SCOPE
The Portland State University-Campus Public Safety Office has established bicycle patrols for the purpose of enhancing patrol efforts in the community. Bicycle patrol has been shown to be an effective way to increase officer visibility in congested areas and their quiet operation can provide a tactical approach to crimes in progress. The purpose of this policy is to provide guidelines for the safe and effective operation of the patrol bicycle.

460.2 POLICY
Patrol bicycles may be used for regular patrol duty, or special events. The use of the patrol bicycle will emphasize their mobility and visibility to the community.

Bicycles may be deployed to any area at all hours of the day or night, according to Department needs and as staffing levels allow.

Requests for specific deployment of bicycle patrol officers shall be coordinated through the Patrol Sergeant.

460.3 TRAINING
Participants in the program must complete an initial department-approved bicycle training course. The initial training shall minimally include the following:

• Bicycle patrol strategies
• Bicycle safety and accident prevention
• Operational tactics using bicycles

460.4 UNIFORMS AND EQUIPMENT
Officers shall wear the department-approved uniform and safety equipment while operating the department bicycle. Safety equipment includes department-approved helmet, riding gloves, protective eyewear and approved footwear.

The bicycle patrol unit uniform consists of the standard short-sleeve uniform shirt or other department-approved shirt with department badge and patches, and department-approved bicycle patrol pants or shorts.

Optional equipment includes a radio head set and microphone, and jackets in colder weather. Turtleneck shirts or sweaters are permitted when worn under the uniform shirt.

Bicycle patrol officers shall carry the same equipment on the bicycle patrol duty belt as they would on a regular patrol assignment.

Officers will be responsible for obtaining the necessary forms, citation books and other department equipment needed while on bicycle patrol.
460.5 CARE AND USE OF PATROL BICYCLES
Officers will be assigned a specially marked and equipped patrol bicycle with attached gear bag.

Bicycles utilized for uniformed bicycle patrol shall be primarily black or white in color with a Police decal affixed to each side of the crossbar or the bike’s saddlebag. Every such bicycle shall be equipped with front and rear reflectors, front lights and a horn satisfying the requirements of Oregon Revised Statutes § 815.280(2).

Bicycles utilized for uniformed bicycle patrol shall be equipped with a rear rack and/or saddle bag(s) sufficient to carry all necessary equipment to handle routine patrol calls including report writing, vehicle storage and citations.

Each bicycle shall be equipped with a flashing blue warning light that is visible from the front, sides, or rear of the bicycle. Unless the patrol bicycle is equipped with an emergency light and siren meeting the requirements set forth in the Oregon Revised Statutes and Oregon Administrative Rules, it does not qualify as an emergency vehicle and operators are not exempt from the rules of the road.

Bicycle officers shall conduct an inspection of the bicycle and equipment prior to use to insure proper working order of the equipment. Officers are responsible for the routine care and maintenance of their assigned equipment (e.g., tire pressure, chain lubrication, overall cleaning).

If a needed repair is beyond the ability of the bicycle officer, a repair work order will be completed and forwarded to the program supervisor for repair by an approved technician.

Each bicycle will have scheduled maintenance twice yearly to be performed by a department-approved repair shop/technician.

At the end of a bicycle assignment, the bicycle shall be returned clean and ready for the next tour of duty.

Patrol bicycle batteries shall be rotated on the assigned charger at the end of each tour of duty. During prolonged periods of non-use, each officer assigned an electric bicycle shall periodically rotate the batteries on the respective charges to increase battery life.

Except in the event of an emergency officers shall not remove or add components or modify the patrol bicycle without the expressed approval of the bicycle supervisor.

Vehicle bicycle racks are available should the officer need to transport the patrol bicycle. Due to possible component damage, transportation of the patrol bicycle in a trunk or on a patrol car push-bumper is discouraged.

Except when emergency circumstances preclude doing so patrol bicycles should be properly secured when not in the officer’s immediate presence.

460.6 OFFICER RESPONSIBILITY
Officers must operate the bicycle in compliance with the Oregon Revised Statutes. Officers may operate the bicycle without lighting equipment during hours of darkness when such operation
Bicycle Patrol Unit

reasonably appears necessary for officer safety and tactical considerations. Officers must use caution and care when operating the bicycle without lighting equipment.
Homeless Persons

464.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide officers during all contacts with the homeless, whether consensual or for enforcement purposes. The Portland State University-Campus Public Safety Office recognizes that members of the homeless community are often in need of special protection and services. The Portland State University-Campus Public Safety Office will address these needs in balance with the overall missions of this department. Therefore, officers will consider the following policy sections when serving the homeless community.

464.1.1 POLICY
It is the policy of the Portland State University-Campus Public Safety Office to provide law enforcement services to all members of the community while protecting the rights, dignity and private property of the homeless. Homelessness is not a crime and members of this department will not use homelessness solely as a basis for detention or law enforcement action.

464.2 HOMELESS COMMUNITY LIAISON
The Director of Public Safety will designate a member of this department to act as the Homeless Liaison Officer. The responsibilities of the Homeless Liaison Officer include the following:

(a) Maintain and make available to all department employees a list of assistance programs and other resources that are available to the homeless.

(b) Meet with Social Services and representatives of other organizations that render assistance to the homeless.

(c) Maintain a list of those areas within and near this jurisdiction that are used as frequent homeless encampments.

(d) Remain abreast of laws dealing with the removal and/or destruction of the personal property of the homeless. This will include the following:

1. Proper posting of notices of trespass and clean-up operations.

2. Proper retention of property after clean-up, to include procedures for owners to reclaim their property in accordance with Policy Section 804 and other established procedures.

(e) Be present during any clean-up operation conducted by this department involving the removal of personal property of the homeless to ensure the rights of the homeless are not violated.

(f) Develop training to assist officers in understanding current legal and social issues relating to the homeless.
Homeless Persons

464.3 FIELD CONTACTS
Officers are encouraged to contact the homeless for purposes of rendering aid, support and for community-oriented policing purposes. Nothing in this policy is meant to dissuade an officer from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity. However, when encountering a homeless person who has committed a non-violent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace officers are encouraged to consider long-term solutions to problems that may relate to the homeless, such as shelter referrals and counseling in lieu of physical arrest.

Officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent such services may be appropriate.

464.3.1 OTHER CONSIDERATIONS
Homeless members of the community will receive the same level and quality of service provided to other members of the community. The fact that a victim or witness is homeless can, however, require special considerations for a successful investigation and prosecution. Officers should consider the following when handling investigations involving homeless victims, witnesses or suspects:

(a) Document alternate contact information. This may include obtaining addresses and phone numbers of relatives and friends.

(b) Document places the homeless person may frequent.

(c) Provide homeless victims with victim/witness resources when appropriate.

(d) Obtain statements from all available witnesses in the event a homeless victim is unavailable for a court appearance.

(e) Consider whether the person may be a dependent adult or elder and if so, proceed in accordance with the Adult Abuse Policy.

(f) Arrange for transportation for investigation related matters, such as medical exams and court appearances.

(g) Consider whether a crime should be reported and submitted for prosecution even when a homeless victim indicates he/she does not desire prosecution.

464.4 HOMELESS ENCAMPMENTS
Officers who encounter encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not immediately remove or destroy such property and should inform the department Homeless Liaison Officer if such property appears to involve a trespass, blight to the community or is the subject of a complaint. When practicable, requests by the public for clean-up operations of a homeless encampment should be referred to the Homeless Liaison Officer.
Homeless Persons

464.4.1 HOMELESS CAMPS ON PUBLIC PROPERTY
Prior to removing homeless individuals from an established campsite on public property, officers shall:

(a) If individuals are present, advise violators that they are camping on public property and such encampments are illegal.

(b) Post the area with a notice in English and Spanish advising the violators to vacate within 24 hours. This same notice shall list a local agency that delivers social services to homeless individuals.

(c) Notify the agency listed on the posting of the campsite’s location.

(d) Obtain a case number and prepare a police report documenting the incident.

The 24-hour warning notice requirement is not necessary if officers reasonably believe that illegal activity unrelated to the camping violation is occurring or in the event of an exceptional emergency such as a possible site contamination by hazardous materials, or when there is immediate danger to human life or safety (ORS 203.079).

464.4.2 CAMPING ON PRIVATE PROPERTY
Camping on private property without the owner’s permission should be handled as a trespass complaint. Owners of private property may allow individuals to camp, provided they do so in a manner consistent with provisions of the Portland State University Camping Ordinance.

464.4.3 CAMPING IN CAMPUS PARKS
Illegal campers found in Campus parks during hours the parks are closed may be cited or arrested for violation of park rules.

464.5 PERSONAL PROPERTY
The personal property of homeless persons must not be treated differently than the property of other members of the public. Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested, or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, the arrestee’s personal property should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure the property. It will be the supervisor’s responsibility to coordinate the removal and safekeeping of the property. Items that have no apparent utility or are in an unsanitary condition may be immediately discarded upon removal of the homeless individual(s) from the camp site (ORS 203.079(d)).
Homeless Persons

All property collected for safekeeping shall be stored for a minimum of 30 days. The seizing officer shall ensure that reasonable efforts are made to inform the owner of status of the property and inform him/her of how and when such property may be claimed (ORS 203.079(d)).

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the department Homeless Liaison Officer.

464.6 MENTAL ILLNESSES AND MENTAL IMPAIRMENTS
Some homeless persons may suffer from a mental illness or a mental impairment. Officers shall not detain a homeless person under a mental illness commitment unless facts and circumstances warrant such a detention.

When a mental illness hold is not warranted, the contacting officer should provide the homeless person with contact information for mental health assistance as appropriate. In these circumstances, officers may provide transportation to a mental health specialist if the person consents and approved by a supervisor.

464.7 ECOLOGICAL ISSUES
Sometimes homeless encampments can impact the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or departments when a significant impact to the environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.
465.1 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 department. In addition, this policy provides guidelines for situations where the recordings may be evidence.

465.2 POLICY
The Portland State University-Campus Public Safety Office recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

465.3 RECORDING LAW ENFORCEMENT ACTIVITY
Members of the public who wish to record law enforcement activities are limited only in certain aspects.

(a) Recordings may be made from any public place or any private property where the individual has the legal right to be present.

(b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:

1. Tampering with a witness or suspect.
2. Inciting others to violate the law.
3. Being so close to the activity as to present a clear safety hazard to the officers.
4. Being so close to the activity as to interfere with an officer’s effective communication with a suspect or witness.

(c) The individual may not present an undue safety risk to the officers, him/herself or others.

465.4 OFFICER/DEPUTY RESPONSE
Officers should promptly request a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or
behavior to be unlawful. Accompanying the warnings should be clear directions on what an individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

465.5 SUPERVISOR RESPONSIBILITIES
A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

(a) Request any additional assistance as needed to ensure a safe environment.
(b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.
(c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.
(d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.
(e) Explain alternatives for individuals who wish to express concern about the conduct of Department members, such as how and where to file a complaint.

465.6 SEIZING RECORDINGS AS EVIDENCE
Officers should not seize recording devices or media unless ("First Amendment Privacy Protection, Unlawful Acts", 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.
Public Recording of Law Enforcement Activity

Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Policy.
Chapter 5 - Traffic Operations
Traffic Collision Reporting

500.1 PURPOSE AND SCOPE
The Portland State University-Campus Public Safety Office prepares traffic collision reports in compliance with Oregon Revised Statutes 810.460 relating to reports of traffic accidents to the Oregon Department of Transportation and, as a public service makes traffic collision reports available to the community with some exceptions.

500.2 RESPONSIBILITY
The Patrol Lieutenant will be responsible for proper investigation and reporting of motor vehicle collisions. Traffic collisions will be documented using the Oregon Police Traffic Crash Report. The Patrol Lieutenant will receive all changes in the state manual and ensure conformity with this policy. Traffic collisions on City Streets adjacent to campus are the responsibility of the Portland Police Bureau.

500.3 TRAFFIC COLLISION REPORTING
All traffic collision reports taken by members of this department shall be forwarded for approval and data entry into the Records Management System.

500.4 REPORTING SITUATIONS
The following policies establish reporting requirements.

500.4.1 TRAFFIC COLLISIONS INVOLVING CAMPUS VEHICLES
Traffic collision investigation reports shall be taken when a Campus-owned vehicle is involved in a traffic collision on campus wherein any damage or injury results. A general information report may be taken in lieu of a traffic collision report at the direction of a supervisor when the collision occurs on private property or does not involve another vehicle. Whenever there is damage to a Campus vehicle, a Vehicle Damage Report shall be completed and forwarded to the appropriate Lieutenant.

Photographs of the collision scene and vehicle damage shall be taken.

500.4.2 TRAFFIC COLLISIONS INVOLVING DEPARTMENT EMPLOYEES
When an employee of this department, either on-duty or off-duty, is involved in a traffic collision within the Campus limits of Portland State University resulting in a serious injury or fatality, the Patrol Lieutenant or the Patrol Sergeant will notify the Portland Police Bureau for assistance.

The term serious injury is defined as any injury that results in hospitalization.

500.4.3 TRAFFIC COLLISIONS INVOLVING OTHER CAMPUS EMPLOYEES OR OFFICIALS
The Patrol Lieutenant or Patrol Sergeant will request assistance from the Portland Police Bureau for the investigation of any traffic collision on campus involving any Portland State University official or employee where a serious injury or fatality has occurred.
Traffic Collision Reporting

500.4.4 TRAFFIC COLLISIONS ON PRIVATE PROPERTY
Traffic collision reports shall not be taken for collisions occurring on private property unless there is a death or injury to any person involved, a hit and run violation, or an officer issues a citation for a traffic violation. A report may be taken at the discretion of any supervisor.

500.4.5 TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS
Traffic collision reports shall be taken when they occur on a roadway or highway on the Portland State University Campus in the following case

(a) There is a death, or injury to any person involved in the collision.
(b) An officer issues a citation for a violation of the Vehicle Code.
(c) The accident is initially reported by a garage operator who has received a vehicle involved in a serious accident or exhibiting evidence of having been struck by a bullet (Oregon Revised Statutes 822.600).
(d) All hit-and-run violations as defined by Oregon Revised Statutes 811.700 and 811.705.
(e) The collision meets the criteria for operators to submit a State Accident Report to the Department of Motor Vehicles.
(f) An involved party requests a traffic collision report.
(g) The City Streets adjacent to the Portland State University campus are the responsibility of the Portland Police Bureau, including the responsibility for investigating traffic crashes.

500.4.6 TOWING VEHICLES INVOLVED IN TRAFFIC COLLISIONS
A collision report will be required if a vehicle is damaged in a collision and a tow truck is necessary. Towing of a vehicle from a collision scene at the request of the driver when the vehicle would not otherwise be in need of towing, does not require a traffic collision report under this policy unless the incident meets the criteria in Policy Manual § 502.45.
Vehicle Towing

508.1 PURPOSE AND SCOPE
This policy provides the procedures for towing a vehicle by or at the direction of the Portland State University-Campus Public Safety Office.

508.2 RESPONSIBILITIES
The responsibilities of those officers impounding a vehicle are as follows.

508.2.1 VEHICLES CONSTITUTING A HAZARD OR OBSTRUCTION
Officers may take custody of and tow a vehicle that is disabled, abandoned, parked or left standing unattended when it creates a hazard or obstruction. Hazards and obstructions may include vehicles that are (ORS 819.120):

(a) Parked so that any part of the vehicle extends into the paved portion of the travel lane.
(b) Parked so that any part of the vehicle extends into the highway shoulder or bicycle lane of any freeway ORS 819.120 (2)(b).

Officers should use sound judgment in balancing the need to correct a hazardous situation with the potential hardship to a vehicle owner/operator before towing such a vehicle.

Officers impounding a vehicle shall complete a vehicle impound report. A copy is to be given to the tow truck operator and the original is to be submitted along with the incident report to the Administrative Assistant as soon as practicable after the vehicle is stored.

Dispatch shall promptly enter pertinent data from the completed vehicle impound report into the state's Law Enforcement Data Systems (LEDS).

Once a vehicle impound report is approved and forwarded to the Administrative Assistant, it shall be placed into the auto-file at the front desk to be immediately available for release or for information should inquiries be made.

508.2.2 REMOVAL OF VEHICLE DISABLED IN A TRAFFIC COLLISION
When a vehicle has been involved in a traffic collision and must be removed from the scene, the officer shall have the driver select a towing company, if 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 no preference towing company list in Dispatch.

If the owner is incapacitated, or for any reason it is necessary for the Department to assume responsibility for a vehicle involved in a collision, the officer shall request the dispatcher to call a no preference towing company. The officer will then have the vehicle towed to the tow company's storage lot for safekeeping, and complete a Vehicle Impound form.
Vehicle Towing

508.2.3 DRIVING A NON-CITYCOUNTY VEHICLE
Vehicles which have been towed by or at the direction of the Police Department should not be driven by police personnel unless it is necessary to move the vehicle a short distance to eliminate a hazard, to prevent the obstruction of a fire hydrant, or to comply with posted signs.

508.2.4 DISPATCHER'S RESPONSIBILITIES
Upon receiving a request for towing, the dispatcher shall promptly telephone the specified authorized towing service. The officer shall be advised when the request has been made and the towing service has been dispatched.

If the request is for no preference towing, the dispatcher shall call the firm whose name appears next on the No Preference Towing Service log and shall make appropriate entries on that form to ensure that the next firm is called on the next request.

508.3 IMPOUNDS RELATED TO CRIMINAL INVESTIGATIONS
Officers should utilize The City of Portland towing services to impound vehicles that are needed for the furtherance of an investigation or prosecution of a case or are otherwise appropriate for seizure under ORS 133.535. State law requires the impounding officer to take reasonable steps to protect against loss or damage to impounded vehicles and any contents that may have been taken as evidence (ORS 133.537). Officers should make reasonable efforts to return a recovered stolen vehicle to its owner rather than store it, so long as the vehicle is not needed for evidence.

508.4 VEHICLE INVENTORIES
The contents of all impounded vehicles shall be inventoried in accordance with the following procedure:

(a) An inventory of personal property and the contents of open containers will be conducted throughout the passenger and engine compartments of the vehicle including, but not limited to, the glove box, other accessible areas under or within the dashboard area, any pockets in the doors or in the back of the front seat, in any console between the seats, under any floor mats and under the seats.

(b) In addition to the passenger and engine compartments as described above, an inventory of personal property and the contents of open containers will also be conducted in the following locations:
   1. Any other type of unlocked compartments that are a part of the vehicle including, but not limited to, unlocked glove compartments, unlocked vehicle trunks and unlocked car top containers; and
   2. Any locked compartments including, but not limited to, locked glove compartments, locked vehicle trunks, locked hatchbacks and locked car-top containers, provided the keys are available and are to be released with the vehicle to the third-party towing company or an unlocking mechanism for such compartment is available within the vehicle.
Vehicle Towing

(c) Closed containers located either within the vehicle or any of the vehicle’s compartments will not be opened for inventory purposes except for the following, which shall be opened for inventory: wallets, purses, coin purses, fanny packs, personal organizers, briefcases or other closed containers designed for carrying money or small valuables, or closed containers which are designed for hazardous materials.

(d) Other closed containers shall be opened and inventoried if the owner acknowledges they contain cash in excess of $10, valuables or a hazardous material.

(e) Any valuables, to include cash in excess of $10 or property valued at more than $200, located during the inventory process will be listed on a property receipt and stored in this agency’s property/evidence room. A copy of the property receipt will either be left in the vehicle or tendered to the person in control of the vehicle if such person is present.

(f) The inventory is not a search for evidence of a crime, however, officers shall seize evidence or contraband located during the inventory. Items should be scrutinized to the extent necessary to complete the inventory.

(g) Tow truck operators are to receive a copy of the tow report.

These inventory procedures are for the purpose of protecting an owner's property while in police custody, to provide for the safety of officers, and to protect the Department against fraudulent claims of lost, stolen, or damaged property.

508.5 VEHICLE SEARCHES
Case law regarding search and seizure is ever changing and frequently subject to interpretation under the varying facts of each situation. Vehicle searches should be handled according to current training and an officer’s familiarity with relevant case law. Generally, a search warrant should be sought prior to conducting a search of a vehicle.

Because circumstances under which a warrantless search of a vehicle might be permissible are very limited, and because vehicle searches are subject to many restrictions, officers should, whenever possible, seek supervisory approval before conducting a warrantless search of a vehicle.

508.6 SECURITY OF VEHICLES AND PROPERTY
After a thorough inventory of the vehicle has been completed and all contraband, evidence and weapons have been removed the officer should make reasonable accommodations to permit a driver or owner to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions).

If a search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, search personnel shall take such steps as are reasonably necessary to secure and/or preserve the vehicle or property from such hazards.
508.8 RELEASE CRITERIA
A vehicle impounded under this section shall be released to a person entitled to lawful possession of the vehicle upon compliance with the following:

(a) Proof that a person with valid driving privileges will be operating the vehicle.

(b) Proof of compliance with financial responsibility requirements for the vehicle.

(c) Payment of the Portland State University-Campus Public Safety Office administrative fee and any towing and storage charges.

(d) A security interest holder in the vehicle is not required to comply with (a) and (b) and may obtain release by paying the administrative fee, towing and storage fees.
Traffic Citations

514.1 PURPOSE AND SCOPE
This policy outlines the responsibility for traffic citations, the procedure for dismissal, correction, and voiding of traffic citations.

514.2 RESPONSIBILITIES
The Police Lieutenant shall be responsible for the development and design of all Department traffic citations in compliance with state law and the Judicial Council.

The Police Lieutenant shall be responsible for the supply and accounting of all traffic citations issued to employees of this department.
Inoperable Vehicles

518.1 PURPOSE AND SCOPE
Public safety, and the Portland State University-Campus Public Safety Office’s commitment to service, requires that officers place a high priority on assisting stranded motorists. This policy provides guidelines for achieving that objective.

518.2 OFFICER RESPONSIBILITY
When an on-duty officer observes a inoperable vehicle on Portland State University owned or controlled property, the officer should make a reasonable effort to provide assistance. If that officer is assigned to a call of higher priority, the dispatcher should be advised of the location of the inoperable vehicle and the need for assistance. The dispatcher should then assign another available officer to respond for assistance as soon as practical.

518.3 EXTENT OF ASSISTANCE
In most cases, a stranded motorist will require assistance. After arrangements for assistance are made, continued involvement by department personnel will be contingent on the time of day, the location, the availability of departmental resources, and the vulnerability of the stranded motorist.

518.3.1 MECHANICAL REPAIRS
Department personnel shall not make mechanical repairs to an inoperable vehicle. The use of push bumpers to relocate vehicles to a position of safety is not considered a mechanical repair.
Chapter 6 - Investigation Operations
Investigation and Prosecution

600.1 PURPOSE AND SCOPE
When assigned to a case for initial or follow-up investigation, officers shall proceed with due diligence in evaluating and preparing the case for appropriate clearance or presentation to a prosecutor for filing of criminal charges.

The Campus Police Detective is available for assistance as well as Detective assistance from the Portland Police Bureau shall be available 24 hours a day for criminal investigations and the processing of serious person crime scenes. The Oregon State Police crime lab is an additional resource for processing of serious and involved crime scenes.

600.2 MODIFICATION OF CHARGES FILED
Employees are not authorized to recommend to the District Attorney, University Counsel, or to any other official of the court that charges on a pending case be altered or the case dismissed. In all cases resulting in court prosecution, any request to modify the charges filed or to recommend dismissal of charges in a pending case shall be made to the District Attorney's Office or University Counsel's Office only as authorized by a Lieutenant or the Director of Public Safety.

600.3 POLYGRAPH EXAMINATION OF VICTIMS
Victims and any complaining witness in a case involving the use of force, violence, duress, menace or threat of physical injury in the commission of any sex crime under ORS 163.305 to 163.575, may not be required, by a district attorney or other law enforcement officer or investigator involved in the investigation or prosecution of crimes, or any employee thereof, to submit to a polygraph examination as a prerequisite to filing an accusatory pleading (ORS 163.705).

600.4 COLLECTION OR MAINTENANCE OF SPECIFIC INFORMATION
The collection or maintenance of information about the political, religious or social views, associations or activities of any individual, group, association, organization, corporation, business or partnership shall occur only when the information directly relates to a criminal investigation and there are reasonable grounds to suspect the subject of the information is or may be involved in criminal conduct (ORS 181.575).

600.5 CUSTODIAL INTERVIEWS
Generally, except where circumstances make it impracticable, custodial interviews regarding felony offenses should be electronically recorded. When such custodial interviews are conducted in a law enforcement facility and in connection with an investigation into aggravated murder, as defined in ORS 163.095, or a crime listed in ORS 137.700 or 137.707, electronic recording of the interview is mandatory absent good cause not to record (ORS 133.400).
Investigation and Prosecution

If an interviewee expresses an unwillingness to have the custodial interview electronically recorded but agrees to speak to investigators without such recording, the interviewing officer or detective should:

(a) Document the refusal in his/her report.
(b) Request that the interviewee sign a written statement or provide a recorded statement of his/her refusal to have the interview recorded.

All electronic recordings of custodial interviews shall follow the requirements set forth in ORS 165.540.

No recording of an interrogation should be destroyed or altered without written authorization from the District Attorney and the patrol supervisor. Copies of recorded interrogations or interviews may be made in the same or different format, provided they are true, accurate and complete copies and are made only for authorized and legitimate law enforcement purposes.

Officers should continue to prepare written summaries of custodial questioning and investigative interviews and continue to obtain written statements from suspects when applicable.
Confidential Informants

608.1 PURPOSE AND SCOPE
In many instances, a successful investigation cannot be conducted without the use of confidential informants. To protect the integrity of the Portland State University-Campus Public Safety Office and the officers using informants, it shall be the policy of this department to take appropriate precautions by developing sound informant policies.

608.2 INFORMANT FILE SYSTEM
The patrol Supervisor or his/her designee shall be responsible for maintaining informant files. A separate file shall be maintained on each confidential informant.

608.2.1 FILE SYSTEM PROCEDURE
Each file shall be coded with an assigned informant control number. An informant history shall be prepared to correspond to each informant file and include the following information:

(a) An informant checklist ensuring that all the required documentation is present.
(b) Informant's confidential number, full name and any aliases.
(c) Date of birth, height, weight, hair color, eye color, race, sex, scars, tattoos or other distinguishing features.
(d) Current home address and telephone numbers.
(e) Current employer(s), position, address(es) and telephone numbers.
(f) Vehicles owned and registration information.
(g) Places frequented.
(h) Informant's photograph, fingerprints and criminal history.
(i) Briefs of information provided by the informant and his or her subsequent reliability. If an informant is determined to be unreliable, the informant's file is marked as "Unreliable".
(j) Name of officer initiating use of the informant.
(k) Signed informant agreement, initialed by the Director indicating approval of individual for use as an informant.
(l) Initialed copy of Oregon Revised Statutes 161.275 (Entrapment) indicating the informant has read and understood the statute.
(m) Signature of the informant's true name and any assumed name.
(n) Written authorization required as a result of the informant being a corrections client, juvenile or defendant.
(o) A log of all activity and the expenditure of all confidential funds associated with the informant.
Confidential Informants

(p) Update on active or inactive status of informant.

The informant files shall be maintained in a secure area within the Campus Public Safety Office. These files shall be used to provide a source of background information about the informant, enable review and evaluation of information given by the informant, and minimize incidents that could be used to question the integrity of officers or the reliability of the confidential informant.

Access to the informant files shall be restricted to the Director of Public Safety, a Lieutenant, the patrol Supervisor, or their designees.

608.3 USE OF INFORMANTS

Before using an individual as a confidential informant, an officer must receive approval from the Director. The officer shall compile sufficient information through a background investigation in order to determine the reliability, credibility and suitability, of the individual, including age, maturity and risk of physical harm.

608.3.1 JUVENILE INFORMANTS

The use of juvenile confidential informants is discouraged due to a number of risks. They will only be used when the investigation is of such a nature as to justify the risks. The district attorney should be consulted and a parent or legal guardian's written consent shall be secured. Final approval to use a juvenile confidential informant must be obtained from the Director of Public Safety.

608.4 GUIDELINES FOR HANDLING CONFIDENTIAL INFORMANTS

All confidential informants are required to sign and abide by the provisions of the departmental Informant Agreement. The officer using the confidential informant shall discuss each of the provisions of the agreement with the confidential informant.

Details of the agreement are to be approved in writing by the unit supervisor before being finalized with the confidential informant.

608.4.1 RELATIONSHIPS WITH CONFIDENTIAL INFORMANTS

No member of the Portland State University-Campus Public Safety Office shall knowingly maintain a social relationship with a confidential informant while off duty, or otherwise become intimately involved with a confidential informant. Members of the Portland State University-Campus Public Safety Office shall neither solicit nor accept gratuities nor engage in any private business transaction with a confidential informant.

To maintain officer/informant integrity, the following must be adhered to:

(a) Officers shall not withhold the identity of an informant from their superiors
(b) Identities of informants shall otherwise be kept confidential
(c) Criminal activity by informants shall not be condoned
(d) Informants shall be told they are not acting as police officers, employees or agents of the Portland State University-Campus Public Safety Office, and that they shall not represent themselves as such
Confidential Informants

(e) The relationship between officers and informants shall always be ethical and professional.

(f) Social contact shall be avoided unless necessary to conduct an official investigation, and only with prior approval of the patrol supervisor.

(g) Officers shall not meet with informants unless accompanied by at least one additional officer or with prior approval of the patrol supervisor. All exchanges of confidential funds between officers and informants must be witnessed by at least one other officer.

(h) In all instances when Department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses. The voucher shall be signed by the informant using either their true name or a pseudonym registered with a signature in the informant packet. The voucher will also include the case number associated with the expenditure and a description of the benefit obtained (search warrant, arrest, recovered property, etc.)

608.5 NARCOTICS INFORMANT PAYMENT PROCEDURES
The potential payment of large sums of money to any confidential informant must be done in a manner respecting public opinion and scrutiny. Additionally, to maintain a good accounting of such funds requires a strict procedure for disbursements.

608.5.1 PAYMENT PROCEDURE
The amount of funds to be paid to any confidential 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 amount of assets seized.
- The quantity of the drugs seized.
- The informant's previous criminal activity.
- The level of risk taken by the informant.

The patrol supervisor will discuss the above factors with the Patrol Lieutenant and arrive at a recommended level of payment that will be subject to the approval of the Director of Public Safety. For the purchase of drugs or property, the amount of payment will generally be based on a percentage of the current market price for the drugs or other contraband being sought, not to exceed 15%.

608.5.2 CASH DISBURSEMENT POLICY
The following establishes a cash disbursement policy for confidential informants. No informant will be told in advance or given an exact amount or percentage for services rendered.

(a) When both assets and drugs have been seized, the confidential informant shall receive payment based upon overall value and the purchase price of the drugs seized.
Confidential Informants

(b) A confidential informant may receive a cash amount for each quantity of drugs seized whether or not assets are also seized.

608.5.3 PAYMENT PROCESS
A check shall be requested, payable to the case agent. The case number shall be recorded justifying the payment. The Director of Public Safety and the Vice President Office of Finance and Administration's signatures are required for disbursements over $500. Payments $500 and under may be paid in cash out of the patrol Buy/Expense Fund. The patrol Supervisor will be required to sign the cash transfer form for amounts under $200. The Director of Public Safety must sign transfer amounts over $200.

To complete the transaction with the confidential informant the case agent shall have the confidential informant initial the cash transfer form. The confidential informant will sign the form indicating the amount received, the date, and that the confidential informant is receiving funds in payment for information voluntarily rendered in the case. The Portland State University-Campus Public Safety Office case number shall be recorded on the cash transfer form. A copy of the form will be kept in the confidential informant's file.

If the payment amount exceeds $500, a complete written statement of the confidential informant's involvement in the case shall be placed in the confidential informant's file. This statement shall be signed by the confidential informant verifying the statement as a true summary of his/her actions in the case(s).

Each confidential informant receiving a cash payment shall be informed of his or her responsibility to report the cash to the Internal Revenue Service (IRS) as income.

608.5.4 REPORTING OF PAYMENTS
Each confidential informant receiving a cash payment shall be informed 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 confidential informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the confidential informant and by doing so jeopardize any investigation, the safety of peace officers or the safety of the confidential informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the confidential 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 confidential informant's file.
Eyewitness Identification

610.1 PURPOSE AND SCOPE
The purpose of this policy is to provide procedures for obtaining objective, accurate results when preparing and conducting photo lineups and in-person show-ups.

610.1.1 DEFINITIONS

**Blind Presentation** - The presenter does not know who the suspect is; this is also known as double-blind presentation.

**Blinded Presentation** - The equivalent of a blind presentation; used when the presenter knows who the suspect is. To be conducted so that the presenter does not know which photograph is being presented to the witness.

**Confidence Statement** - A witness’s statement about the pick the witness made of his or her confidence in that pick; taken immediately after a pick has been made.

**Photo Lineup** - A presentation of photographs of persons to a witness.

**Presenter** - The officer presenting a lineup.

**Show-up** - A presentation to a witness of a live person in the field that is close in time and proximity to the incident under investigation.

**Sequential** - A presentation of photographs in a photo line-up one at a time, retrieving one photo before presenting another.

**Simultaneous** - A presentation at the same time of photographs in a photo line-up arrayed together, either manually constructed or computer generated.

610.2 POLICY
It is the policy of this agency that eyewitness identification be conducted in a manner most likely to assess witnesses’ true and reliable recollections and in compliance with state and federal statutory and constitutional requirements. This policy must be implemented within the specific circumstances and demands of any investigation. The investigator must exercise informed judgement when implementing and, as reasonably necessary, varying from, this policy. Reasons for varying substantially from this policy must be documented and include, but not limited to:

- Public safety
- Victim and witness needs and safety
- Unique and unforeseeable circumstances of a particular investigation, witness or suspect
- The special needs of particular victims of witnesses, including physical, mental and emotional limitations.
610.3 DOCUMENTATION

(a) Instructions to witnesses shall be read from the Eyewitness Identification form, which form shall also include the witness affirmation of their identification statements.

(b) In addition to documentation in the incident report(s) and on Eyewitness Identification forms, when it is reasonable, practical and consistent with the best interests of the investigation, presenters should consider audio-recording the presentation. Unless the presentation is conducted in a police facility, however, the witness must be specifically informed of the recordation agree to it, as required by law. If not in a police facility, and the witness does not agree, then the presentation should not be recorded.

(c) Lineups, forms, and recordings shall be treated as evidence, with copies of the lineups, forms and any recordings included in the case file, whether or not the witness made identifications.

(d) If a photo lineup is developed electronically, the lineup shall be printed for documentation.

(e) See also Post-Presentation Interview and Documentation.

610.4 PHOTO LINEUPS

When a photo lineup is used for suspect identification, a blind or blinded sequential presentation should be used whenever reasonably possible; consequently, the procedures that follow are designed primarily for blind or blinded sequential presentations. If another photo lineup method is used—including simultaneous presentation or a sequential presentation that is not blind or blinded reason(s) for using that method should be documented.

610.5 DEVELOPMENT OF A PHOTO LINEUP

A. Officers should obtain a thorough suspect description from each witness before developing a photo lineup. (Note that differing suspect descriptions among the witnesses may require the presentation of different photo lineups to different witnesses.) See “information to gather before any identification process” at the end of this policy.

B. A photo lineup shall consist of no fewer than six photographs, including one of the suspect.

C. All photos should be similarly sized and should be of similar-appearing individuals. None should be obviously different from the others.

1. Filler photographs (not of a suspect) should generally match, to the extent reasonably possible, the particular witness' description of the suspect. Because filler photographs and witness descriptions of the suspect may vary from each other to some degree, it is permissible for filler photographs to differ from each other—and from the suspect's photo or description—so long as the differences do not make the suspect's photo or description disproportionately stand out from others.

2. When there is a limit or insufficient suspect description, or when the witness description of the suspect differs significantly from the available photograph(s) of the suspect, the filler photographs should resemble the suspect photograph, not the description.

D. The photos shall be numbered and in individual folders or attached to opaque backing such as light cardboard or equivalent. The number on the photo should be placed so that the
Eyewitness Identification

presenter cannot see it when presenting in a "blinded presentation." (See definition in next section)

E. When conducting a single lineup for multiple witnesses, the photographs should be presented to each witness in a different sequence. Another alternative is a random or shuffled presentation for each witness. When a random or shuffled presentation is used, the order of presentation should be recorded afterwards.

610.5.1 PRESENTATION OF A PHOTO LINEUP

(a) Instructions to Witnesses

Prior to a presentation, the presenter shall read the witness instructions from the Eyewitness Identification form, ensuring and documenting that the witness understands the instructions.

(a) Blind Presentation

1. In a blind presentation, the identity of the suspect is not known to the presenter.
2. The presenter shall present the photos to the witness, even if the witness identifies a photo as the suspect.
3. The presenter shall present each photo to the witness, even if the witness identifies a photo as the suspect.
4. If, during the same presentation, the witness asks to see one or more photos again, the presenter may conduct the same presentation a second time but must present all of the photos, using the same method.

(b) Blinded Presentation See also the steps for presenting photos under "Blind Presentation," above. These steps should be followed as modified below.

If the presenter knows who the suspect is, an extra measure of care should be taken to prevent the presenter from know which photo is being shown to the witness as the process occurs.

(a) 1. One option is for the photos to be placed in identical folders, with the folders numbered inside and shuffled. Each photo shall be presented so that only the witness can see the photo; the presenter is thus "blinded" to the process and it cannot, therefore, be suggestive.
2. A second option for "blinded" presentation is for the photos to be adhered to equally-sized and shaped pieces of opaque (such as light cardboard) to create "cards," with each card containing one photograph. The cards shall be numbered on front, so that the presenter cannot see the number. These cards will then be shuffled, face-down, and presented so that only the witness can see the photo.
3. Equivalent methods to the first two may be adopted and used, so long as the presenter is blinded to the process and the process is documented.
4. When a blinded presentation is used, the order of presentation shall be recorded afterward, using the number on the card or folder. If an alternative presentation method is used, then the order must also be recorded.

(b) Post-Presentation Interview and Documentation
Eyewitness Identification

1. Generally, after the presentation of a photo lineup, the presenter should avoid any words or actions that might identify the suspect or hinder further investigation. The investigator should not tell the witness who the suspect is or whether the witness has picked the person whom the investigator believes committed the crime. There will be situations, however, when it is appropriate and necessary within the investigation to identify the suspect to the witness to further the investigation or address public safety needs. If so, then the situation and reasons must be clearly documented.

2. If the witness picks a photo, the presenter shall ask the witness to describe why the photo was selected, and may ask the witness to describe the confidence he or she has in the selection. The presenter should obtain a description of reasons for the witness’ selection in the witness’ own words, not just a scaled assessment (e.g., “90% sure” or “six out of six”). In fact, unless the witness needs to use such a scale, it is best to avoid them. The witness’ responses to questions about their reasons for their selection and their confidence—commonly referred to together as a “confidence statement”—shall be carefully documented on the Eyewitness Identification form (policy 610.5.2) and in the investigator’s report.

3. As noted, it is important to ask the witness WHY the witness made the selection and why she/he has the level of confidence she/he described; i.e. why the witness picked the person. To do this, it is important to ask the witness the questions regarding the “suspect description,” “context,” and “witness factors” found at the end of this policy, or their equivalent, and to document the answers.

4. The presenter shall ask the witness to affirm the confidence state on the Eyewitness Identification form.

610.6 SHOW-UPS
Show-ups are valuable tools for quickly identifying or excluding suspects shortly after an incident. Show-ups may properly be used up to several hours after an incident. Beyond six hours, photo line-ups should be strongly considered as an alternative to a show-up, but even after six hours there may be legitimate investigative or public safety reasons for using a show-up. If a show-up is used in an investigation, then it is important to document the reasons for using it than the a photo line-up. Further, if a show-up rather than a photo line-up is used more than six hours after the crime, then it will be important to document the reasons for this.

Show-ups are particularly valuable because they capture the entire head-to-toe appearance of a possible suspect shortly after the incident in question, including features that may not appear in stored photographs such as hair length, style and color, facial hair, tattoos, piercings, clothing shoes, jewelry, carried items (backpacks, purses, etc.) and state of intoxication. Show-ups can be conducted much more quickly than photo line-ups, and many investigations benefit from the prompt display of a suspect to a witness. Show-ups also result in a shorter retention time for
possible suspects that if they were held while a photo lineup is prepared. These reasons, and the
certainty, unless the witness must do so; give reasons instead.

7. Document any conversations witnesses may have had with each other before or
during their identification.

8. Document the lighting at the show up.

9. Note the distance between the witness and the suspect at the show-up.

(j) If a witness IDENTIFIES the suspect, photograph the clothing and identifying features:
Eyewitness Identification

1. Photograph the suspect in his clothing worn at arrest including coat, backpack, hat and shoes.
2. If the witness includes these characteristics in the identification, also photo the teeth, hands (including jewelry), birthmarks, scars, tattoos and piercings.

(k) Seize the clothing, shoes, hat, jewelry, etc. if it was involved in the identification.
1. Seize all such clothing incident to arrest or pursuant to a search warrant as evidence of the crime (defendant's identity) as directed by your local prosecuting authority.
2. Clothing and other apparel may be useful in identifying a suspect.
3. DO NOT confirm for the witness that the witness identified a person whom the investigator believes committed the crime in question, unless there is significant reason for doing this, which must be documented.

(l) When reasonably possible and, when not in a police facility, if the witness consents, audio record the presentation. If the investigator does not audio record the show-up then the investigator should document the procedure.

(m) If the witness does NOT IDENTIFY the suspect, the circumstances and responses shall also be documented on the Eyewitness Identification form and in the report including:
1. Exactly what the witness said about the identification.
2. Ask the witness how the person differed from the suspect and document the answer.

610.8 INFORMATION TO GATHER FOR IDENTIFICATION PROCESS
Before conducting any identification procedure, investigators should attempt to gather the following information from a witness if time and the circumstances of the investigation otherwise allow, and the witness is willing and able to communicate this information:

SUSPECT DESCRIPTION GIVEN BY WITNESS
- Sex
- Race
- Age
- Height
- Weight
- Build
- Haircolor, length, style
- Facial Hair
- Distinctive facial or other characteristics
- Speech characteristics
Eyewitness Identification

- Eye color
- Skin tone
- Distinctive body odor
- Scars, marks, tattoos, piercings, jewelry
- Clothing, shoes, hat
- Weapon
- Backpacks, purses, bags, phone or other items possessed
- have you ever seen this person before? When, where?
- Do you know this person?
- If you know this person, describe your relationship.

CONTEXT
- Time of day when the witness observed the suspect
- Where was the witness when observing the suspect?
- What was the witness doing?
- Where was the suspect?
- What was the suspect doing?
- How far apart were the suspect and witness?
- Weather conditions
- Lighting conditions
- What part of suspect did witness see? (Eg. see from front, side, back)
- Did witness see suspect's face?
- What brought suspect to witness' attention?
- How much attention did the witness pay to suspect when observing (ie. motivation to observe, such as crime victim vs. casual observer)
- Opportunity to observe (How much time to observe)
- Was witness alone or with others?
- If with others, who where they?
- Did the witness take video of, or photograph, the suspect?

WITNESS FACTORS
- Any vision problems?
- Wears glasses/contacts?
Eyewitness Identification

- Wearing same at time, if appropriate?
- Intoxication/sleeping
- Injuries
- Emotional state when observing suspect
- Emotional state when speaking to investigator
- Known or apparent mental health issues
- Does the witness have cell phone video or photographs of the suspect?
- Other factors that might affect the witness' perception, recollection or ability to describe what the witness saw

510.9 WITNESSES WITH LIMITED OR NO ENGLISH PROFICIENCY
If a witness to a criminal offense does not speak fluent English or otherwise has difficulty communicating (e.g. hearing impaired), then investigators should make reasonable efforts to arrange for an interpreter before proceeding with any eyewitness identification procedure.

Before the interpreter is permitted to discuss any matter with the witness, the investigating officer should explain the process that will be used to the interpreter. Once it is clear that the interpreter can communicate effectively with the witness, and that the interpreter understands the process and can explain it to the witness, the eyewitness identification may proceed.

510.10 MULTIPLE PRESENTATIONS
It is generally recommended that a suspect not be presented for identification more than once in any form to a given witness. There may, however, be valid reasons for multiple presentations of the same suspect to the same witness. For example, when the earlier photo used was outdated and did not accurately represent the suspect's current appearance, it may be appropriate to obtain a more current and accurate photo and present the same suspect in a second identification procedure to the witness. If this does occur, the reason(s) for the subsequent presentation shall be documented.

510.11 TRAINING
All sworn personnel shall receive training on this policy and the presentation of lineups and show-ups.
Brady Material Disclosure

612.1 PURPOSE AND SCOPE
This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called "Brady information") to a prosecuting attorney.

612.1.1 DEFINITIONS
Definitions related to this policy include:

Brady information - Information known or possessed by the Portland State University-Campus Public Safety Office that is both favorable and material to the current prosecution or defense of a criminal defendant.

612.2 POLICY
The Portland State University-Campus Public Safety 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 Portland State University-Campus Public Safety Office will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

612.3 DISCLOSURE OF INVESTIGATIVE INFORMATION
Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor's office.

If information is believed to be privileged or confidential (e.g., confidential informant or protected personnel files); the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure whether evidence or facts are material, the officer should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the Department case file.
612.4 DISCLOSURE OF PERSONAL INFORMATION

If a member of this department is a material witness in a criminal case, a person or persons designated by the Director of Public Safety shall examine the personnel file and/or internal affairs file of the officer to determine whether they contain Brady information. If Brady information is located, the following procedure shall apply:

(a) In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and department member shall be notified of the potential presence of Brady material in the member’s personnel file.

(b) The prosecuting attorney or department counsel should be requested to file a motion in order to initiate an in camera review by the court.

1. If no motion is filed, the supervisor should work with counsel to determine whether the records should be disclosed to the prosecutor.

(c) The Custodian of Records shall accompany all relevant personnel files during any in camera inspection 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 material 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 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.

The person or persons designated by the Director of Public Safety should periodically examine the personnel files and/or internal affairs files of all officers who may be material witnesses in criminal cases to determine whether they contain Brady information. The obligation to provide Brady information is ongoing. If any new Brady information is identified, the prosecuting attorney should be notified.

612.5 INVESTIGATING BRADY ISSUES

If the Department 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.

612.6 TRAINING

Department personnel should receive periodic training on the requirements of this policy.
Department Owned and Personal Property

700.1 PURPOSE AND SCOPE
Department employees are expected to properly care for department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or department property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

700.2 CARE OF DEPARTMENTAL PROPERTY
Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of department property assigned or entrusted to them. An employee’s intentional or negligent abuse or misuse of department property may lead to discipline including, but not limited to the cost of repair or replacement.

(a) Employees shall promptly report through their chain of command, any loss, damage to, or unserviceable condition of any department issued property or equipment assigned for their use.

(b) The use of damaged or unserviceable department property should be discontinued as soon as practical and replaced with comparable Department property as soon as available and following notice to a supervisor.

(c) Except when otherwise directed by competent authority or required by exigent circumstances, department 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) Department property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.

(e) In the event that any Department property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

700.3 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.

The supervisor shall direct a memo to the appropriate Lieutenant, which shall include the results 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 or damage.

Upon review by staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Director of Public Safety who will then forward the claim to the Finance Department.
Department Owned and Personal Property

The Department will not replace or repair luxurious or overly expensive items (jewelry, exotic equipment, etc.) that are not reasonably required as a part of work.

700.3.1 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
Officers 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 functions, regardless of jurisdiction, shall report it as provided below.

(a) A verbal report shall be made to the employee’s immediate supervisor as 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 is made.

700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY
If employees of another jurisdiction cause damage to real or personal property belonging to the Campus, 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 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 appropriate Lieutenant.
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 by the Department 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 Portland State University-Campus Public Safety Office allows employees to utilize department-issued 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 Department, 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 public records laws.

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 Department and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities. The use of any department-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 department 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 department-issued or personally owned PCDs that have been used to conduct department-related business. Administrative searches can take place for work-related purposes that may be unrelated to investigations of employee misconduct and, as practicable, will be done in the presence of the
affected employee. Prior to conducting any search of personally owned devices, supervisors shall consult with the Director of Public Safety. All such searches shall be fully documented in a written report.

702.4 DEPARTMENT-ISSUED PCD
Depending on an employee’s assignment and the needs of the position, the Department may, at its discretion, issue a PCD. Department-issued PCDs are provided as a convenience to facilitate on-duty performance only. Such devices and the associated telephone number shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

Unless an employee is expressly authorized by the Director of Public Safety or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of the tour of duty or will be turned off when leaving the workplace.

702.5 PERSONALLY OWNED PCD
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 Department accepts no responsibility for loss of or damage to a personally owned PCD.
(c) Employees shall promptly notify the Department 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 will 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 department business-related communication.
(f) The device shall not be utilized to record or disclose any business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment with the Department, without the express authorization of the Director of Public Safety or the authorized designee.
(g) Use of a personally owned PCD constitutes consent for the Department to access the PCD to inspect and copy data to meet the needs of the Department, which may include litigation, public records retention and release obligations and internal investigations. If the PCD is carried on-duty, employees will provide the Department with all telephone access numbers of the device.

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 department-related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate record keeping.

702.6 USE OF PERSONAL COMMUNICATION DEVICES
The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

(a) A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.

(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, as a way to avoid or in lieu of regular radio communications.

(e) Officers 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 department business. Disclosure of any such information to any third party through any means, without the express authorization of the or the authorized designee, may result in discipline.

(f) Employees will not access social networking sites for any purpose that is not official department business.

(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.

702.7 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 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.
Personal Communication Devices

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 practicable, until the employee is on-duty as such contact may be compensable.

702.8 USE WHILE DRIVING
The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Officers operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

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 (ORS 811.507). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

702.9 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 information is not inadvertently transmitted. As soon as reasonably possible, employees shall conduct sensitive or private communications on a land-based or other department 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.
(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
Vehicle Maintenance

704.1 PURPOSE AND SCOPE
Employees are responsible for assisting in maintaining Department vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean appearance.

704.2 DEFECTIVE VEHICLES
When a department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. Proper documentation shall be promptly completed by the employee who first becomes aware of the defective condition, describing the correction needed. The paperwork shall be promptly forwarded to vehicle maintenance for repair.

704.3 VEHICLE EQUIPMENT
Certain items shall be maintained in all department vehicles for emergency purposes and to perform routine duties.

704.3.1 PATROL VEHICLES
Officers shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is present in the vehicle:

- 5 Emergency road flares
- 1 Roll Crime Scene Barricade Tape
- 1 First aid kit, CPR mask
- 1 Blanket
- 1 Fire extinguisher
- 1 Blood-borne pathogen kit, Incl. protective gloves
- 1 Sharps container
- 3 Hazardous waste disposal bags
- 1 Traffic Safety Vest
- 1 Hazardous Materials Emergency Response Handbook
- 1 Evidence collection supplies
- 1 Camera

704.4 VEHICLE REFUELING
Absent emergency conditions or supervisor approval, officers driving patrol vehicles shall not place a vehicle in service that has less than one-quarter tank of fuel. Vehicles shall only be refueled at the authorized location.
Vehicle Maintenance

704.5 WASHING OF VEHICLES
All units shall be kept clean at all times and weather conditions permitting, shall be washed as necessary to enhance their appearance.

Officers in patrol shall obtain clearance from the dispatcher before responding to the car wash. Only one marked unit should be at the car wash at the same time unless otherwise approved by a supervisor.

Employees using a vehicle shall remove any trash or debris at the end of their shift. Confidential material should be placed in a designated receptacle provided for the shredding of this matter.

704.6 NON-SWORN EMPLOYEE USE
Non-sworn employees using marked vehicles shall ensure all weapons are removed from vehicles before going into service. Non-sworn employees shall also prominently display the "out of service" placards or lightbar covers at all times. Non-sworn employees shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

Marked vehicles released to non-members for service or any other reason shall have all weapons removed and "out of service" placards or lightbar covers in place.

704.7 VEHICLE INSPECTION
Unless delayed by an emergency call, employees shall inspect department vehicles at the beginning of each shift for any damage, and to ensure that all systems, lights and emergency equipment are in good working order. The interiors should be examined to confirm no property or contraband is present. The interior inspection should be repeated at the conclusion of any prisoner transport.
Vehicle Use

706.1 PURPOSE AND SCOPE
This policy establishes a system of accountability to ensure Campus-owned vehicles are used appropriately. For the purposes of this policy, “Campus-owned” includes any vehicle owned, leased or rented by the Campus.

706.2 POLICY
The Department provides vehicles for official business use and may assign take-home vehicles based on its determination of operational efficiency, economic impact to the Department, tactical deployments and other considerations.

706.3 USE OF VEHICLES
Campus-owned vehicles shall only be used for official business and, when approved, for commuting to allow members to respond to department-related business outside their regular work hours.

Members shall not operate a Campus-owned vehicle at any time when impaired by drugs and/or alcohol.

Any member operating a vehicle equipped with a two-way communications radio, [MDT/MDC] and/or a GPS device shall ensure the devices are on and set to an audible volume whenever the vehicle is in operation.

Marked patrol vehicles include noth Campus safety Vehicles and Campus Police Vehicles.

The Campus Police Vehicle will be clearly marked as a police vehicle, including prominent lettering identifying it as "Campus Police"

The Campus Police vehicle shall only be operated by Campus Police Officers.

706.3.1 SHIFT ASSIGNED VEHICLES
Members who use a fleet vehicle as part of their work assignment shall ensure that the vehicle is properly checked out and logged on the daily shift roster, according to current procedures, prior to taking it into service. If for any reason during the shift the vehicle is exchanged, the member shall ensure that the exchanged vehicle is likewise properly noted on the daily shift roster.

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 the shift. 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.

All vehicles used in patrol operations are equipped with a police radio and emergency equipment as defined by ORS 816.250 and OAR 735-110-0010 through OAR 735-110-0050. Vehicles with defective emergency equipment should be promptly reported to a supervisor and not used for patrol duties.
Vehicle Use

706.3.2 UNSCHEDULED USE OF VEHICLES
Members utilizing a Campus-owned vehicle for any purpose other than their regularly assigned duties shall first notify the Patrol Sergeant of the reason for use and a notation will be made on the shift roster indicating the operator’s name and vehicle number. This section does not apply to members permanently assigned an individual vehicle (e.g., command staff, detectives), who regularly use the vehicle on an unscheduled basis as part of their normal assignment.

706.3.3 UNMARKED VEHICLES
Except for use by the assigned member, unmarked units shall not be used without first obtaining approval from the supervisor of the unit to which the vehicle is assigned.

706.3.4 INVESTIGATION VEHICLES
Investigation vehicle use is restricted to investigative personnel during their assigned work hours unless approved by an supervisor. Members shall record vehicle usage via the sign-out log maintained in the Supervisors record and the members notebook. After-hours use of vehicles by members not assigned to the shall be recorded with by the Supervisor and the member

706.3.5 AUTHORIZED PASSENGERS
Members operating Campus-owned vehicles shall not permit persons other than Campus members or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as a passenger in their vehicle.

706.3.6 PARKING
Except when responding to an emergency or other urgent official business requires otherwise, members driving Campus-owned vehicles should obey all parking regulations at all times.

Campus-owned vehicles should be parked in their assigned stalls. Members shall not park privately owned vehicles in any stall assigned to a Campus-owned vehicle or in any other areas of the parking lot that are not designated as a parking space unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

706.3.7 INSPECTIONS
The interior of any vehicle that has been used to transport any person other than a member 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 officer shall search all areas of the vehicle that are accessible by the person before and after the person is transported.

706.3.8 PRIVACY
All Campus-owned 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.
706.4 ASSIGNED VEHICLE AGREEMENT
Members who have been assigned a take-home vehicle may use the vehicle to commute to the workplace and for department-related business. The member must be approved for an assigned vehicle by his/her Lieutenant and shall sign an agreement that includes the following criteria:

(a) The member must live within a 30-minute commute of his/her regularly assigned work location (based on average traffic flow). A longer response time may be permitted subject to Lieutenant approval. Members who reside outside the permissible response time may be required to secure or garage the vehicle at a designated location or the central office at the discretion of the Lieutenant.

(b) Except as may be provided by a collective bargaining agreement time spent during normal commuting is not compensable.

(c) Campus-owned vehicles shall not be used for personal errands or other personal business unless approved by a supervisor for exceptional circumstances. The member may be required to maintain insurance covering any commuting or personal use.

(d) The member may be responsible for the care and maintenance of the vehicle. The Department should provide necessary care and maintenance supplies.

(e) The vehicle shall be parked in secure off-street parking when parked at the member’s residence.

(f) Vehicles shall be locked when not attended.

(g) If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed from the interior of the vehicle and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).

(h) When the member will be away (e.g., on vacation) for periods exceeding one week the vehicle shall be stored in a secure garage at the member’s residence or at the appropriate department facility.

(i) All department identification, portable radios and equipment should be secured.

Members are cautioned that under federal and local tax rules, personal use of a Campus-owned vehicle may create an income tax liability to the member. Members should address questions regarding tax consequences to their tax adviser.

The assignment of vehicles is at the discretion of the Director of Public Safety. Assigned vehicles may be changed at any time and/or permission to take home a vehicle may be withdrawn at any time.

706.5 KEYS AND SECURITY
All uniformed field members approved to operate marked patrol vehicles should be issued a copy of the unit key as part of their initial equipment distribution upon hiring. Officers shall not duplicate keys.
Vehicle Use

Members assigned a permanent vehicle should be issued keys for their assigned vehicle.

The loss of any key shall be promptly reported in writing through the member’s chain of command.

706.6 ENFORCEMENT ACTIONS
Campus Police Officers when driving an assigned marked Campus Police vehicle to and from work outside of the jurisdiction of the Portland State University-Campus Public Safety Office, an officer should avoid becoming directly involved in enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions Policy and the Law Enforcement Authority Policy).

Officers may render public assistance (e.g., to a stranded motorist) when deemed prudent.

Campus Police Officers shall, at all times while driving a marked Campus-owned vehicle, be armed, appropriately attired and carry their department-issued identification. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

706.7 MAINTENANCE
Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles.

Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage. It is the assigned member’s responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.

Supervisors shall make, at the minimum, monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with policy.

706.7.1 ACCESSORIES AND/OR MODIFICATIONS
No modifications, additions or removal of any equipment or accessories shall be made to the vehicle without written permission from the Lieutenant.

706.8 VEHICLE DAMAGE, ABUSE AND MISUSE
When a Campus-owned vehicle is involved in a traffic collision or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic collision report shall be filed with the agency having jurisdiction (see also the Traffic Collision Reporting Policy).

When a collision involves a Campus-owned vehicle or when a member of this department is an involved driver in a collision that occurs in this jurisdiction, and the collision results in serious injury or death, the supervisor should request that an outside law enforcement agency be summoned to investigate the collision.

The member involved in the collision shall complete the Campus’s vehicle collision form. If the member is unable to complete the form, the supervisor shall complete the form.
Vehicle Use

Any damage to a 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 Patrol Sergeant.

An administrative investigation should be initiated to determine if there is any vehicle abuse or misuse.
Chapter 8 - Support Services
Communications

800.1 PURPOSE AND SCOPE
The basic function of the communications system is to satisfy the immediate information needs of the law enforcement agency in the course of its normal daily activities and during emergencies. The latter situation places the greatest demands upon the communications system and tests the capability of the system to fulfill its functions. Measures and standards of performance are necessary to assess the effectiveness with which any department, large or small, uses available information technology in fulfillment of its missions.

800.1.1 FCC COMPLIANCE
Portland State University-Campus Public Safety Office radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and guidelines.

800.1.2 CODE OF ETHICS
All communication personnel at the Portland State University-Campus Public Safety Office shall conduct themselves in accordance with the tenets of the Public Safety Telecommunicator’s Code of Ethics.

The Communications Supervisor shall ensure that newly hired communications specialists working under their supervision read and sign a copy of the Code of Ethics during their initial training and orientation period. The signed copy shall be retained in the employee’s personnel record.

800.2 COMMUNICATIONS GUIDELINES
This department provides 24-hour telephone service to the campus community and public for information or assistance that may be needed. The ability of citizens to telephone quickly and easily for emergency service is critical. This department provides access to the 9-1-1 system to persons utilizing the campus emergency phone number. This department has two-way radio capability providing continuous communication between Dispatch and officers.

800.2.1 STRUCTURE
Director - The Director is responsible for directing the overall operations of the 911 Center including establishing policies and procedures, budgeting and fiscal planning, managing human resources, evaluating programs and services, and the overall functioning.

Supervisors - The Communications Supervisor is responsible for the operations of the Communications Center (Dispatch) and, in coordination with other supervisors, the efficient and effective operation of Dispatch on a day-to-day basis. The Communications Supervisor is also responsible for the supervision, training and evaluation of personnel assigned to the Communications Center; scheduling; compliance to established policies; reviewing requests for copies of information for release; maintaining time records; and maintenance of CAD. LENEL systems, alarm response coordination, PPDS, and LEDS. The Communications Supervisor reports to the Lieutenant.
Campus Dispatchers - Campus Dispatchers are responsible for the receipt and handling of all incoming and transmitted communications, including but not limited to campus emergency phone lines; normal business phone lines; TTY devices, and radio communications with fire, EMS, and law enforcement units. Campus Dispatchers are also responsible for entering of CAD data for all field activities of campus public safety units and making inquiries through outside data bases (i.e. LEDS, NCIC, DMV, etc.) in support of those field units. Campus Dispatchers report to the Communications Supervisor.

800.2.2  SCHEDULING
Scheduling in Dispatch shall consist of three shifts. The Communications Supervisor is in charge of each shift and shall report to the Lieutenant. Minimum staffing levels requires that there will always be at least one Dispatcher on duty at any given time, one of which may be a Communications Supervisor. It is the responsibility of the Communications Supervisor to establish a balanced work schedule for each shift to ensure adequate coverage and a balance of experience and specialization available. The Communications Supervisor will ensure a copy of the work schedule is available for employee's reference and coordinate requested time off and provide for unexpected absences such as sick time.

800.2.3  CONFIDENTIALITY
Information that becomes available through Dispatch may be confidential or sensitive in nature. All communications personnel are to treat information that becomes known to them as confidential and release that information only to duly authorized personnel.

Automated data, such as Department of Motor Vehicle records, warrants, criminal history information, records of internal police files, FERPA protected school records, CJIS, LEDS, or protected medical information shall only be made to authorize criminal justice personnel and, when such information concerns the immediate health or safety of persons. All identifications received by the center from E9-1-1 are confidential and shall not be subject to public disclosure by Dispatch per ORS 403.135(2).

800.2.4  RECORDINGS
A system-wide recording device is installed in Dispatch. This system records all radio and telephone conversations coming into Dispatch. The recordings are stored and retained by an assigned Communications Supervisor for a minimum of six months.

800.2.5  SECURITY
The communications function is vital and central to all emergency service operations. The safety and security of Dispatch, its personnel, and equipment must be a high priority and procedures are hereby established for that purpose.

800.2.6  CALLS FOR SERVICE
The campus dispatch emergency number will be listed in a public telephone directory and will be widely disseminated on campus.
Communications

(a) Emergency Calls - An emergency call is considered as any call received via telephone or radio where there is an immediate or potential threat to life or serious property damage, and time of arrival is of the utmost importance. All incoming calls on the campus emergency line will be answered with "Campus Public Safety Dispatch"

1. Emergency calls will be dispatched immediately.
2. A citizen reporting an emergency will never be placed on hold until the dispatcher has obtained all necessary information to ensure the safety of the responding units and the citizens.

(b) Non-Emergency Calls - Non-emergency calls are considered as any call received via telephone or radio where there is no immediate or potential threat to life or property. Incoming calls received on the business line will be answered using the agency name. Enter information into the CAD system and dispatch or transfer to the appropriate resource.

1. Citizens reporting non-emergencies may be put on hold if necessary to take higher priority calls.
2. Advise the citizen if there will be a delay in the dispatcher coming back onto the line or if the field unit advises there will be a delay in his response.

800.2.7 TELEPHONE REPORTS
Certain non-emergency complaints may be handled by the field unit by phone provided that:

(a) There is no physical evidence to be collected such as latent fingerprints
(b) The suspect is no longer at the scene
(c) No on-scene investigation is needed
(d) The caller agrees to telephone contact from the field unit
(e) When taking a call for service that may be handled by telephone contact, ask the caller if the call can be handled by this method. If the caller agrees, advise the field unit. The field unit receiving the dispatch has the ultimate decision whether to handle the call by phone or in person

800.2.8 EMERGENCY MESSAGES
When a call is received requesting an emergency message be delivered, take the information on the call entry screen as with any other call for service. Attempt to dispatch the appropriate field unit by telephone, MDT (when available), or in person. Radio dispatch may be used.

University resources should be considered in some circumstances to assist with, or deliver emergency messages.

800.2.9 COLLECT CALLS
Collect calls will not be accepted by Dispatch unless the dispatcher believes a valid emergency exists and accepting the call would be justified in serving the citizens or users.
800.3 RADIO COMMUNICATIONS
Communications radios are for official use only, to be used by personnel of Dispatch to communicate with the user agencies.

Field Units shall be identified with the officer identification number as assigned by their department. All transmissions shall be in accordance with Federal Communications Commission (FCC) procedures and requirements. All transmissions shall be professional and made in a calm, business-like manner. Slang terms and personal acronyms shall not be used.

800.3.1 AUTHORIZED CODES
Radio Codes employed by Dispatch and all user agencies will operate a plain language radio system except for the following authorized codes:

CODE 0 - Officer Down
CODE 1 - Normal Response
CODE 3 - Emergency Response
CODE 4 - No Further Assistance Needed
CODE 5 - Stake Out at (location); All Units Stay Away

27A - Silent Hold Up Alarm
27B - Silent Burglar Alarm
33B - Bomb Threat
39A - Rape
55A - Homicide
55B - Suicide

DISPOSITION CODES

• R - Report Written
  o 1, "Original
  o 2, "Supplemental
• S - Unable to Locate
  o 1 - Cannot Locate Person
  o 2 - No Such Address or Location
  o 3 - Reported Condition Does Not Exist
• T - Premises Checked
  o 1 - False Alarm
  o 2 - Found Secure
Communications

- 3 - Made Secure
- **W** - Call Serviced
  - 1 - Assignment Completed
  - 2 - Person Assisted
  - 3 - Person Advised or Referred
  - 4 - Hazard Corrected/Removed
  - 5 - Delivered Message
  - 6 - Peace Restored
  - 7 - Nuisance Abated
  - 8 - Arrest/Investigation made by other Agency/Office
- **X** - Suspicious Activity
  - 1 - Person Checked, "OK"
  - 2 - Vehicle Checked, "OK"
- **Y** - Action Taken
  - 2 - Warning Given

**RADIO/STATUS CODES**
- 10-1 - Radio Signal Poor
- 10-2 - Radio Signal Good
- 10-4 - Same as Copy
- 10-7 - Out of Service
- 10-8 - In Service
- 10-10 - Information
- 10-11 - Open Door
- 10-14 - Escort
- 10-15 - Emergency Message
- 10-18 - Medical Assist
- 10-19 - Return to Office
- 10-20 - What is your location?
- 10-21 - Call dispatch
- 10-22 - Cancel
Communications

- 10-23 - Arrived At Scene
- 10-25 - Respond To Alarm
- 10-26 - Person Assist/Other
- 10-28 - Registration Information
- 10-29 - Check For Wanted
- 10-37 - Suspicious Person
- 10-41 - Bomb Threat
- 10-51 - Can Subject/Suspect Overhear This? Confidential
- 10-52 - Subject Wanted
- 10-55 - Subject Clear, Use Caution
- 10-56 - Subject Clear, Not Wanted
- 10-61 - Prisoner In Custody
- 10-62 - Transporting Prisoner/Citizen
- 10-64 - Prisoner/Citizen Transport Complete
- 10-72 - Out Of Service - Detail/Special Assignment
- 10-73 - Out Of Service Follow Up
- 10-74 - Out Of Service - Servicing Equipment
- 10-79 - Out Of Service - Ending Shift (Off Duty)
- 10-83 - Conditionally Available, Writing Reports
- 10-84 - Conditionally Available, Check Vehicle/Persons
- 10-85 - Conditionally Available, Inspect Premises/Security Ok
- 12-31 - Exposer
- 12-32 - Peeping Tom; Voyeur
- 12-34 - Mental Case

800.3.2 RESTRICTED CHANNEL
When requested by an officer Dispatch will clear the channel and restrict all other radio traffic to another channel when:

(a) A Code 0 is called
(b) The dispatcher believes a situation is a threat to the physical safety of a field unit
(c) The field unit is involved in a situation that demands a dedicated channel, i.e.; a pursuit
Communications

(d) Any field unit requests a channel cleared

To clear the channel announce on the channel to be cleared "(channel #) is restricted for (unit #)" or incident, normal traffic may be assigned to another channel depending on the circumstances. Regardless of who initiated the clear channel, Dispatch will not release the channel to normal traffic without the authorization of the field unit in charge of the situation. To resume normal traffic on the cleared channel, announce on the cleared channel and the alternate channel "resume normal traffic on (channel)".

800.4 EQUIPMENT FAILURES
At least one operational consoles to include business phone lines, radios for all operational frequencies and CAD and computer systems should remain operational in Dispatch. A secondary backup console to provide basic functioning will be available. If the malfunction occurs during regular business hours, a call will be placed immediately to the Communications Supervisor who will arrange to correct the malfunction. If it occurs during non-business hours, the Communications Supervisor will be notified by phone and the Communications Supervisor will direct to the appropriate person, department or agency.

800.4.1 9-1-1 EQUIPMENT OR CIRCUIT PROBLEMS
When the telephone lines malfunction, the Communications Supervisor or on-duty Dispatcher will:

(a) Notify Metwork and Telecom services
(b) Create a CAD information incident and leave it open until the problem is resolved.

800.4.2 TELEPHONE PROBLEMS OTHER THAN 9-1-1
When a telephone problem is noted, including business lines, extensions or cell phone lines, report the problem to the Network and Telecommunications Services

800.4.3 RADIO REPEATER PROBLEMS
A radio repeater problem is usually signified by mobile units losing the ability to talk with each other via radio while Dispatch can still monitor the traffic. When this occurs The City of Portland, who is responsible for the Radio System, should be contacted through BOEC, or if the problem is University controlled radio equipment, the service provider should be contacted.

800.4.4 RADIO MALFUNCTIONS
In the event Dispatch has a radio malfunction affecting more than one console that cannot be corrected by the Dispatcher or Communications Supervisor on duty, the contract service provider for radio equipment should be contacted immediately.

800.4.5 CONSOLE COMPUTER MALFUNCTIONS
In the event Dispatch has a computer malfunction affecting more than one console that cannot be corrected by the Dispatcher or Communications Supervisor on duty, the Office of Information Technology will be called to assess or correct the problem.
Communications

800.4.6 POWER FAILURES/EMERGENCY GENERATOR
In the event Dispatch looses main power, the emergency generator will automatically turn on. When this occurs, there will be a momentary loss of power before the generator provides power to the center. The Uninterrupted Power Source (UPS) will momentarily support Dispatch’s electrical needs during this period.

If the emergency generator is used during a shift due to a power failure, the on duty Communications Supervisor or dispatcher shall contact Facilities and Planning, advising the length of time the generator has run. If a power failure occurs and has not been restored prior to the end of a shift, the on duty Communications Supervisor or dispatcher will notify Facilities and Planning.

Facilities and Planning conduct periodic checks of the generator. When this occurs, there is a momentary power surge in the communications center.

800.5 COMPUTER AIDED DISPATCH
The Computer Aided Dispatch (CAD) system is designed to help public safety agencies in responding to requests for service. The CAD system improves productivity and effectiveness in Dispatch by automating many time consuming call taking, dispatching, communication, deployment and unit status recording activities.

Any status change made from any terminal in the CAD system will have an immediate impact on all other terminals in the system. A terminal will always monitor several activities even while the user is entering call data or status changes. The training manual and the CAD system manual for Dispatch provide detailed information on the operation of the CAD System.

800.5.1 STATUS MONITOR
The status monitor shall monitor status conditions such as:

- Out of Service
- Available for service
- Assigned
- Dispatched
- Enroute
- Arrived on scene
- Checking vicinity
- Available on radio
- Returning to station
- Cleared
Communications

800.5.2 AVAILABLE UNITS/UNIT HISTORY
CAD maintains a "Unit History" for all units entered. The accuracy of the unit history depends on the unit keeping Dispatch advised of status changes and the Dispatcher making the proper entry on the command monitor or the call entry monitor.

Whenever a unit checks in or out, or changes status, Dispatch shall make an entry on the Call Entry screen if applicable, or on the command entry monitor. The dispatcher shall use the CAD command or entry that most closely describes the unit's activity.

800.5.3 INCIDENT/DR NUMBERS
Whenever a call is taken from a citizen or unit and entered on the "Call Entry" monitor, CAD automatically designates a CAD Incident Number. This number will begin with the two digit year designation followed by a dash (-), then a sequential number that begins with #0001 on January 1 at 0001 hours, and continues throughout the calendar year.

When a unit requests an agency case number (DR#) the Communications Specialist shall make a "DR" command and CAD will assign that agency's next sequential DR number. Each user agency has its own DR numbers which begin on January 1st of each calendar year with the two digit year designator followed by the sequential number beginning with "0001".

800.5.4 CALL ENTRY AND DISPATCH
The Call Entry screen will automatically enter the call date, time and incident number. The Dispatcher taking the call must enter the call type.

CAD will record the time the call is dispatched, time of officer arrival and time of officer return to service if this information has been provided to the dispatcher. When the call is complete, a disposition code must be entered.

800.5.5 OFFICER IDENTIFICATION
Identification systems are based on factors such as beat assignment and officer identification numbers. Employees should use the entire call sign 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 unit. Employees initiating communication with other agencies shall use their entire call sign and identify our agency. This requirement does not apply to continuing conversation between the mobile unit and dispatcher once the mobile unit has been properly identified.

800.6 POLICE DISPATCH

800.6.1 GENERAL
When a call for police services is received, determine if it is an emergency or non-emergency. Determine the call type, location and priority by asking the four key questions where, what, when and who. Emergency calls will be dispatched immediately.

A citizen reporting an emergency will never be placed on hold until the dispatcher has obtained all necessary information to ensure the safety of the responding units and the citizens.
Communications

800.6.2 EMERGENCY CALLS
An emergency call is considered as any call received via telephone or radio where there is an immediate or potential threat to life, or serious property damage, and time of arrival is of the utmost importance.

On an "in-progress" or "just occurred" crime where the suspect is still at the scene or is likely still in the area:

(a) Transfer to 911 if appropriate.
(b) Clear the channel for responding units
(c) Determine if weapons are/were involved.
(d) Determine if there are injuries and stage medical units if appropriate
(e) If it is safe to do so, keep the caller on the line to receive updates
(f) Advise the caller when police units arrive

800.6.3 VEHICLE PURSUITS
When an officer is in pursuit of a suspect, either on foot or in a vehicle, the dispatcher shall give the situation undivided attention until it is under control; Dispatch shall:

(a) Clear the pursuit channel
(b) Acknowledge and repeat all transmissions related to the pursuit
(c) Notify jurisdictions into which the pursuit may be headed

800.6.4 MOTOR VEHICLE ACCIDENTS
Motor vehicle accidents need a police response if:

(a) There are injuries reported
(b) It is blocking traffic
(c) A traffic crime is reported (Reckless driving, DUI)
(d) One of the involved parties requests an officer

A non-injury, non-blocking traffic accident can be handled by the citizens exchanging driver, vehicle and insurance information.

800.6.5 NON-EMERGENCY CALLS
Non-emergency calls are any call received where there is no immediate threat to life or property. Citizens reporting non-emergency calls may be put on hold to take a higher priority call. Advise the citizen if there will be a delay in the response.

800.6.6 ALARMS
Fire alarms received will be received through an alarm monitoring company. When an intrusion or other alarm is received, dispatch the appropriate unit immediately. On all alarms, dispatchers will
Communications

follow the alarm monitoring procedures outlined in either the LENEL monitoring screen, or other pre-determined procedures.

800.7 EMS CALLS FOR SERVICE
When an EMS call for service is received, Dispatch will transfer the call to 911 after obtaining basic information and actions to include:

(a) Location
(b) The need for 911
(c) Transferring the call to 911
(d) Dispatching a CPSO Officer.
(e) Coordinating and directing the responding EMS units through 911.

800.7.1 MEDICAL DISPATCH
An Advanced Medical Priority Dispatch System will be used by Dispatch. There is a Medical Priority flip chart located at each console. It is to be used on all medical calls, including medical transfers, except transfers from a hospital to a care center or residence.

800.7.2 EMS RESPONSES
There are four (4) response levels possible by EMS. They are "A", "B", "C", and "D". They shall be dispatched phonetically as "Alpha", Bravo", Charlie" or "Delta". Use of the Medical Priority flip chart will give you the response level needed for the incident.

800.7.3 EMERGENCY MEDICAL DISPATCH
Each communications specialist must successfully complete an approved emergency medical dispatch (EMD) course and be certified in first aid/CPR prior to using the EMD cards or giving pre-arrival instructions. This will be completed prior to completion of training.

(a) On all medical calls, determine:
   1. The exact location
   2. A telephone callback number
   3. The primary (medical) complaint
   4. The number of people injured (sick)
   5. The patient's age
   6. The status of consciousness
   7. The status of breathing

(b) Complete the call entry screen as the information is obtained.

(c) Dispatch the appropriate unit(s) as soon as possible. The dispatch sequence shall be:
Communications

1. Department
2. Response level
3. Location
4. Primary complaint

800.7.4 LIFE THREATENING CALLS
On emergency life threatening calls attempt to keep the caller on the line and implement life saving instructions from the Advanced Medical Priority Dispatch System.
Property and Evidence

802.1 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.

802.2 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 Department 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.

802.1.1 LOST AND FOUND
The Campus Public Safety Office (CPSO) is a resource for persons that have misplaced valuable and crucial items on the Portland State University Campus. Valuable items are defined as items having a value of over $50. CPSO will accept and store items of value in compliance with ORS 98.245 and attempt to contact the owner directly if the lost item has identification.

• Valuable Items - Valuable items are defined as items having a value of over $50.
• Crucial Items - CPSO considers items with personal information (i.e. prescriptions, wallets, purses, keys, cell phones, etc) crucial items that will require CPSO to attempt to notify the owner of lost property.
• Public Safety staff/students will attempt to contact the owner directly on valuable or crucial items, with any identifying information. Property will be logged in to our database, with the owners information (i.e. first and last name and phone number).
• Unaccepted Items - Unidentifiable items with a value under $50. This includes clothing, water bottles, flash drives, miscellaneous sporting equipment, etc. Any food, or liquid items. Loose papers, notebooks, photocopies, or other items

Campus buildings will be responsible for establishing lost and found procedures consistent with their experiences and customer expectations. As an example, items of clothing will no longer be accepted at this office. Areas where clothing items are frequently left, e.g. the Recreation Center or Smith Center, may elect to establish a lost and found bin, or other method of short term storing.
items for retrieval. This will eliminate the frequent delivery of large amounts of clothing, water bottles, coffee cups, and other items that have been found in buildings, requiring both manpower and storage, disproportional to reasonable service expectations from this office. Surplus Property is a resource for repurposing items that have been abandoned. We will continue to store and hold items with a value of over $50, or items that have both an intrinsic value such as keys or prescriptions, or items that contain identifiable information. Persons that have misplaced items that do not meet these criteria will be referred to the building where the property was misplaced. We will no longer maintain a public database of found property.

802.3 PROPERTY HANDLING
Any employee who first comes possession of any property, shall retain such property in his/her possession until it is properly tagged and placed in the designated property locker or storage room along with the property form. Short Term Evidence Storage lockers are located in the Campus Public Safety Office evidence processing area and can be used for secure short term storage. Evidence shall not be secured in lockers past employee going off duty unless otherwise approved by a supervisor. Care shall be taken to maintain the chain of custody for all evidence. When not specifically addressed by this manual, collection and handling of all evidence and property should follow the guidelines established by the State of Oregon Physical Evidence Manual.

Employees will provide a receipt for all items of property or evidence that are received or taken from any person. If no person is present, and the property or evidence is removed from private property or a vehicle, the employee will leave a receipt prominently placed on the private property or the vehicle.

Where ownership can be established as to found property with no apparent evidentiary value, such property may be released to the owner without the need for booking. The property form must be completed to document the release of property not booked and the owner shall sign the form acknowledging receipt of the item(s).

802.3.1 PROPERTY BOOKING PROCEDURE
All property must be booked prior to the employee going off-duty unless otherwise approved by a supervisor. Employees booking property shall observe Portland Police Bureau standards and practices for evidence handling:

802.3.2 NARCOTICS AND DANGEROUS DRUGS
All narcotics and dangerous drugs (Including paraphernalia as defined by Oregon Revised Statutes 475.525(2)) shall be booked according to Portland Police Bureau policy. The officer seizing the narcotics and dangerous drugs shall place them in the designated locker per Portland Police Bureau policy.

802.3.3 EXPLOSIVES/HAZARDOUS SUBSTANCES
Explosives that are known or suspected to be armed or live, other than fixed ammunition, should not be retained in the police facility.
Officers who encounter an explosive device shall immediately notify their immediate supervisor and/or Patrol Sergeant. The Bomb Squad will be called to handle situations involving explosive devices and all such devices will be released to them for disposal. In the event of military ordnance, the closest military unit shall be notified and they will be responsible for removal of the device.

Flammable liquids, corrosive or caustic chemicals or other potentially hazardous materials may not be stored in the property room. In most cases, they should not be taken into custody. Disposal is the responsibility of University Facilities. If the substance is to be tested for evidentiary purposes, a small sample should be taken using supplied sample bottles to be sealed in overpack containers.

802.3.4 EXCEPTIONAL HANDLING
Certain property items require a separate process. The following items shall be processed in the described manner:

(a) Bodily fluids such as blood or semen stains shall be air dried prior to booking and packages should be labeled with a biohazard sticker

(b) License plates found not to be stolen or connected with a known crime, should be released directly to the seizing officer, or placed in the designated container for return to the Department of Motor Vehicles. No formal property booking process is required

(c) All bicycles and bicycle frames require a property record. Property tags will be securely attached to each bicycle or bicycle frame. The property may be released directly to the seizing officer, or placed in the bicycle storage area until a seizing officer can log the property

(d) All cash shall be counted in the presence of a supervisor and the envelope initialed by the booking officer and the supervisor. The Patrol Sergeant shall be contacted for cash in excess of $1,000 for special handling procedures

Campus property, unless connected to a known criminal case, should be released directly to the appropriate Campus 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.

802.3.5 COLLECTION AND PRESERVATION OF DNA EVIDENCE
Because DNA evidence can play a key role in establishing guilt or innocence it is important that such evidence be collected, handled and preserved in a manner that will maintain its integrity for future testing. Unless impracticable to do so, officers should collect samples of all biological evidence that may reasonably be used to incriminate or exculpate any person as part of any criminal death investigation or a sex crime listed in ORS 181.594. The seizing officer will be responsible to ensure that biological evidence is preserved in an amount and manner that is sufficient to develop a DNA profile.

Collection and preservation should follow established protocols as outlined in the Oregon Physical Evidence Manual.
802.3.6 COLLECTION AND PRESERVATION OF SAFE KITS
Under current law, victims of sexual assault may seek medical assessment and chose not to make a report to law enforcement, yet still have evidence collected and preserved. Upon notification from Student Health and Counseling (SHAC) the Portland State University-Campus Public Safety Office shall collect and maintain the chain of evidence for all Oregon State Police Sexual Assault Forensic Evidence Kits (SAFE Kits) and any associated evidence collected by SHAC for victims of sexual assault, regardless of where the assault may have occurred. Victims who choose to remain anonymous and not make a report shall not be required to do so (ORS 147.397).

802.4 PACKAGING OF PROPERTY
Certain items require special consideration and shall be booked separately as follows:

(a) Narcotics and dangerous drugs
(b) Firearms (ensure they are unloaded and booked separately from ammunition). A flex cuff or similar device should be inserted through the chamber, barrel, or cylinder whenever possible.
(c) Property with more than one known owner
(d) Paraphernalia as described in Oregon Revised Statutes 475.525(2)
(e) Fireworks and other hazardous materials
(f) Contraband

802.4.1 PACKAGING CONTAINER
Employees shall package all property in a suitable container available for its size. Knife boxes should be used to package knives. All packages containing evidence must be sealed with evidence tape, initialed, and dated across the seal.

Needles or syringes will normally be disposed of in a sharps container and will not be submitted to the Property Room however when required for evidence in a serious crime or in a major investigation, a syringe tube should be used for packaging.

A property tag shall be securely attached to the outside of all items or group of items packaged together.

802.4.2 PACKAGING NARCOTICS
The officer seizing narcotics and dangerous drugs shall retain such property in their possession until it is properly weighed, packaged, tagged, and placed in the designated narcotics locker, accompanied by two copies of the property record. Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected narcotics. If conducted, the results of this test shall be included in the officer's report.

Narcotics and dangerous drugs shall be packaged in an envelope of appropriate size available in the report room. The booking officer shall initial the sealed envelope and the initials covered with cellophane tape. Narcotics and dangerous drugs shall not be packaged with other property.
Property and Evidence

A completed property tag shall be attached to the outside of the container. The chain of evidence shall be recorded on the back of this tag.

802.5 RECORDING OF PROPERTY
The seizing officer receiving custody of evidence or property shall record his/her signature, the date and time the property was received and where the property will be stored on the property control card.

A property number shall be obtained for each item or group of items. This number shall be recorded on property tag and the property control card.

Any changes in the location of property held by the Portland State University-Campus Public Safety Office shall be noted in the property logbook.

802.6 DISPOSITION OF PROPERTY
All property not held for evidence in a pending criminal investigation or proceeding, and held for 90 days or longer (60 days or more, plus 30 days after notice), where the owner has not been located or fails to claim the property, may be disposed of in compliance with existing laws upon receipt of proper authorization for disposal. The seizing officer shall request a disposition or status on all property which has been held in excess of 120 days, and for which no disposition has been received from a supervisor or detective. Oregon Revised Statutes 98.245 and 98.336 govern the disposition of property held by law enforcement agencies.

802.6.1 DEFINITIONS
As set out in ORS 98.245, the following definition applies to the disposition of property by law enforcement agencies:

Unclaimed Property - Personal property that was seized by the Portland State University-Campus Public Safety Office as evidence, abandoned property, found property or stolen property, and that has remained in the physical possession of the Portland State University-Campus Public Safety Office for a period of more than 60 days following conclusion of all criminal actions related to the seizure of the evidence, abandoned property, found property or stolen property, or conclusion of the investigation if no criminal action is filed.

802.6.2 DISPOSITION
Unclaimed property will be disposed of in accordance with the provisions of ORS 98.245. Disposal may consist of:

(a) Destruction

(b) Releasing to Portland State University Surplus Property for disposition.
Records Procedures

804.1 PURPOSE AND SCOPE
The Communications and Records Supervisor shall maintain the Department Records Procedures Manual on a current basis to reflect the procedures being followed. Policies and procedures that apply to all employees of this department are contained in this chapter.

804.1.1 NUMERICAL FILING SYSTEM
Case reports are filed numerically by the LENL/Records Coordinator. Reports are numbered commencing with the last two digits of the current year followed by a sequential number beginning with 00001 starting at midnight on the first day of January of each year. As an example, case number 09-00001 would be the first new case beginning January 1, 2009.

804.1.2 RECORDS RETENTION
All Department records shall be retained and purged in a manner consistent with applicable provisions of the Oregon Revised Statutes and Oregon Administrative Rules.

804.2 FILE ACCESS AND SECURITY
All reports including, but not limited to, initial, supplemental, follow-up, evidence, and all reports critical to a case shall be maintained in a secure area accessible only to authorized Records personnel. Access to report files after hours or when Records personnel are otherwise not available may be obtained through the Patrol Sergeant or dispatch personnel.

Portland State University-Campus Public Safety Office employees shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether hard copy or electronic file format, except in accordance with department policy and with a legitimate law enforcement, educational need to know, or business purpose or as otherwise permissible by law.

804.2.1 REQUESTING ORIGINAL REPORTS
Generally, original reports shall not be removed from the LENEL/Records Coordinator. Should an original report be needed for any reason the requesting employee shall first obtain authorization from the Communications and Records Supervisor. All original reports removed from the LENEL/Records Coordinator 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 LENEL/Records Coordinator.

804.3 REQUISITION OF SUPPLIES
All personnel who are in need of supplies shall submit a request to the Office Specialist. The request shall be approved by a supervisor and submitted to the Office Specialist.
804.4 ORIGINAL FILES
Original reports shall not be removed from the LENEL/Records coordinator without supervisory permission.

804.5 EXPUNCTION
If the Department receives a court order directing that records relating to a particular person's conviction for any offense be expunged, the order shall be complied with as soon as possible, but no longer than 21 days. Arrest records and associated follow-up reports that relate solely to the person described in the order shall be removed from the file and destroyed in their entirety. If the reports also relate to the investigation or arrest of other persons not described in the court order, the reports any mention of the subject of the court order will be completely removed from the report and replaced with "expunged". Other information such as relatives names, addresses or license numbers, that could be used to identify the subject of the order, shall also be removed. The order applies to all hard copies of the report as well as any electronic versions that may exist on any computer system under the control of the Department.

804.6 ORDERS TO SEAL OR SET ASIDE REPORTS
Court orders to seal or "set aside" reports are to be complied with as soon as possible.

Upon receiving such an order, the hard copy of the report shall be placed in a tamper evident envelope and sealed. Sealed reports are to be kept in a separate secure location within the records storage room.

Electronic reports subject to the order to seal shall be electronically moved to a separate secure electronic file that is accessible only by the system administrator.

Sealed reports are not to be unsealed unless, and until, the Portland State University-Campus Public Safety Office receives a subsequent court order that supersedes the original.

804.7 REPORTING CRIME STATISTICS
Uniform Crime Reporting (UCR) codes shall be assigned to all crime reports in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. It is the responsibility of Administrative Assistant personnel to enter such information into the Portland State University-Campus Public Safety Office data system and ensure that such information is transmitted on a monthly basis to the Oregon State Police Law Enforcement Data System (LEDS) (Oregon Revised Statutes 181.550).
Restoration of Firearm Serial Numbers

806.1 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 plan 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.

806.2 PROCEDURE
Any firearm coming into the possession of the Portland State University-Campus Public Safety Office as evidence, found property, etc., where the serial numbers have been removed or obliterated will be processed in the following manner:

806.2.1 PRELIMINARY FIREARM EXAMINATION
(a) 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 tubular magazine) as well as the chamber contents.
(b) 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.
(c) Accurately record/document the condition of the gun when received. Note the positions of the various components such as the safeties, cylinder, magazine, slide, hammer, etc. Accurately record/document cylinder chamber and magazine contents. Package the ammunition separately.
(d) If the firearm is to be processed for fingerprints or trace evidence, process 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.

806.2.2 PROPERTY BOOKING PROCEDURE
Any employee taking possession of a firearm with removed/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.

806.2.3 OFFICER RESPONSIBILITY
The seizing officer receiving a firearm when the serial numbers have been removed or obliterated shall arrange for the firearm to be transported to the crime lab for restoration and maintain the chain of evidence.
806.2.4  DOCUMENTATION
Case reports are prepared in order to document the chain of custody and the initial examination and handling of evidence from the time it is received/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.

806.2.5  FIREARM TRACE
After the serial number has been restored or partially restored by the criminalistics laboratory, the seizing officer will complete a Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) National Tracing Center (NTC) Obliterated Serial Number Trace Request Form (ATF 3312.1-OBL) and forward the form to the NTC in Falling Waters, West Virginia or the data may be entered into the ATF eTrace system.

806.3  BULLET AND CASING IDENTIFICATION
Exemplar bullets and cartridge cases from the firearm, depending upon acceptance criteria and protocol, may be submitted to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) National Integrated Ballistic Information Network (NIBIN) which uses the Integrated Ballistic Identification System (IBIS) technology to digitize and compare unique markings made by a firearm on bullets and cartridge casings recovered from crime scenes.
Records Release and Security

808.1 PURPOSE AND SCOPE
The purpose of this section is to establish a comprehensive reference and procedure for the maintenance and release of Portland State University-Campus Public Safety Office reports and records in accordance with applicable law.

808.2 PUBLIC REQUESTS FOR RECORDS
Every person has a right to inspect any public record of a public body in this state. The Oregon Public Records Act (ORS Chapter 192) provides that records created by a public agency shall be subject to inspection and release unless exceptions are established by statute. Certain public records relating to law enforcement are exempted as indicated in this policy. The Portland State University-Campus Public Safety Office will disclose police reports unless the report is exempt from public disclosure under the public records law or FERPA. Public requests for records of this department shall be processed as follows.

808.3 REPORT RELEASE RESTRICTIONS
The procedures set forth in Policy are to be applied in conjunction with the Oregon Public Records Law and the Bar Press Guidelines.

Absent a valid court order or other statutory authority, records and/or unrestricted portions of such records of this agency shall be made public subject to the following restrictions.

808.4 CRIMINAL INVESTIGATIONS AND POLICE REPORTS

808.4.1 ARREST AND CRIME REPORTS
The record of an arrest or the report of a crime shall be disclosed unless, and only for so long as, there is a clear need to delay disclosure in the course of a specific investigation, including the need to protect the complaining party or the victim. For purposes of this subsection, the record of an arrest or the report of a crime includes, but is not limited to:

(a) The arrested person’s name, age, residence, employment, marital status and similar biographical information.
(b) The offense with which the arrested person is charged.
(c) The conditions of release pursuant to Oregon Revised Statutes 135.230 to 135.290.
(d) The identity of and biographical information concerning both complaining party and victim.
(e) The identity of the investigating and arresting agency and the length of the investigation.
(f) The circumstances of arrest, including time, place, resistance, pursuit and weapons used.
(g) Such information as may be necessary to enlist public assistance in apprehending fugitives from justice.
Records Release and Security

808.4.2 INVESTIGATORY INFORMATION
Except as specified in the previous section, Investigatory information compiled for criminal law purposes is exempt from disclosure. The contents of police reports or any other investigatory information shall not be released without the authorization of the detective supervisor in charge of the investigation.

808.4.3 JUVENILE RECORDS
Juvenile records are treated differently from records of adults. When an officer submits a report in which the victim or suspect is a juvenile, the officer will stamp “Juvenile” on the first page of the report.

Except as defined in this section, reports involving juveniles are generally confidential and may not be released. Any requests for reports or records involving juveniles not specifically authorized by this policy should be referred to the County Juvenile Department (ORS 419A.255(2); ORS 419A.255(8)).

(a) If a youth is taken into custody under circumstances where he/she could be arrested without a warrant if an adult, or pursuant to an order of the Juvenile Court, the following information shall be disclosed unless, and only for so long as, there is a clear need to delay disclosure in the course of a specific investigation, including the need to protect the complaining party or the victim (ORS 419A.255(7)):

1. The youth’s name and date of birth and whether the youth is employed or in school.
2. The youth offense for which the youth was taken into custody.
3. The name and age of the adult complaining party and the adult victim, unless the disclosure of such information is otherwise prohibited or restricted.
4. The identity of the investigating and arresting agency.
5. The time and place that the youth was taken into custody and whether there was resistance, pursuit or a weapon used in taking the youth into custody.

(b) Any additional information is kept confidential unless requested by one of the following (ORS 419A.255; ORS 419A.257):

1. Other public agencies for use in investigating or prosecuting cases in which the juvenile in question is somehow involved.
2. Department of Human Services, Child Welfare Division, Oregon Youth Authority or the local Juvenile Department.

(c) Child abuse cases may only be made available to a law enforcement agency, local or state prosecutors, a child welfare agency or other entities as designated by law (ORS 419B.035).

(d) Court appointed special advocates (i.e., CASA volunteer or employee) will be permitted to inspect and copy any records held by this department relating to the child or ward involved in a case and members of this department may consult with the court appointed special
advocate regarding the case. Consent of the child, ward or parents to the sharing of such information is not required (OAR 413-010-0045(4)).

808.4.4 FERPA
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory
information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

808.5 OTHER DEPARTMENT RECORDS

808.5.1 MEDICAL RECORDS, SEALED RECORDS, IN CUSTODY RECORDS AND STUDENT RECORDS
The following records are exempt from disclosure under ORS 192.496:

(a) Records that contain information about the physical or mental health, or treatment thereof, of a living individual; if the public disclosure thereof would constitute an unreasonable invasion of privacy. The party seeking disclosure shall have the burden of showing by clear and convincing evidence that the public interest requires disclosure in the particular instance and that public disclosure would not constitute an unreasonable invasion of privacy.

(b) Records less than 75 years old that were sealed in compliance with statute or by court order. Such records may only be disclosed in response to a court order.

(c) Records of a person who is or has been in the custody or under the lawful supervision of a state agency, a court or a unit of local government, are exempt from disclosure for a period of 25 years after termination of such custody or supervision to the extent that disclosure thereof would interfere with the rehabilitation of the person if the public interest in confidentiality clearly outweighs the public interest in disclosure. Nothing in this subsection, however, shall be construed as prohibiting disclosure of the fact that a person is in custody.

808.5.2 CONDITIONALLY EXEMPT PUBLIC RECORDS
The following public records will not be released unless the public interest requires disclosure (Oregon Revised Statutes 192.501):

(a) Records pertaining to any litigation to which the Department is, or is likely to be a party except where litigation which has been concluded.

(b) Any record pertaining to department operations or the use and deployment of personnel and equipment, if disclosure would endanger public safety or jeopardize a law enforcement activity.

(c) Records or information that would disclose or jeopardize security measures taken by the Department to protect department members, property or operations.

808.5.3 OTHER PUBLIC RECORDS EXEMPT FROM DISCLOSURE
The following public records are generally exempt from disclosure and absent a court order or other legal process shall not be released except with the expressed authorization of the Director of Public Safety or his/her designee (ORS 192.502 et seq.):
Records Release and Security

(a) Specific records containing the home address, personal telephone number, or e-mail address of any individual who has previously submitted a written request of non-disclosure in accordance with rules established by the Attorney General.

(b) Information of a personal nature such as but not limited to that kept in a personal, medical or similar file, if public disclosure would constitute an unreasonable invasion of privacy.

(c) Personal information of any member of or volunteer of this department including addresses, Social Security numbers, dates of birth and telephone numbers.

(d) Any public record or information the disclosure of which is prohibited or restricted or otherwise made confidential or privileged under Oregon or Federal law.

808.5.4 PERSONNEL RECORDS
Certain information contained in personnel records is confidential and is also exempt from public disclosure. The following information shall not be released unless the public interest requires disclosure in the particular instance as determined by a court or other legal process (ORS 181.854; ORS 192.501(12); ORS 192.502(2)):

(a) Medical information contained in medical records and similar uniquely personal information which, if released, would constitute an unreasonable invasion of privacy.

(b) Records, materials, or documents supporting a personnel investigation that is pending or ongoing or has resulted in discipline of the involved employee.

(c) Photographs that identify an employee, unless the employee consents in writing.

(d) Audio or video records of internal investigation interviews (ORS 192.405).

Any release of such information must be reviewed by department legal counsel and approved by the Director of Public Safety. Although exempt from public disclosure, such records and information may be subject to discovery in civil or criminal proceedings or as detailed in ORS 192.405. In such a situation, the Portland State University-Campus Public Safety Office will oppose disclosure unless the court specifically orders the release.

808.5.5 CONCEALED HANDGUN LICENSE
Information contained in Concealed Handgun License applications or other files that contain personal, medical, or similar information, if public disclosure would constitute an unreasonable invasion of privacy, shall not be made public (ORS 192.502).

No member of this department shall disclose records or information that identifies a person as a current or former holder of, or applicant for, a concealed handgun license, except as provided in the Oregon Public Records Law and OAR 137-004-0900.

808.6 OTHER RECORDS
The Portland State University-Campus Public Safety Office maintains the right to refuse to disclose or release any other record when it would appear that the public’s interest in accessing such record is outweighed by the need for non-disclosure; however, if the disclosure refusal is challenged, the
burden will be on the Portland State University-Campus Public Safety Office to support its refusal (ORS 192.450).

Any record that was created exclusively in anticipation of potential litigation involving this agency shall not be subject to public disclosure (ORS 192.501(1)).

808.6.1 PERSONAL IDENTIFYING INFORMATION
Employees shall not access, use or disclose personal identifying information, including an individual’s photograph, Social Security number, driver identification number, name, address, telephone number and the individual’s medical or disability information, which is contained in any driver license record, motor vehicle record or any department record except as authorized by the Department and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (ORS 802.181 and 18 USC § 2721).

808.7 SUBPOENA DUCES TECUM
Any Subpoena Duces Tecum (SDT) should be promptly provided to a supervisor for review and processing. While a Subpoena Duces Tecum may ultimately be subject to compliance, it is not an order from the Court that will automatically require the release of the requested information.

All questions regarding compliance with any Subpoena Duces Tecum should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

808.8 RELEASED RECORDS TO BE STAMPED
Each page of any record released pursuant to a Public Records Act request or Subpoena Duces Tecum shall be stamped in red ink with a departmental stamp identifying the individual to whom the record was released.
Protected Information

810.1 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 Portland State University-Campus Public Safety Office. This policy addresses the protected information that is used in the day-to-day operation of the department and not the public records information covered in the Records Maintenance and Release Policy.

810.1.1 DEFINITIONS
Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Portland State University-Campus Public Safety 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.

810.2 POLICY
Members of the Portland State University-Campus Public Safety Office will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

810.3 RESPONSIBILITIES
The Director of Public Safety shall select a member of the Department to coordinate the use of protected information.

The responsibilities of this position include, but are not limited to:

(a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Department of Motor Vehicle (DMV) records and Law Enforcement Data System (LEDS).

(b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice’s current Criminal Justice Information Services (CJIS) Security Policy.

(c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.

(d) Developing procedures to ensure training and certification requirements are met.

(e) Resolving specific questions that arise regarding authorized recipients of protected information.
(f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

810.4 ACCESS TO PROTECTED INFORMATION
Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Portland State University-Campus Public Safety Office policy or training. 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.

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.

810.4.1 ACCESS TO OREGON STATE PATROL OFFENDER INFORMATION
Access to Oregon State Patrol (OSP) criminal offender information may be granted when the information is to be used for the administration of criminal justice, employment, or the information is required to implement a federal or state statute, local ordinance, Executive Order, or administrative rule that expressly refers to criminal conduct and contains requirements or exclusions expressly based on such conduct, or other demonstrated and legitimate needs (OAR 257-010-0025).

810.5 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 Communications and Records Supervisor for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the department 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 Administrative Assistant to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other department members or the public is at risk. In those instances, cell phones should be used if possible. The transmission should be limited to essential details only, with maximized use of law enforcement codes (10 or 12 code), concealing information identifying individuals and offenses as much as possible. Plain text transmission of an entire record (summary or full) is prohibited.
Nothing in this policy is intended to prohibit broadcasting warrant information.

810.5.1 REVIEW OF CRIMINAL OFFENDER RECORD
Individuals requesting to review their own Oregon criminal offender information shall be referred to OSP, Identification Services Section (OAR 257-010-0035).

An individual may review his/her local record on file with the Department under the provisions of ORS 192.501(3), and after complying with all legal requirements.

This department will not release information originated by any other agency (ORS 192.410 through ORS 192.505). Individuals requesting this information shall be referred to the originating agency.

810.6 SECURITY OF PROTECTED INFORMATION
The Director of Public Safety will select a member of the department 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 Director of Public Safety and appropriate authorities.

810.6.1 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).

810.7 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.

810.7.1 LEDS TRAINING
All members who operate a terminal to access the LEDS network shall complete a LEDS System Training Guide at a level consistent with the member’s duties. Each member who operates
a terminal to access LEDS must be re-certified by the Department every two years (OAR 257-015-0050).
Security Surveillance Cameras

811.1 POLICY
Portland State University will use surveillance cameras to enhance the safety and security of students, employees, visitors, and property, while protecting individuals rights to privacy. The primary intent of surveillance camera use at Portland State university is to discourage the occurrence of unlawful behavior and enhance the likelihood of apprehending offenders.

811.2 RATIONALE
Portland State University has adopted this policy to reflect its commitment to providing a safe and secure learning environment. The use of surveillance cameras is part of an integrated security approach that includes a number of strategies, including physical presence of staff, access controls and alarms. Surveillance cameras may be used in circumstances where potential users demonstrate that cameras will support crime prevention and the apprehension of offenders.

811.3 SCOPE
This policy applies to employees and students living or working in Portland State University facilities. It also applies to contractors, service providers, clients, customers, and visitors.

811.4 USE AND MANAGEMENT OF RECORDINGS
(a) Surveillance camera recordings and their contents must not be used or disclosed for purposes other than those specified in this surveillance camera policy.

(b) All recordings and their contents are the copyrighted property of Portland State University and shall not be copied, distributed or used for any broadcast, performance or publication, except when such actions are taken by Campus Public Safety in conjunction with investigations or criminal prosecutions.

(c) The Campus Public Safety Office shall have the only access to recordings and has the right to control, view, hold, store and dispose of recordings in accordance with this policy. No review of the recordings shall be done unless a crime or unusual event has taken place.

(d) Unless the Director of Public Safety instructs otherwise, recordings may be kept for thirty (30) days, after which they are erased or destroyed unless they are required for ongoing investigations. Recordings will not be made available for civil proceedings involving third parties except where required by law.

811.5 CONDITIONS NECESSARY FOR CAMERA INSTALLATION
(a) Demonstrated need, which includes evidence of high risk of unlawful incidents occurring or re-occurring.

(b) Consideration of alternative non-surveillance camera security strategies should be implemented first if appropriate.
Security Surveillance Cameras

(c) Budgets for cameras are the responsibility of the requesting department and should include funding for the equipment, such as the cameras, videos, monitors, and licensing.

(d) The Campus Public Safety Office shall be responsible for approving any proposed camera installations.

811.6 CAMERAS

(a) Cameras shall be located only in the physical area indicated by the registration process, based on the guidelines accompanying this policy.

(b) Inoperable, fake, or dummy video cameras shall not be used.

(c) All cameras shall be connected to the Lenel OnGuard alarm monitoring system.

(d) Cameras shall not be installed in areas where students, staff, and the public could reasonably expect complete privacy. Such areas include, but not limited to, restrooms, toilet and shower cubicles, locker rooms, changing rooms, etc.

811.7 POLICY REVIEW AND OVERSIGHT

At the instigation of the Campus Public Safety Office this policy may be reviewed two years after it is accepted, and every two years thereafter. Recommendations will then be forwarded to the Director of Public Safety.
Computers and Digital Evidence

812.1 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.

812.2 SEIZING COMPUTERS AND RELATED EVIDENCE
Computer equipment requires specialized training and handling to preserve its value as evidence. Officers 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 and back, specifically including cable connections to other items. Look for a phone 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.
   1. Photograph the screen, if possible, and note any programs or windows that appear to be open and running.
   2. Disconnect the power cable from the back of the computer box (For laptops, 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, discs, memory cards, flash memory, external drives) with care so that potential evidence is not lost.

(g) Lodge all computer items in the Evidence Room. Do not store computers where normal room temperature and humidity is not maintained.

(h) At minimum, officers should document the following in related reports:
   1. Where the computer was located and whether or not it was in operation.
   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 (hard drives, tape drives and disk drives) should be seized along with all media. Accessories (printers, monitors, mouse, scanner, keyboard, cables, software and manuals) should not be seized unless as a precursor to forfeiture.

812.2.1 BUSINESS OR NETWORK 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 Portland State University networks require specialized handling. Officers may use specialized assistance from the Portland State University Office of Information and Technology. These request should be made on the appropriate IT request form. Officers 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 only be done by someone specifically trained in processing computers for evidence. Cases involving networks require specialized training which is available through the Northwest Regional Computer Forensic Lab, the Oregon State Police, PSU OIT, or another agency having certified examiners.

812.2.2 FORENSIC EXAMINATION OF COMPUTERS
If an examination of the contents of the computer's hard drive, or floppy disks, compact discs, or any other storage media is required, forward the following items to the Computer Forensic Examiner:

(a) Copy of report(s) involving the computer, including the Evidence/Property sheet.

(b) 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.

(c) A listing of the items to search for (e.g., photographs, financial records, e-mail, documents).

(d) An exact duplicate of the hard drive or disk will be made using a forensic computer and a forensic software program by someone trained in the examination of computer storage devices for evidence.

812.3 SEIZING DIGITAL STORAGE MEDIA
Digital storage media, to include hard discs, floppy discs, CDs, DVDs, tapes, memory cards, or flash memory devices should be seized and stored in a manner that will protect them from damage.

(a) If the media has a write-protection tab or switch, it should be activated.

(b) Do not review, access or open digital files prior to submission. If the information is needed for immediate investigation request Property Control to copy the contents to an appropriate form of storage media.
Computers and Digital Evidence

(c) 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.

(d) Do not leave storage media where they would be subject to excessive heat such as in a parked vehicle on a hot day.

(e) Use plastic cases designed to protect the media, or other protective packaging, to prevent damage.

812.4 SEIZING PERSONAL COMMUNICATION DEVICES
Personal communication devices such as cell phones, 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.

(a) Officers 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.

(b) 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.

(c) 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.

812.5 DIGITAL EVIDENCE RECORDED BY OFFICERS
Officers handling and submitting evidence recorded by officers and stored digitally using digital cameras, audio or video recorders will comply with these procedures to ensure the integrity and admissibility of such evidence.

812.5.1 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.

812.5.2 SUBMISSION OF DIGITAL MEDIA
The following are required procedures for the submission of digital media used by cameras or other recorders:

(a) The recording media (smart card, compact flash card or any other media) shall be brought to the Evidence Room as soon as possible for submission into evidence.

(b) Officers are not authorized to review or copy memory cards. The seizing officers are the only employees authorized to copy and/or distribute digital media made from the memory cards.
Computers and Digital Evidence

(c) As soon as possible following the collection of evidence, the officer should remove the memory card from their digital camera and place the card into a plastic carrier. The card and carrier should be placed into a zip-lock bag. Officers shall write their name and the related case number on the outside of the bag before placing in the film drop box along with the evidence form.

(d) The seizing officer will make a copy of the memory card using appropriate storage media. Once it is verified that the images are properly transferred to the storage media, the seizing officer will erase the memory card for re-use. The storage media will be marked as the original.

(e) Officers requiring a copy of the digital files must request a copy on the evidence form when submitted to evidence.

812.5.3 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:

(a) Files should not be opened or reviewed prior to downloading and storage.

(b) Where 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.

812.5.4 PRESERVATION OF DIGITAL EVIDENCE

(a) Only evidence technicians are authorized to copy original digital media that is held as evidence. The original digital media shall remain in evidence and shall remain unaltered.

(b) 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.

(c) If any enhancement is done to the copy of the original, it shall be noted in the corresponding incident report.
Animal Control

818.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for animal control officers and Portland State University-Campus Public Safety Office personnel in dealing with animal control related calls for service and to set forth procedures regarding animal control services, the handling of injured animals, and the abatement of animal nuisances.

818.2 OFFICER_DEPUTY RESPONSIBILITY
During hours when the animal control officer is off-duty, or if the animal control officer is otherwise unavailable, the following animal-related calls for service will be handled by the appropriate on-duty officer.

An officer may be dispatched to animal related calls and should take appropriate actions to control the situation until the arrival of an animal control officer. Due to the hazards of handling animals without proper equipment, a responding officer generally should not attempt to capture and pick up any animal, but should keep the animal under observation until the arrival of an animal control officer. The following are examples of when an officer may consider acting before the arrival of the animal control officer:

(a) When there is a threat to the public safety.
(b) When an animal has bitten someone, officers should take measures to confine the animal and prevent further injury.
(c) When an animal is creating a traffic hazard.
(d) When the owner/handler has been arrested and there is no other alternative placement for the animal.
(e) When the animal is gravely injured.

818.2.1 ANIMAL CRUELTY COMPLAINTS
An ACO who becomes aware of an animal cruelty complaint will request an officer to respond and assume the investigation. When probable cause exists, an officer shall arrest persons who violate certain cruelty to animal statutes (ORS 133.379). An ACO may be requested to assist with the investigation when appropriate for the purpose of handling the disposition of any animals associated with the case.

818.2.2 STRAY DOGS
Attempts should be made to contact the owner of the stray dog. If the owner is contacted, the dog should be released to the owner and a citation may be issued if appropriate. If the animal is not released, it shall be transported to the Animal Shelter during normal business hours.
818.2.3 ANIMAL BITE REPORTS
Officers shall obtain as much information as possible for forwarding to the animal control officer for follow-up. An Animal Bite Report Form must be completely filled out and attached to the incident report, with a copy forwarded to the County Health Department.

Officers shall instruct the owner of a biting animal, if contacted, to keep the animal confined on the property until contacted by the ACO. If the animal is a stray, then every effort shall be made to capture and impound the animal immediately.

818.2.4 PUBLIC NUISANCE CALLS RELATING TO ANIMALS
Officers shall obtain and forward to the ACO as much information as possible regarding the nature of the complaint including identity of the complaining person, owner information (if possible) and location of the problem. Officers will also document any actions taken and citation(s) issued in any related report.

In the event responding officers cannot fulfill urgent requests for service because the animal is difficult or dangerous to handle, the animal control officer may be called to handle.

818.3 DECEASED ANIMALS
Deceased animals on public property will be removed and properly disposed of by facilities personnel.

818.4 INJURED ANIMALS
When any injured domesticated animal is brought to the attention of a member of the Portland State University-Campus Public Safety Office, all reasonable attempts shall be made to contact the owner or responsible handler. When the owner or responsible handler cannot be located and the animal is not an immediate danger to the community, it shall be referred to the ACO.

818.5 CITATIONS
It should be at the discretion of the officer or the field supervisor as to the need for, or advisability of, the issuance of a citation for a violation based on the officers authority to do so.

818.6 POST-ARREST PROCEDURES
The arresting officer should make a reasonable effort to ensure that animals or pets under a person’s care will be provided with adequate care when that person is arrested. This is only required when there is no person to provide care and the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animals.

Relatives or neighbors may be contacted, with the owner’s consent, to care for the animals. If no persons can be found or the owner does not consent, the appropriate animal control authority should be notified.
Jeanne Clery Campus Security Act

820.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines to ensure this department fulfills its obligation in complying with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

820.2 POLICY
The Portland State University-Campus Public Safety 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 Portland State University-Campus Public Safety Office facility. Reports will be accepted anonymously, by phone or via email or on the institution's website.

It is the policy of the Portland State University-Campus Public Safety Office to comply with the Clery Act. Compliance with the Clery Act requires a joint effort between the Portland State University-Campus Public Safety Office and the administration 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.

820.3 POLICY, PROCEDURE AND PROGRAM DEVELOPMENT
The Director of Public Safety will:

(a) Ensure that the Portland State University-Campus Public Safety 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)).
Jeanne Clery Campus Security Act

4. Notify the Portland State University-Campus Public Safety 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 Portland State University-Campus Public Safety 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 violence, 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 staff at the institution regarding missing person investigations, in order to ensure that the institution complies with the requirements of 34 CFR 668.46(h).

820.4 RECORDS COLLECTION AND RETENTION
The Director of Public Safety, or their designee, is responsible for maintaining Portland State University-Campus Public Safety 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 department 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)):

1. Murder
2. Sex offenses, forcible or non-forcible
Jeanne Clery Campus Security Act

3. Robbery
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

(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, 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)).

(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)(7)). For the offenses of domestic violence, 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); 42 USC § 13925(a)). The statistics will be categorized separately as offenses that occur (20 USC § 1092(f)(12) and 34 CFR 668.46(c)(4)):

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 Portland State University-Campus Public Safety Office (34 CFR 668.46(c)(2)).

(e) Statistics will include the three most recent calendar years (20 USC § 1092(f)(1)(F); 34 CFR 668.46(c)).

(f) The statistics shall not identify victims of crimes or persons accused of crimes (20 USC § 1092(f)(7)).

820.4.1 CRIME LOG
The Communications and Records Supervisor is responsible for ensuring a daily crime log is created and maintained as follows (20 USC § 1092(f)(4); 34 CFR 668.46(f)).
Jeanne Clery Campus Security Act

(a) The daily crime log will record all crimes reported to the Portland State University-Campus Public Safety 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 Department.

(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 police department 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.

820.5 INFORMATION DISSEMINATION

It is the responsibility of the Administration Lieutenant 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, the following:

1. Crime statistics
2. Crime and emergency reporting procedures
3. Policies concerning security of and access to campus facilities
4. Crime and sexual assault prevention programs
Jeanne Clery Campus Security Act

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
Chapter 9 - Custody
Temporary Holding Facility

900.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines and procedures for the Portland State University-Campus Public Safety Office Temporary Holding Room.

The Department shall maintain custody of prisoners in accordance with this policy, and in accordance with applicable law.

900.1.1 SUPERVISION OF PRISONERS
No prisoner will be held in the Temporary Holding Room unless there is a designated employee who remains within the police building who can supervise the Temporary Holding Room and respond to emergencies within the Temporary Holding Room. This person will not have other duties that could conflict with the supervision of persons in custody.

900.1.2 DETENTION OF PRISONERS IN THE TEMPORARY HOLDING FACILITY
It is the policy of the Portland State University-Campus Public Safety Office that persons in custody detained in the Temporary Holding Room shall be released or transported to another facility, per the provisions of this manual, as soon as possible and practical.

900.1.3 NON-DETAINABLE PRISONERS
Arrestees who fall within the following classifications should not be detained in the Temporary Holding Room. They should be transported to the county jail, the designated medical facility or the county mental health facility as appropriate:

(a) Any person who is sick, injured or who has any other medical condition, including pregnant females, who may require medical attention, supervision or medication during confinement.

(b) Any person who has claimed, or is known to be afflicted with or displays symptoms of any communicable disease.

(c) Any person suffering from a severe mental disorder.

(d) Any combative or unruly person who is likely to cause damage to the facility or severely disrupt the good order of the Temporary Holding Room.

(e) A person in custody who is or may be contemplating suicide.

(f) Any person suspected of being under the influence of a hallucinogen, hyperglycemic agent, psychotropic medication, narcotic, sedative, tranquilizer, anti-neoplastic (cancer) drug, research medication or any person suffering from withdrawals of the above.

900.1.4 DETAINABLE PRISONERS
Arrestees who fall within the following classifications may be detained in the Portland State University-Campus Public Safety Office Temporary Holding Room with radio notification to
Temporary Holding Facility

dispatch, for entry into the CAD, and knowledge of the Patrol Sergeant. Once Arrestee is removed from the Temporary Holding Room, a second radio notification to dispatch will be noted in CAD. This includes those arrested and detained pending:

(a) Posting of bail (surety release under ORS 135.265).
(b) Release on Own Recognizance (O.R.) (ORS 135.245(3)).
(c) Release on citation in accordance with the Cite and Release Policy in this manual.
(d) Transportation to the county jail.
(e) In-custody interview or other investigation.

900.1.5 FACILITIES - DEFINITIONS
Temporary hold - means a facility, the principal purpose of which is the temporary detention of a prisoner for four or less hours while awaiting court appearance or transportation to a local correctional facility (Oregon Revised Statutes 169.005).

Lock-up - means a facility for the temporary detention of arrested persons held up to 36 hours, excluding holidays, Saturdays and Sundays, but the period in lockup shall not exceed 96 hours after booking.

900.1.6 INTOXICATED PERSONS
Any officer encountering a person who is intoxicated or under the influence of controlled substances in a public place and who is incapacitated, whose health appears to be in immediate danger, or there is reasonable cause to believe the person is dangerous to him/herself or to any other person, shall summon designated authority including the Campus Police, Portland Police Bureau or community resources, to transport the individual to the nearest appropriate treatment facility (ORS 430.399).

If the person is in need of medical attention, an ambulance should be summoned to transport the person to the nearest emergency room.

Any person who is arrested for a criminal offense and who is in need of emergency medical treatment due to drug or alcohol intoxication, or any other reason, shall immediately be taken to the nearest appropriate treatment facility.

900.1.7 TRANSPORTATION OF PRISONERS
Generally and when circumstances permit, prisoners of the opposite sex, or adult and juvenile prisoners, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating prisoners is not practicable, officers should be alert to inappropriate physical or verbal contact between them and take appropriate action as necessary.

Whenever a prisoner is to be transported from the Temporary Holding Facility to another facility by a member of this department the transporting officer shall be responsible for the following:

(a) Verify that the identity of each prisoner to be transported matches the booking paperwork.
Temporary Holding Facility

(b) Ensure that all pertinent documentation accompanies the prisoner, such as copies of booking forms, medical records when appropriate, an itemized list of the prisoner's property, warrant copies, etc.

(c) Ensure that any known threat or danger the prisoner may pose, such as escape risk, suicide potential, or medical condition, is recorded on the prisoner's booking documentation and is transported with the prisoner to the next facility. The transporting officer shall ensure such threat or danger is communicated to intake personnel at the facility.

900.1.8 PRISONER WITH ORTHOPEDIC OR PROSTHETIC APPLIANCE
Subject to safety and security concerns, persons who are detained in the Temporary Holding Room shall be permitted to retain possession of an orthopedic or prosthetic appliance if it is prescribed or recommended and fitted by a physician. 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 shall be removed from the person in custody and booked for safekeeping but shall be promptly returned if it is later determined that such risk no longer exists.

Whenever a prosthetic or orthopedic appliance is removed from a person in custody the Patrol Sergeant shall be promptly apprised of the reason for the removal. If it is determined that the appliance will not be returned, the person in custody shall be examined as soon as practicable by a physician but no later than 24 hours after removal to determine if the removal will be injurious to the health or safety of the person in custody.

If the examining physician determines that removal is or will be injurious to the health or safety of the person in custody and the appliance cannot be returned because of safety or security concerns the person in custody should be transferred to an appropriate medical detention facility.

900.2 PRISONER SUPERVISION AND CLASSIFICATION

900.2.1 SUPERVISION OF PRISONERS
Officers shall maintain continuous supervision when persons are confined; such supervision requires continuous observation of the person in custody while being held in the Temporary Holding Room.

900.2.2 PRISONER CLASSIFICATION, SCREENING AND SEGREGATION
It is the policy of the Portland State University-Campus Public Safety Office Temporary Holding Facility to segregate persons in custody.

(a) It is necessary to establish a person in custody classification procedure wherein each person in custody will be evaluated, prior to housing, according to categories of sex, age, criminal sophistication, seriousness of crime charged, assaultive/non-assaultive behavior, medical problems, mental state (including developmental disabilities) and sexual orientation, and housed in order to provide for the safety of persons in custody and staff.
Temporary Holding Facility

(b) As part of the booking procedure, the booking officer should evaluate each incoming person in custody using the person in custody classification and screening form. This form shall be completed in its entirety, in order to properly assign persons in custody according to sex, age, criminal sophistication, seriousness of crime charged, physical or mental health needs, assaultive/non-assaultive behavior and other criteria to ensure the safety of the person in custody and staff.

(c) All employees with information relevant to a person in custody's risk of suicide shall ensure such information is provided to a supervisor and the person in custody's booking officer. During the booking procedure, the booking officer shall ask the person in custody if he/she is contemplating suicide. The officer shall evaluate the person in custody for other signs or indications that the person in custody may be suicidal. If there is any suspicion the person in custody may be suicidal, he/she shall be transported to the county jail or appropriate mental health facility. The receiving staff shall be notified in writing (e.g., noted on the booking sheet) that the person in custody may be suicidal.

(d) It is the responsibility of the arresting officer's supervisor to ensure that the person in custody classification and screening form has been properly completed. After completing the form the arresting officer's supervisor will be required to authorize, on a case-by-case basis, the placement of each person in custody in the Temporary Holding Facility who is not immediately released or transported to the county jail or other appropriate facility.

1. The person in custody will then be housed or transported.
2. The completed classification form will be attached to the arrest report, booking forms and fingerprints as applicable.
3. The person in custody classification and screening form should be retained in the person in custody's arrest file.

(e) During the booking procedure, the booking officer shall evaluate each incoming person in custody to determine any apparent medical or health issues. The person in custody's responses to such questions and the officer's observations shall be documented in the appropriate form. The booking officer shall promptly notify his/her supervisor of any conditions which may warrant immediate medical attention or other appropriate action.

(f) Before placing any person in custody into a temporary holding cell with any other person in custody, members shall consider whether the person in custody may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141).

(g) If a person in custody will be housed overnight in the same cell with any other person in custody, he/she shall be screened to assess his/her risk of being sexually abused by other persons in custody or of being sexually abusive toward other persons in custody. Members shall ask the person in custody about his/her own perception of vulnerability and shall
consider the following criteria to screen persons in custody for risk of sexual victimization, including (28 CFR 115.141):

1. Whether the person in custody has a known or apparent mental, physical or developmental disability
2. The age of the person in custody
3. The physical build and appearance of the person in custody
4. Whether the person in custody has previously been incarcerated
5. The nature of the person in custody’s alleged offense and criminal history

(h) Any person in custody identified as being at a high risk for sexual victimization shall be provided with heightened protection. This may include continuous, direct sight and sound supervision, single-cell housing or placement in a cell that is actively monitored on video by a staff member who is available to immediately intervene, unless no such option is reasonably feasible (28 CFR 115.113; 28 CFR 115.141).

900.2.3 TEMPORARY DETENTION OF JUVENILES
Juveniles who are detained by this department will be processed and handled in accordance with the Temporary Custody of Juveniles Policy. Juveniles will not be permitted to be held in the same room with adults in the Temporary Holding Room.

900.2.4 TEMPORARY DETENTION OF FEMALES
Whenever one or more female persons in custody are in custody, there shall be at least one female employee who shall be available and accessible to the female person in custody. Male employees are not to search or enter the cell of a female person in custody, unless another female employee is present.

In the event there is not a female employee readily available to conduct searches and hourly safety inspections, the female person in custody shall be transported to the county jail, or released pursuant to another lawful process (e.g., citation, O.R. release).

900.2.5 HANDCUFFING OF PREGNANT ARRESTEES
No arrestee who is in labor shall be handcuffed or restrained by the wrists, ankles or both unless it is reasonably necessary for the safety of the arrestee, officers or others.

900.3 EVACUATION OF TEMPORARY HOLDING FACILITY
If an evacuation of the Temporary Holding Room becomes necessary, the following should be considered:

900.3.1 PRIMARY CONCERNS
(a) Safety of public
(b) Safety of department personnel
Temporary Holding Facility

(c) Safety of persons in custody
(d) Security of persons in custody

900.3.2 EMERGENCY EVACUATION
When time permits, all persons in custody will be restrained, as deemed necessary by the officer conducting the evacuation. The evacuation will be conducted in an orderly fashion by one of the routes posted in the Temporary Holding Room.

900.3.3 EVACUATION FORMATION AREA
All persons in custody will form in the designated location where they will be held until the Temporary Holding Room can again be safely occupied, or as in the case of an emergency of a long duration until they can be transported to another facility.

If possible, juveniles are to be kept separate from adult persons in custody, and females from male persons in custody.

Only after the safety and security of the persons in custody is assured will personnel, not detailed to prisoner security, participate in fire suppression or other emergency activities.

900.3.4 CAMPUSWIDE OR REGIONAL DISASTERS
In cases of Campuswide or regional disasters, the Patrol Sergeant may authorize the release of persons in custody detained for misdemeanors or felonies involving property crimes only. Every available effort will be made to continue the custody of violent felons or felons accused of violent crimes to ensure the safety of the public.

900.3.5 FIRST-AID/PROFESSIONAL MEDICAL ATTENTION
As necessary, evacuating personnel will apply first-aid techniques to those persons in custody injured as a result of the emergency or injured during the evacuation procedure until professional medical aid arrives to assist.

900.3.6 REPORTS
The Patrol Sergeant will ensure that any emergency evacuation of the Temporary Holding Facility is documented and that copies of those reports be forwarded to the Temporary Holding Facility Manager and Temporary Holding Facility Administrator.

900.4 HANDLING OF PRISONER'S PROPERTY
Officers shall take care in the handling of a person in custody's property to avoid discrepancies or losses.

Any personal property belonging to the person in custody but retained by the officer for safekeeping, shall be kept in a secure location until the person in custody is released or transferred. Smaller items such as a driver license, pocketknife, wallet, prescription medications and other similar property, shall be placed in a property bag and sealed. A list of the property, including detailed descriptions of prescription medications, shall be included on the booking form. Any property too large to be kept in the Temporary Holding Facility shall be booked into property for
Temporary Holding Facility

safekeeping. Person in custody property that is too large or will not otherwise be accepted by a receiving facility in the event of a person in custody transfer should be booked for safekeeping.

Property belonging to the person in custody, but retained by the officer as evidence, shall be booked according to procedures. The person in custody shall be advised that such property will be kept as evidence and where demanded, the officer will issue the person in custody a receipt. Such receipt may be a copy of the property booking form, written out in the officer's handwriting or typed for his/her personal signature. It should include the description of the property (but not its value), the case number, date, time, officer's badge number and signature. Where a receipt is issued, it should be mentioned in the arrest report.

900.4.1 VERIFICATION OF PRISONER'S MONEY
All money belonging to the person in custody and retained by the officer shall be counted in front of the person in custody. When possible, the person in custody should initial the dollar amount on the booking sheet. 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. Rings and other jewelry of apparent value or small enough to be easily lost should also be sealed in an envelope. All envelopes should clearly indicate the contents on the front. The person sealing it should place his/her initials across the sealed flap. Should any money be withdrawn or added to the cash envelope, the officer making such change shall enter the amount below the original entry and initial it. The total amount of money in the envelope should always be computed and written on the outside of the envelope.

900.4.2 RELEASE OF PRISONER'S PROPERTY
Release of any person in custody property to any person requires the recipient's signature on the appropriate form. Any request for release of property by a person in custody must be made in writing.

When a person in custody is released from custody, all property will be returned to him/her.

If a person in custody is released to the court or an officer of another agency, all property will be released to that officer.

Any alleged shortage or discrepancy shall be brought to the attention of the Patrol Sergeant who will interview the person in custody claiming the shortage prior to his/her release. The Patrol Sergeant shall ensure that a search for the alleged missing item(s) is complete and shall attempt to prove or disprove the claim. A written claim by the person in custody shall be requested where the discrepancy cannot be resolved.

900.5 TEMORARY HOLDING FACILITY PROCEDURES

900.5.1 SECURITY
(a) No personnel shall smoke at any time while in the detention area. No person in custody shall be allowed to smoke or possess smoking materials in the detention area.
(b) Restraint devices such as handcuffs, disposable cuffs, belly-chains and leg restraints shall be used in accordance with department policy and only with the approval of the Patrol Sergeant.

900.5.2 RELEASE OF PRISONERS

(a) The Temporary Holding Facility should be inspected for damage prior to the release or transportation of any person in custody.

(b) Any damages should be noted and, if necessary, an additional crime report completed. If additional charges are warranted they will be made. Photographic evidence should be obtained and documented to support additional charges.

(c) Prisoners shall be released in accordance with state law. The releasing officer will be responsible for the following:

1. All proper reports and forms shall be completed prior to release.
2. All property, not to include evidence, contraband, or dangerous weapons shall be returned to the person in custody.
3. Notifying Dispatch of the person in custody's release.
4. The person in custody being released will be escorted from the Temporary Holding Facility and police facility by a department employee. At no time will a released person in custody be allowed in any secure area of the station without personal supervision by an employee.

900.5.3 FACILITY SANITATION AND MAINTENANCE

The Patrol Sergeant should inspect the Temporary Holding Facility at the beginning and end of each shift to ensure that the detention area is clean and maintained to an acceptable level of cleanliness. The Temporary Holding Facility shall be cleaned, as necessary, in order to provide a proper custodial and working environment. Any maintenance problems will be reported to the facility manager.

900.5.4 DEATH OR SERIOUS INJURY OF A PRISONER

In the event of a serious injury or death of a person while in custody of this department, The Director of Public Safety shall be notified immediately of any death of a person in custody of this department. The Portland Police Bureau will be immediately notified and conduct the investigation. The State Medical Examiners Office will be responsible for determining the cause and manner of all persons in custody deaths.
Custodial Searches

902.1 PURPOSE AND SCOPE
The purpose of this policy is to establish consistent department procedures which conform to Oregon Revised Statues 131.605 to 131.625 and Oregon Revised Statutes 133.525 to 133.537, regarding lawful searches.

902.1.1 DEFINITIONS
Definitions related to this policy include:

Frisk or Pat Down Search - This is the type of search used by officers in the field to check an individual for weapons. It involves a thorough patting down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the prisoner, or other prisoners (Oregon Revised Statutes 131.605).

Booking Search - This search is used in the jail and again involves a thorough patting down of an individual's clothing. All pockets, cuffs, etc., on the clothing are checked to locate all personal property, contraband, or weapons. The prisoner's personal property is taken and inventoried.

Strip Search or Visual Body Cavity Search - This is a search that requires a person to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks or genitalia of such person. This includes monitoring of an arrestee showering or changing clothes where the arrestee's private underclothing, buttocks, genitalia or female breasts are visible to the monitoring employee.

Physical Body Cavity Search - This a search that includes physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of a person, and the vagina of a female person.

902.2 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.

902.3 PAT DOWN SEARCHES
When any officer has reasonable suspicion to believe that a person being lawfully detained may possess weapons or other dangerous items, or in such circumstances the officer reasonably believes that the individual may present a threat to officer safety, that officer may conduct a normal pat-down search of that individual (ORS 131.625).

Prior to detaining any individual in any police vehicle, an officer shall conduct a normal pat-down search of that individual.
Custodial Searches

Whenever practical, a pat down search of an individual should be conducted by an officer of the same sex as the person being searched. Absent the availability of a same sex officer, it is recommended that a witness officer be present during any pat-down search of an individual of the opposite sex as the searching officer.

902.4 ARRESTEE PROPERTY INVENTORIES

(a) Any person taken into custody may be subjected to pat down searches, metal detector searches, and thorough clothing searches in order to discover and retrieve concealed weapons and contraband prior to being placed in a booking cell.

(b) An officer shall inventory an arrestee’s personal property before the arrestee is placed in a department vehicle or taken inside the temporary holding facility, jail, or transferred to another agency's custody.

(c) Officers shall conduct the inventory by removing all items from the arrestee’s clothing and any open container in the arrestee’s possession. Closed containers shall be opened and inventoried only when:

1. Reasonable suspicion exists that the contents of the container may pose significant safety risk and permission for the inventory is approved by a supervisor.

2. The arrestee consents to or requests an inventory of the contents of the closed container.

3. The closed container is either objectively likely under the circumstances to or designed to contain valuables. This includes, but is not limited to, closed purses, closed coin purses, closed wallets, luggage, backpacks, briefcases, and closed fanny packs.

(d) Inventories of the contents of a closed container in the possession of such person shall only be conducted when:

1. The closed container is to be placed in the immediate possession of such person at the time that person is placed in the secure portion of a custodial facility, police vehicle or secure police holding room.

2. Such person requests that the closed container be with them in the secure portion of a police vehicle or a secure police holding room.

3. The officer or other employee charged with such inventories must ensure that the arrestee receives a receipt for any money or other valuables received and shall have the arrestee countersign both the original and duplicate receipt. Employees will otherwise comply with ORS 133.455 if the arrestee is unable to sign. Failure to comply with ORS 133.455 is a misdemeanor.

902.5 STRIP SEARCHES

Strip searches by Portland State University - Officers are prohibited.
### Custodial Searches

**902.6 PHYSICAL BODY CAVITY SEARCH**
Physical body cavity searches by Portland State University-Campus Public Safety Officers are prohibited.

**902.7 TRAINING**
The Training Sergeant shall ensure members have training that includes (28 CFR 115.115):

(a) Conducting searches of cross-gender individuals.
(b) Conducting searches of transgender and intersex individuals.
(c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

**902.8 CLOSED CONTAINER SEARCHES**
Closed containers will not be opened for inventory purposes except for the following, which shall be opened for inventory: wallets, purses, coin purses, fanny packs, personal organizers, briefcases or other closed containers designed for carrying money or small valuables, or closed containers which are designed for hazardous materials.

Other closed containers shall be opened and inventoried if the owner acknowledges they contain cash in excess of $10, valuables or a hazardous material.
Prison Rape Elimination

904.1 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 Portland State University-Campus Public Safety Office Temporary Holding Facilities (28 CFR 115.111).

904.1.1 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
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).

904.2 POLICY
The Portland State University-Campus Public Safety Office has zero tolerance toward all forms of sexual abuse and sexual harassment (28 CFR 115.111). The Department 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 Portland State University-Campus Public Safety 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).

904.3 PREA COORDINATOR
The Director of Public Safety shall appoint an upper-level manager with sufficient time and authority to develop, implement and oversee department efforts to comply with PREA standards in the Portland State University-Campus Public Safety 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 Portland State University-Campus Public Safety Office prisoners includes the requirement to adopt and comply with applicable PREA 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.
Prison Rape Elimination

(d) Developing methods for staff to privately report sexual abuse and sexual harassment of prisoners (28 CFR 115.151).

(e) Developing a written plan to coordinate response among staff first responders, medical and mental health practitioners, investigators and department 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 department’s website:
1. Information on how to report sexual abuse and sexual harassment on behalf of a prisoner (28 CFR 115.154).

2. A protocol describing the responsibilities of the Department 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).

904.4 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 Department 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 Department 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).

904.4.1 MEMBER RESPONSIBILITIES
Department 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 Patrol Sergeant any knowledge, suspicion or information regarding:
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 department 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.

904.4.2 PATROL SERGEANT RESPONSIBILITIES
The Patrol Sergeant shall report to the department'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 Patrol Sergeant shall also report the allegation as required under mandatory reporting laws and department policy.

Upon receiving an allegation that a prisoner was sexually abused while confined at another facility, the Patrol 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 Patrol 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 Department 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).

904.5 INVESTIGATIONS
The Department 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 department-approved special training shall conduct sexual abuse investigations (28 CFR 115.171).

904.5.1 FIRST RESPONDERS
The first officer 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.
Portland State University-Campus Public Safety Office
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 an officer 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).

904.5.2 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 Portland State University-Campus Public Safety 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 District 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.

904.5.3 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 department shall not be used as a basis for terminating an investigation (28 CFR 115.171).

904.5.4 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)).
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).

904.5.5 CONCLUSIONS AND FINDINGS
All completed investigations shall be forwarded to the Director of Public Safety, or if the allegations may reasonably involve the Director of Public Safety, to the Vice President Office of Finance and Administration. The Director of Public Safety or Vice President Office of Finance and Administration 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 department 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 Director of Public Safety shall take appropriate remedial measures and consider whether to prohibit further contact with prisoners by a contractor or volunteer.

904.6 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 Patrol 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 Patrol 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.
904.7 REVIEWS AND AUDITS

904.7.1 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 Director of Public Safety and the PREA Coordinator. The Director of Public Safety or the authorized designee shall implement the recommendations for improvement or shall document the reasons for not doing so (28 CFR 115.186).

904.7.2 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 department’s progress in addressing sexual abuse.
The report shall be approved by the Director of Public Safety and made readily available to the public through the department 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 Portland State University-Campus Public Safety Office facilities and private facilities with which it contracts shall be made readily available to the public at least annually through the department 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).

904.8 RECORDS
The Department 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 Department, 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).

904.9 TRAINING
All employees, volunteers and contractors who may have contact with prisoners shall receive department-approved training on the prevention and detection of sexual abuse and sexual harassment within this facility. The Training Sergeant shall be responsible for developing and administering this training as appropriate, covering at a minimum (28 CFR 115.131):

- The Department'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.
Prison Rape Elimination

- Proper use of *Miranda* and *Garrity* warnings.
- Sexual abuse evidence collection in confinement settings.
- Criteria and evidence required to substantiate a case for administrative action or prosecution referral.

The Training Sergeant 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.
Chapter 10 - Personnel
Recruitment and Selection

1000.1 PURPOSE AND SCOPE
The employment policy of the Portland State University shall provide equal opportunities for applicants and its employees regardless of race, sexual orientation, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, marital status, veteran status, or sex, and shall not show partiality or grant any special favors to any applicant, employee or group of employees. The rules governing employment practices for this department are maintained by the Portland State University Department of Human Resources.

1000.2 RECRUITING
The Portland State University Campus Public Safety Office values multiculturalism and inclusiveness consistent with providing services to a diverse and international campus community. Efforts in recruiting a diverse workforce will include specific efforts to achieve this goal by reaching out to community groups and organizations that provide services to multicultural populations. Examples include multi-cultural centers and academic disciplines centered on traditionally marginalized groups. These efforts will include presentations and outreach on available career opportunities in the Campus Public Safety Office.

1000.3 APPLICANT QUALIFICATIONS AND SELECTION PROCESS
Candidates for job openings will be selected based on merit, ability, competence and experience by the following method.

Position is posted on the PSU-HR website for 2-3 weeks. Job is advertised through other law enforcement agencies: IACLEA (International Association Campus Law Enforcement Agency), WACLEA (Western Association Campus Law Enforcement Agency), LEDS (Law Enforcement Data System), and the listserv for CCJ (Criminology/Criminal Justice) students, School of social Work listserv, and other locations to ensure a diverse and qualified applicant pool.

Officer candidates are invited to take an eighty-three minute written test: Standard & Associates’ National Police Officer Selection Test. Officer Supervisor candidates take a written test: ERGO Metrics’ Sergeant Promotional Exam. Candidates must obtain 80% or better to pass.

Candidates who pass the test, will have an on-site interview with the Hiring Board for 20-30 minutes. The Hiring Board is chaired by the Lieutenant of Operations and consists of community members on campus that Officers will have direct contact with and will require collaborative team work. Hiring Board Members may include Student Health and Counseling, Woman’s Resource Center, Queer Resource Center, The Dean of Students Office, and Multi-Cultural Centers.

Based on the Hiring Board’s rankings, candidate(s) will be send a background packet to fill out. Campus Public Safety hires a background investigator to provide an in-depth background check.
Recruitment and Selection

on candidate(s). This process takes an average of 40 hours a week per person. The background investigator gives a final evaluation of the candidate. Disqualifying behaviors are defined in Policy.

If the candidate passes the background evaluation, they will then require a Psychological Evaluation by a Licensed Psychologist. The psychological evaluation is an eight hour process. The psychologist screens for: Social Competence; Team Work; Adaptability-Flexibility; Conscientiousness-Dependability; Impulse Control-Attention to Safety; Integrity-Ethics; Emotional Regulation & Stress Tolerance; Decision-Making & Judgment; Assertiveness-Persuasiveness; and Avoiding Substance Abuse & Other Risk-Taking Behavior. The psychologist will give a recommendation to hire or not.

Depending on psychological evaluation, a Medical Exam Form (DPSST FORM F2) is given to the candidate to have completed by a Licensed Physician or Surgeon.

Candidates for Campus Police Officer must additionally pass the Oregon Police Agility Test (ORPAT) as well as a drug screening to detect the presence of unlawful substances.

If candidate completes all steps successfully, candidate is hired for position.

1000.3.1 MINIMUM REQUIREMENTS

All persons hired by this department must meet the applicable minimum standards established by law, in addition to any standards established by this department. The Administration supervisor shall ensure that:

(a) Persons hired as law enforcement officers by this department meet the minimum employment standards and requirements set by the Oregon Department of Public Safety Standards and Training (DPSST) (OAR 259-008-0010 and OAR 259-008-0070).

(b) Persons hired as telecommunicators by this department meet the minimum employment standards and requirements set by the DPSST (OAR 259-008-0011 and OAR 259-008-0070).

(c) Persons hired for any other position meet the requirements established by this department.

(d) Personal history investigations for law enforcement officer and telecommunicator positions are conducted and retained appropriately and that all applicants are interviewed personally, prior to employment, by the Director of Public Safety or the authorized designee (OAR 259-008-0015).

1000.4 STANDARDS

Employment standards shall be established for each job classification and shall include minimally, the special training, abilities, knowledge and skills required to perform the duties of the job in a satisfactory manner. The Portland State University Department of Human Resources maintains standards for all positions.

The dilemma facing the Department is one of developing a job-valid and non-discriminatory set of policies which will allow it to lawfully exclude persons who do not meet the Portland State University or State of Oregon hiring standards for Police Officers. The disqualifiers listed below
Recruitment and Selection

are examples and are not intended to be all inclusive. Other factors may also disqualify applicants. Final decisions will be at the discretion of the Director of Public Safety. Decisions on disqualifying Campus Police Officer candidates will be made by the Director of Public Safety in consultation with an Advisory Committee including PSU Human Resources, Campus Police Management and the PSU Office of Global Diversity and Inclusion.

The following standards have been adopted for all Campus Police Officer applicants and serve as guidance for Public Safety Officer applicants:

1000.4.1 OPERATION OF A MOTOR VEHICLE

(a) The ability to possess a valid Oregon driver's license
(b) The ability to drive safely
(c) The ability to control a motor vehicle at high speeds
(d) The ability to operate a motor vehicle in all types of weather conditions
(e) The following shall be disqualifying:
   1. Receipt of three or more moving violations (or any single instance of a potential life threatening violation, such as reckless driving, speed contest, suspect of a pursuit, etc.) within three years prior to application. Moving violations for which there is a factual finding of innocence shall not be included.
   2. Involvement as a driver in two or more chargeable (at fault) collisions within three years prior to date of application.
   3. A conviction for driving under the influence of alcohol and/or drugs within three years prior to application or any two convictions for driving under the influence of alcohol and/or drugs.

1000.4.2 INTEGRITY

(a) Refusing to yield to the temptation of bribes, gratuities, payoffs, etc.
(b) Refusing to tolerate unethical or illegal conduct on the part of other law enforcement personnel.
(c) Showing strong moral character and integrity in dealing with the public.
(d) Being honest in dealing with the public.
(e) The following may be disqualifying:
   1. Any material misstatement of fact or significant omission during the application or background process shall be disqualifying, including inconsistent statements made during the initial background interview (Personal History Statement or Supplemental Questionnaire) or discrepancies between this background investigation and other investigations conducted by other law enforcement agencies.
2. Any forgery, alteration, or intentional omission of material facts on an official employment application document or sustained episodes of academic cheating.

1000.4.3 CREDIBILITY AS A WITNESS IN A COURT OF LAW

(a) The ability to give testimony in a court of law without being subject to impeachment due to his/her honesty or veracity (or their opposites) or due to prior felony conviction.

(b) The following may be disqualifying:

1. Conviction of any criminal offense classified as a misdemeanor under Oregon law within three years prior to application

2. Conviction for two or more misdemeanor offenses under law as an adult

3. Conviction of any offense classified as a misdemeanor under Oregon law while employed as a peace officer (including military police officers)

4. Admission(s) of having committed any act amounting to a felony (including felonies treated as misdemeanors at sentencing) under Oregon law, as an adult, within five years prior to application or while employed as a peace officer (including military police officers)

5. Admission(s) of administrative conviction of any act while employed as a peace officer (including military police officers) involving lying, falsification of any official report or document, or theft

6. Admission(s) of any act of domestic violence as defined by law, committed as an adult

7. Admission(s) of any criminal act, whether misdemeanor or felony, committed against children including but not limited to: molesting or annoying children, child abduction, child abuse, lewd and lascivious acts with a child, or indecent exposure. Acts of consensual unlawful intercourse accomplished between two minors shall not be included, unless more than three years difference in age existed at the time of the acts

8. Any history of actions resulting in civil lawsuits against the applicant or his/her employer may be disqualifying

1000.4.4 DEPENDABILITY

(a) A record of submitting reports on time and not malingering on calls

(b) A record of being motivated to perform well

(c) A record of dependability and follow through on assignments

(d) A history of taking the extra effort required for complete accuracy in all details of work

(e) A willingness to work the hours needed to complete a job
Recruitment and Selection

(f) The following may be disqualifying:

1. Missing any scheduled appointment during the process without prior permission
2. Having been disciplined by any employer (including military) as an adult for abuse of leave, gross insubordination, dereliction of duty or persistent failure to follow established policies and regulations
3. Having been involuntarily dismissed (for any reason other than lay-off) from two or more employers as an adult
4. Having a work history that indicates an inability to maintain a long-term relationship with an employer or to establish and work toward achieving long-term goals
5. For officer applicants having undergone personal bankruptcy more than once; having current financial obligations for which legal judgments have not been satisfied; currently having wages garnished; or any other history of financial instability. The credit history of an applicant or employee shall not be used or obtained as part of an employment decision, including hiring, discharge, promotion or demotion, unless the position qualifies as a public safety officer as defined in OAR 839-005-0075 (ORS 659A.320).
6. Resigning from any paid position without notice may be disqualifying, except where the presence of a hostile work environment is alleged
7. Having any outstanding warrant of arrest at the time of the application

1000.4.5 LEARNING ABILITY

(a) The ability to comprehend and retain information
(b) The ability to recall information pertaining to laws, statutes, codes, etc.
(c) The ability to learn and to apply what is learned
(d) The ability to learn and apply the material, tactics and procedures that are required of a law enforcement officer
(e) The following may be disqualifying:

1. Being under current academic dismissal from any college or university where such dismissal is still in effect and was initiated within the past two years prior to the date of application
2. Having been academically dismissed from any DPSST certified basic law enforcement academy wherein no demonstrated effort has been made to improve in the deficient areas, except: subsequent successful completion of another DPSST basic law enforcement academy shall rescind this requirement
Recruitment and Selection

1000.4.6 PERSONAL SENSITIVITY
(a) The ability to resolve problems in a way that shows sensitivity for the feelings of others.
(b) Empathy
(c) Discretion, not enforcing the law blindly
(d) Effectiveness in dealing with people without arousing antagonism
(e) The ability to understand the motives of people and how they will react and interact
(f) The following may be disqualifying:
   1. Having been disciplined by any employer (including the military and/or any law enforcement training facility) for acts constituting racial, ethnic or sexual harassment or discrimination
   2. Uttering any epithet derogatory of another person's race, religion, gender, national origin or sexual orientation
   3. Having been disciplined by any employer as an adult for fighting in the workplace

1000.4.7 JUDGMENT UNDER PRESSURE
(a) The ability to apply common sense during pressure situations
(b) The ability to make sound decisions on the spot
(c) The ability to use good judgment in dealing with potentially explosive situations
(d) The ability to make effective, logical decisions under pressure
(e) The following may be disqualifying:
   1. Admission(s) of administrative conviction or criminal convictions for any act amounting to assault under color of authority or any other violation of federal or state Civil Rights laws
   2. Any admission(s) of administrative conviction or criminal conviction for failure to properly report witnessed criminal conduct committed by another law enforcement officer

1000.4.8 ILLEGAL USE OR POSSESSION OF DRUGS
(a) The following examples of illegal drug use or possession will be considered automatic disqualifiers for public safety applicants, with no exceptions:
   1. Any adult use or possession of a drug classified as a hallucinogenic within seven years prior to application for employment
   2. Any adult use or possession of marijuana within one year prior to application for employment


Recruitment and Selection

3. Any other illegal adult use or possession of a drug not mentioned above (including cocaine) within three years prior to application for employment

4. Any illegal adult use or possession of a drug while employed in any law enforcement capacity, military police, or as a student enrolled in college-accredited courses related to the criminal justice field

5. Any adult manufacture or cultivation of a drug or illegal substance

6. Failure to divulge to the Department any information about personal illegal use or possession of drugs

7. Any drug test of the applicant, during the course of the hiring process, where illegal drugs are detected

(b) The following examples of illegal drug use or possession will be considered in relationship to the overall background of that individual and may result in disqualification:

1. Any illegal use or possession of a drug as a juvenile

2. Any illegal adult use or possession of a drug that does not meet the criteria of the automatic disqualifiers specified above (e.g., marijuana use longer than one year ago or cocaine use longer than three years ago.)

3. Any illegal or unauthorized use of prescription medications
Evaluation of Employees

1002.1 PURPOSE AND SCOPE
The Department's employee performance evaluation system is designed to record work performance for both the Department and the employee, providing recognition for good work and developing a guide for improvement.

1002.2 POLICY
The Portland State University-Campus Public Safety 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 Department 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.

1002.3 FULL TIME PROBATIONARY PERSONNEL
Non-sworn personnel are on probation for six months before being eligible for certification as permanent employees. An evaluation is completed monthly for all full-time non-sworn personnel during the probationary period.

Sworn personnel are on probation for 6 months commencing successful completion of a Field Training Program, but in no case longer than 12 months, before being eligible for certification as permanent employees. Probationary officers are evaluated daily, weekly and monthly during the probationary period.

1002.4 FULL-TIME PERMANENT STATUS PERSONNEL
Permanent employees are subject to three types of performance evaluations:

Regular - For patrol personnel and those assignments/positions that have scheduled shift changes, an evaluation "Employee Performance Summary" shall be completed once a year in conjunction with the anniversary of the hire date.

Special - A special evaluation may be completed any time the rater and the rater's supervisor feel 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 (work plan, remedial training, retraining, etc.). The evaluation form and the attached documentation shall be submitted as one package.
Evaluation of Employees

1002.4.1 RATING DEFINITIONS
When completing the Employee Performance Evaluation, the rater will place a check mark in the column that best describes the employee's performance. The definition of each rating category is as follows:

**Outstanding** - Is actual performance well beyond that required for the position. It is exceptional performance, definitely superior or extraordinary.

**Commendable** - Represents performance that is better than expected of a fully competent employee. It is superior to what is expected, but is not of such rare nature to warrant outstanding.

**Meets Standards** - Is the performance of a fully competent employee. It means satisfactory performance that meets the standards required of the position.

**Needs Improvement** - Is a level of performance less than that expected of a fully competent employee and less than standards required of the position. A needs improvement rating must be thoroughly discussed with the employee.

**Unsatisfactory** - Performance is inferior to the standards required of the position. It is very inadequate or undesirable performance that cannot be tolerated.

Space for written comments is provided at the end of the evaluation in the rater comments section. This section allows the rater to document the employee's strengths, weaknesses and suggestions for improvement. Any rating under any job dimension marked unsatisfactory or outstanding shall be substantiated in the rater comments section.

1002.5 EVALUATION INTERVIEW
When the immediate supervisor has completed the preliminary evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The immediate supervisor should discuss the results of the just 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 immediate 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 immediate supervisor should also provide relevant counseling regarding advancement, specialty positions and training opportunities. The immediate supervisor and employee will sign and date the evaluation. Permanent employees may also write comments in the employee comments section of the performance evaluation report.

1002.6 EVALUATION REVIEW
After the immediate supervisor finishes the discussion with the employee, the signed performance evaluation is forwarded to the Lieutenant and Director of Public Safety.
1002.7 EVALUATION DISTRIBUTION
The original performance evaluation shall be maintained in the employee's personnel file in the office of the Lieutenant for the tenure of the employee's employment. A copy will be given to the employee and a copy will be forwarded to Campus Department of Human Resources.
1004.1 PURPOSE AND SCOPE
The purpose of this policy is to establish required and desirable qualifications for promotion or transfer within the ranks of the Portland State University-Campus Public Safety Office and the processes to be followed.

1004.1.1 DEFINITIONS
Promotion - Advancement as a result of selection, based on a competitive process, for a permanent position identified by a separate job description and a separate and higher pay range than the position previously held.

Transfer - Assignment to a different shift, work assignment or duty station. Although the duration of the assignment may vary, it generally considered to be temporary and subject to change at the discretion of the Director of Public Safety. The applicability of premium pay to a particular assignment based on special skills or hazardous duty does not alter the temporary nature of the assignment and does not constitute a promotion.

1004.2 GENERAL REQUIREMENTS
The following considerations will be used in evaluating employees for promotion or transfer to a specialty assignment:

(a) Present a professional, neat appearance.

(b) Maintain a physical condition which aids in their performance.

(c) Demonstrate 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
   6. Initiative
   7. Adaptability and flexibility.
   8. Ability to conform to organizational goals and objectives in a positive manner.

1004.2.1 DESIRABLE QUALIFICATIONS
The following qualifications apply to consideration for transfer:

(a) Three years experience

(b) Off probation
Promotional and Transfer Policy

(c) Has shown an expressed interest in the position applied for
(d) Education, training and demonstrated abilities in related areas; such as, enforcement activities, investigative techniques, report writing, public relations, etc.
(e) Complete any training required by the Department of Public Safety Standards and Training or law

1004.3 SELECTION PROCESS
The following criteria apply to transfers.
(a) Administrative evaluation as determined by the Director of Public Safety. This shall include a review of supervisor recommendations. 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 Lieutenant for whom the candidate will work. The Lieutenant will schedule interviews with each candidate.
(c) Based on supervisor recommendations and those of the Lieutenant after the interview, the Lieutenant will submit his/her recommendation(s) to the Director of Public Safety.
(d) Appointment by the Director of Public Safety

The policy and procedures for all positions may be waived for temporary assignments, emergency situations or for training.

1004.4 PROMOTIONAL SELECTION PROCESS
Specifications for promotional opportunities are on file with the Portland State University Department of Human Resources. Promotions will be determined in accordance with the following procedures:
(a) Administrative evaluation as determined by the Director of Public Safety. This shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate within the past 12 months will submit these recommendations.
(b) The selection process may include any of the following components depending on the position being filled, the job requirements and the skills needing to be evaluated:
   1. Written exam
   2. Oral Board
   3. Specific skill testing
   4. Assessment Center
   5. Interview with the Director of Public Safety

The Director of Public Safety will make the final selection.
Grievance Procedure

1006.1 PURPOSE AND SCOPE
It is the policy of this department that all grievances be handled quickly and fairly without discrimination against employees who file a grievance whether or not there is a basis for the grievance. Our Department’s philosophy is to promote a free verbal communication between employees and supervisors.

1006.1.1 GRIEVANCE DEFINED
The current collective bargaining agreement shall be the only contractual procedure for resolving disputes concerning Discipline and Discharge.

(a) Section 1. Grievances are defined as acts, omissions, applications or interpretations alleged to be violations of the terms or conditions of this Agreement. Grievances shall be filed within 30 calendar days of the date the grievant or the Union knows or by reasonable diligence should have known of the alleged grievance, or in the case of discipline, within 30 calendar days of the effective date of the action. In the event that a deadline for filing a grievance, submitting a grievance response, or appealing a grievance response falls on a Saturday, Sunday or university holiday, such action will be considered timely if it is taken by 5:00 p.m. on the following business day (Monday - Friday).

1. Grievances shall be reduced to writing, and shall be signed by the grievant(s), stating the specific Article(s) alleged to have been violated and clear explanation of the alleged violation, sufficient to allow processing of the grievance. Grievances shall be filed at all steps of this procedure on the form identified as the Official Statement of Grievance Form. Once filed, the Union shall not expand upon the original elements and substance of the written grievance.

2. All grievances shall be processed in accordance with this Article and it shall be the sole and exclusive method of resolving grievances. However, grievances arising under Article 19 - No Discrimination and Article 53 - Reclassification Upward/Downward shall be subject to the alternative procedures specifically outlined in their respective Articles.

3. At the request of either party, a meeting between the Union and the Employer representatives will take place at any step of the grievance procedure. If a meeting is held at the request of the grievant and/or the Union, any time limit for the Employer's response set forth below shall run from the date of the meeting.

(b) Section 2. Time limits specified in this and the above-referenced Articles shall be strictly observed, unless either party requests a specific extension of time, which if agreed to, must be stipulated in writing and shall become part of the grievance record. "Filed" for purposes of all grievances shall mean postmarked (dated by meter or U.S. Post Office), fax received by close of the business day or actual receipt.
Grievance Procedure

1. If at any step of the grievance procedure, the Employer fails to issue a response within the specified time limits, the grievance may be advanced to the next step of the grievance procedure. If the grievant or Union fails to meet the specified time limits, at any step of the grievance and arbitration procedure, the grievance will be considered withdrawn and it cannot be resubmitted. Grievance steps referred to in this Article may be waived by mutual agreement in writing. Such written agreements shall become part of the grievance file.

(c) Section 3. When required by the Employer to investigate the grievance, any time spent by employee(s) to attend meetings during regular working hours, shall be considered as work time.

(d) Section 4. Multi-Supervisor and Multi-University Grievances. Where there are grievances in universities/colleges involving two or more supervisors, such grievances shall be filed and processed in accordance with Step 2 of the grievance procedure. When a grievance involves employees in more than one university, such grievance shall be filed and processed in accordance with Step 3 of this Article. The grievance shall specifically enumerate, by name, the affected employees, when known. Otherwise, the affected employees will be generically described in the grievance.

(e) Section 5. Grievance Procedure. Grievances shall be processed as per Appendix F. (A) Step 1. The grievant(s), or the Union on behalf of the grievant(s), shall file the grievance consistent with the requirements of Section 1 with his/her immediate excluded supervisor, except in the case of grievances described in paragraph B of this Section. The supervisor shall respond in writing to the grievant(s) within 30 calendar days from the receipt of the grievance. The parties agree that all Step 1 grievance settlements are non-presidential and shall not be cited by either party or their agents or members in any arbitration or fact-finding proceedings now or in the future. Step 1 grievance settlements shall be reduced to writing and signed by the grievant and the immediate excluded supervisor. The settlement shall include the statement: "

1. Step 1 grievance settlements are non-presidential and may not be cited by either party or their agents or members in any arbitration or fact finding proceedings now or in the future." Actions taken pursuant to Step 1 settlement agreements shall not be deemed to establish or change practices under the Collective Bargaining Agreement, including but not limited to Article 5 "Complete Agreement/Past Practices, or ORS Chapter 243 and shall not give rise to any bargaining or other consequential obligations.

2. Step 2. When the response at Step 1 does not resolve the grievance, the grievance must be filed by the Union within 30 calendar days after the Step 1 response is due or received, whichever occurs first. The appeal shall be filed in writing to the university President or designee, who shall respond in writing within 30 calendar days after receipt of the Step 2 appeal.
3. Step 3. Failing to settle the grievance in accordance with Step 2, the appeal, if pursued, must be filed by the Union and received by the OUS Labor Relations Division within 30 calendar days after the Step 2 response is received. A copy of the Step 3 appeal shall be sent concurrently to the University's Human Resources Office. The OUS Human Resources Division shall respond in writing within 30 calendar days from receipt of the Step 3 appeal. A copy of the Step 3 response shall be sent concurrently to the Union's Legal Department. Pursuant to Article 19 - No Discrimination, grievances involving discrimination based on sexual orientation proceed to Step 3, grievances alleging discrimination based on sexual harassment proceed to Step 3 with the same time lines as stated in this section, or Bureau of Labor and Industries and/or Equal Employment Opportunity Commission. All other discrimination grievances must be appealed to BOLI and/or EEOC.

4. Step 4. Grievances that are not satisfactorily resolved at Step 3 may be appealed to arbitration, in accordance with Section 6 of this Article. The Union may elect to arbitrate dismissal grievances under Section 6 or Section 11 of this Article, but not both.

(a) Exceptions to Initial Filing at Step 1
(1) Grievances Filed Initially at Step 2
The following types of grievances shall be filed initially with the university President or designee (Step 2), in accordance with the procedures specified in Sections 1 and 5(A) of this Article:

1. Discipline grievances above a letter of reprimand other than dismissal;17
2. Discrimination grievances (Article 19);
3. Family Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA) grievances;
4. Layoff and recall grievances (Article 48);
5. Reclassification downward (Article 53, Section 4);
6. IT Competency Levels (Article 66, Section 3, C, D, & F);
7. Multi-supervisor grievances (grievances in a university involving two or more supervisors in a university,"Article 18, Section 4)).
8. Grievances alleging a violation of Article 2," Recognition, Section 4 regarding temporary employees. (2) Grievances Filed Initially At Step 3. The following types of grievances shall be filed initially with the OUS Chancellor's Office (Step 3) in accordance with the procedures specified in Sections 1 and 4 of this Article:

(a) Dismissal Grievances;
(b) Reclassification upward grievances (Article 53, Section 4(A));

(c) Multi-university grievances (grievances involving employees in more than one University,"Article 18, Section 4).

(b) FAMILY MEDICAL LEAVE ACT/OREGON FAMILY LEAVE ACT GRIEVANCES: Any grievances alleging a violation of Article 40, " Sick Leave, Section 9, Family Medical Leave Act (FMLA) will be submitted in writing within 30 calendar days of the date the grievant or the Union knows or by reasonable diligence should have known of the alleged grievance, directly to the University President or designee as defined or used in Article 18, Section 5. A copy of the grievance shall be sent concurrently to the OUS Chancellor's Office. The university President or designee shall respond within 30 calendar days after receipt of the grievance. All unresolved FMLA grievances may be submitted by the Union or the grievant to the U. S. Department of Labor if not already so filed. All unresolved OFLA grievances may be submitted by the Union or the grievant to BOLI if not already so filed. However, such grievances shall not be subject to arbitration under this Agreement. Nothing in this Article shall preclude an employee from filing a complaint with BOLI or the U.S. Department of Labor at any time.

(f) Section 6 - Arbitration Selection and Authority.

(a) Within 55 calendar days of receipt of OUS's response at Step 3 by the Union's Legal Department, the Union shall notify the Federal Mediation and Conciliation Service (FMCS) of the dispute and request a list of arbitrators that shall be specifically limited to Oregon, Washington and Idaho arbitrators. A copy of such notice shall be sent concurrently to the OUS Chancellor's Office and the Human Resources Office for the university with which the grievance was initially filed. Selection of arbitrators and dates shall be in accordance with the rules of FMCS. The arbitration will be handled in accordance with the rules of FMCS. In the event the Union fails to notify FMCS within 55 calendar days of receipt of the OUS Step 3 response, as specified above, the grievance shall be considered withdrawn and it cannot be resubmitted. For dismissal grievances refer to Section 11 of this Article. The Union may request, and OUS may agree, to an additional 30 calendar days in which to file a request to select an arbitrator. However, any additional time agreed to will not be used in calculating the Employer's liability for any remedy awarded by an arbitrator.

(b) The arbitrator shall have the authority to hear and rule on all issues that arise over substantive or procedural arbitrability. Such issues, if raised, must be heard prior to hearing the merits of any appeal to arbitration. Upon motion by either party to bifurcate the hearing on procedural or substantive arbitrability issues, the arbitrator will make the determination on bifurcation. Should the arbitrator choose to take the arbitrability issue under advisement and proceed with the merits, he/she shall issue
a written decision on the arbitrability issue only, should the issue be found to be nonarbitrable.

(c) The Parties agree that the decision or award of the arbitrator shall be final and binding on each of the parties. The arbitrator shall issue his/her decision or award within 30 calendar days of the closing of the hearing record. The arbitrator shall have no authority to rule contrary to, to amend, add to, subtract from, change or eliminate any of the terms of this Agreement, and shall be confined to the application and interpretation of this Agreement. The arbitrator shall not make any decision that limits or interferes with the authority of the Employer, except as modified by this Agreement.

(d) The Parties shall split the arbitrator's charges equally. Should a grievance be withdrawn after the selection of an arbitrator, all charges by the arbitrator shall be paid by the withdrawing party unless the arbitrator's fees are part of a settlement. All other expenses shall be borne exclusively by the party requiring the service or item for which payment is to be made.

(g) Section 7. Upon request, an employee shall have the right to Union representation during an investigatory interview that an employee reasonably believes will result in disciplinary action. The employee will have the opportunity to consult with a local Union Steward or Union Organizer before the interview, but such consultation shall not cause an undue delay.

(h) Section 8. A grievant and the Steward of record shall be granted leave with pay for appearance in arbitration proceedings, including the time required going and returning to his/her headquarters. NOTE: See Article 43 - Leaves With Pay, Section 3.

(i) Section 9. No reprisals shall be taken against any employee for exercise of his/her rights under the provisions of this Article.

(j) Section 10 - Grievance Committees. A committee of the Union Stewards for each university as listed below shall be appointed by the Union to act as a grievance committee. The committee shall discuss employee grievances for the purpose of achieving resolutions at the lowest possible level of the grievance procedure. The Union Stewards appointed to this committee shall be allowed one hour on duty per month for committee meetings, without loss of pay and benefits provided time off is prescheduled with the supervisor and activity is reported to the supervisor pursuant to Article 10 - Union Rights, Section 12. The university shall suffer no overtime obligation as a result of this Article. The employees in each university shall be allowed not more than the following: Oregon State University Five Union Stewards University of Oregon Three Union Stewards Portland State University Three Union Stewards Western Oregon University Two Union Stewards Oregon Institute of Technology Two Union Stewards Eastern Oregon University Two Union Stewards Southern Oregon University Two Union Stewards

(k) Section 11 - Expedited Arbitration of Dismissal Grievances
Grievance Procedure

(a) If the Union wishes to proceed to arbitration on a dismissal grievance it shall notify
the OUS Chancellor's Office of its intent to proceed to arbitration within 20 calendar
days following the date that the Step 3 response was received by the Union's Legal
Department. A copy of the notice shall be sent concurrently to the Human Resources
Office for the university with which the grievance was initially filed. Unless the Union
specifies in such notice that it wishes to process the grievance under Section 6(A) of
this Article, the parties agree to use the expedited procedure specified in this Section,
and the parties will mutually arrange for scheduling an arbitrator in accordance with
paragraph (1) of this Section.

(b) The parties have agreed on a list of five arbitrators who have agreed in advance to be
available on short notice to hear such cases. Arbitrators shall be used on a rotational
basis. An arbitrator unable to hear an expedited arbitration case within 60 calendar
days of his/her selection shall be deemed unavailable and the next arbitrator in turn
will be selected. If no arbitrators on the list are available to hear the case within 60
calendar days, the earliest available arbitrator shall be used.

(c) The hearing shall be conducted as soon as practicable. Except by mutual agreement,
there shall be no transcripts. The arbitrator shall issue a decision as soon as possible,
but no later than 21 calendar days after the hearing has been closed. The 21-day
requirement may only be waived by mutual agreement of the parties.

(l) Section 12, "Bi-Monthly Meetings. The Chief Steward or Steward designated by the Union
and the Employee Relations Manager or Human Resources Director at each university
shall schedule bi-monthly meetings to review pending grievances and contractual issues
and to make good faith efforts to resolve such grievances and issues. The Chief Steward
or Steward designated by the Union and the Employee Relations Manager or Human
Resources Director shall mutually agree on the participation of other Union and Employer
representatives at these meetings on a case-by-case basis. Such meetings shall take
place during regular working hours. Bargaining unit employees authorized to attend these
meetings shall be considered to be on work time.

(m) Section 13. Upon the Union's written request in support of a specific grievance, the
University, within a reasonable period of time, will provide a listed summary of redacted
Employer-issued disciplinary actions. Such requests will not extend beyond the statutory
records retention requirement and the cost for preparing the summary will be borne by the
Union.
Anti-Retaliation

1008.1 PURPOSE AN 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.

1008.2 POLICY
The Portland State University-Campus Public Safety 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.

1008.3 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.

• 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.
Anti-Retaliation

• Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

1008.4 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, Director of Public Safety or the Campus Associate Vice President for Human Resources.

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.

1008.5 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 Director of Public Safety 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.
Anti-Retaliation

(i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

1008.6 COMMAND STAFF RESPONSIBILITIES
The Director of Public Safety 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.

1008.7 WHISTLE-BLOWING
Oregon law protects members who disclose or threaten to disclose information that the member reasonably believes is evidence of (ORS 659A.203):

(a) A violation of federal or state law, rule or regulation.
(b) Mismanagement, gross waste of funds, abuse of authority or substantial and specific danger to public health and safety.
(c) A person who is receiving public assistance is subject to a felony or misdemeanor warrant.

Members are encouraged to report such violations or disclosures of information through the chain of command (ORS 659A.221; ORS 654.062).

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 Lieutenant for investigation pursuant to the Personnel Complaints Policy.

1008.8 RECORDS RETENTION AND RELEASE
The Communications and Records Supervisor shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1008.9 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

1010.1 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 Department of any past and current criminal convictions.

1010.2 DOMESTIC VIOLENCE CONVICTIONS AND RESTRAINING ORDERS
Oregon 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; ORS 107.095(5); ORS 166.270).

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.

ORS 166.270 carries specific prohibitions on the carrying of firearms or other weapons upon a felony conviction in the State of Oregon, any other state or under federal law.

ORS 107.095(5) addresses when a restraining order can lead to a violation of the firearms prohibitions of 18 USC § 922. Employees that are or have become subject to such an order shall promptly report that information to a supervisor.

1010.3 OTHER CRIMINAL CONVICTIONS
Oregon Administrative Rules 259-008-0010(4) prohibits any person convicted of a felony from being a peace officer in the State of Oregon. This prohibition applies regardless of whether the guilt was established by way of a verdict, guilty or nolo contendre plea.

Convictions of certain violations of the Vehicle Code and other provisions of law may also place restrictions on an employee’s ability to fully perform the duties of the job.

Moreover, while legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this department may be inherently in conflict with law enforcement duties and the public trust.

1010.4 REPORTING PROCEDURE
All members of this department and all retired officers with an identification card issued by the Department shall promptly notify their immediate supervisor (or the Director of Public Safety in the case of retired officers) in writing of any past or current criminal arrest or conviction regardless of whether or not the matter is currently on appeal and regardless of the penalty or sentence, if any.

All members and all retired officers with an identification card issued by the Department shall further promptly notify their immediate supervisor (or the Director of Public Safety in the case of
Reporting of Employee Convictions

retired officers) in writing if the member or retiree becomes the subject of a domestic violence
restraining 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.
Alcohol and Drug Use Policy

1012.1 PURPOSE AND SCOPE
The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace.

1012.2 POLICY
It is the policy of this department to provide a drug- and alcohol-free workplace for all members.

1012.3 GENERAL GUIDELINES
Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public. Such use shall not be tolerated (41 USC § 8103).

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 Patrol Sergeant or appropriate supervisor as soon as the member is aware that he/she 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, he/she shall be immediately removed and released from work (see Work Restrictions in this policy).

1012.3.1 USE OF MEDICATIONS
Members should avoid taking 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 his/her 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 Department while taking any medication that has the potential to impair his/her abilities, without a written release from his/her physician.

Possession of medical marijuana or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action.

1012.4 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 department premises or on department 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.
Alcohol and Drug Use Policy

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).

1012.5 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.

1012.6 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 Department.

1012.7 REQUESTING SCREENING TESTS
A supervisor may request an employee to submit to a screening test under the following circumstances:

(a) The supervisor reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing his/her ability to perform duties safely and efficiently.

(b) The employee discharges a firearm, other than by accident, in the performance of his/her duties.

(c) During the performance of his/her duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury to him/herself or another person or substantial damage to property.

1012.7.1 SUPERVISOR RESPONSIBILITY
The supervisor shall prepare a written record documenting the specific facts that led to the decision to request 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.
Alcohol and Drug Use Policy

(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.

1012.7.2 SCREENING TEST REFUSAL
An employee may be subject to disciplinary action if he/she:
(a) Fails or refuses to submit to a screening test as requested.
(b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.
(c) Violates any provisions of this policy.

1012.8 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 Department 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).

1012.9 CONFIDENTIALITY
The Department 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 separately from the employee's other personnel files.
Sick Leave Reporting

1014.1 PURPOSE AND SCOPE
Employees of this department are provided with a sick leave benefit that provides continued compensation during times of personal or family illness. The specified number of hours are detailed in each employee's bargaining unit's Collective Bargaining Agreement. Sick time may only be used when an employee is unable to work due to personal illness or a member of the employee's immediate family is ill and the employee must care for that individual.

Sick leave is not considered vacation and abuse of sick leave may result in discipline.

1014.2 EMPLOYEE RESPONSIBILITIES
Sick leave may be used for absences caused by illness, bodily injury, disability resulting from pregnancy, necessity for medical or dental care, attendance at an employee assistance program, exposure to contagious disease, attendance upon members of the employees immediate family (employee's parent, wife, husband, domestic partner, children, brother, sister, grandmother, grandfather, grandchild, son-in-law, daughter-in-law, or another member of the immediate household, where the employee's presence is required because of illness or death in the immediate family of the employee, or the employee's spouse or domestic partner.

Sick leave is not considered vacation, and abuse of sick leave may result in discipline and/or denial of sick-leave benefits. Employees on sick leave shall not engage in other employment or self-employment, or participate in any sport, hobby, recreational or other activity which may impede recovery from the injury or illness.

Upon return to work, employees shall complete and submit a leave request describing the type of leave used and the specific amount of time taken.

1014.2.1 NOTIFICATION
Employees are encouraged to notify the on duty Patrol Sergeant or appropriate supervisor as soon as they are aware that they will not be able to report to work. At a minimum, employees shall make such notification no less than one hour before the start of their scheduled shift. If an employee is unable to contact the supervisor in the case of an emergency, every effort should be made to have a representative contact the supervisor.

When the necessity for leave is foreseeable, such as an expected birth or planned medical treatment, the employee shall, whenever possible, provide the Department with no less than 30-days notice of the intent to take leave.

1014.3 EXTENDED ILLNESS
Employees on extended absences shall, if possible, contact their unit supervisor at three-day intervals to provide an update on their absence and expected date of return. Employees absent from duty due to personal illness in excess of three consecutive days may be required to furnish
Sick Leave Reporting

a statement from their health care provider supporting the use of sick leave and/or the ability to return to work.

Nothing in this section precludes a supervisor, with cause, from requiring a physician's statement if three or fewer sick days are taken.

All medical expenses incurred by the employee in complying with verification requests that are not covered by insurance will be reimbursed by the Campus.

All medical expenses incurred by the employee in complying with verification requests that are not covered by insurance will be reimbursed by the Campus.

1014.4 SUPERVISOR RESPONSIBILITY
Supervisors should monitor sick leave usage and regularly review the attendance of employees under their command to ensure that the use of sick leave is consistent with this policy. Supervisors should address sick-leave use in the employee’s performance evaluation when it has negatively affected the employee’s performance or ability to complete assigned duties, and when unusual amounts of sick leave by the employee has had a negative impact on department operations. When appropriate, supervisors should counsel employees regarding the excessive use of sick leave and should consider referring the employee to the Employee Assistance Program.
Communicable Diseases

1016.1 PURPOSE AND SCOPE
This policy is intended to provide guidelines for department personnel to assist in minimizing the risk of contracting and/or spreading communicable diseases and to minimize the incidence of illness and injury. The policy will offer direction in achieving the following goals:

• To reduce exposures to bloodborne pathogens (BBP) and other potentially infectious body fluids.
• To assist Department personnel in making decisions concerning the selection, use, maintenance, limitations, storage and disposal of personal protective equipment (PPE).
• To protect the privacy rights of all Department personnel who may be exposed to or contract a communicable disease during the course of their duties.
• To provide appropriate treatment and counseling should an employee be exposed to a communicable disease.

1016.2 PROCEDURES FOR CONTACT WITH BLOOD OR BODY FLUIDS
All department personnel who may be involved in providing emergency medical care, or who come in contact with another person’s blood or body fluids (e.g., during an altercation or while attending to any injured person), shall follow these procedures and guidelines.

1016.2.1 EXPOSURE CONTROL OFFICER
The Director of Public Safety will assign a person as the department's Exposure Control Officer (ECO). The ECO shall be responsible for the following:

(a) The overall management of the bloodborne pathogen Exposure Control Plan (ECP) to include the applicable duties, responsibilities and/or safeguards required by 29 CFR 1910.1030 and OAR 437-002-0360.

(b) Establishing written procedures and developing a training program related to aerosol-transmissible diseases.

(c) Working with management to develop and administer any additional related policies and practices necessary to support the effective implementation of this plan and remain current on all legal requirements concerning bloodborne pathogens and other communicable diseases.

(d) Acting as a liaison during OSHA inspections and conducting program audits to maintain a current ECP.

(e) Maintaining an up-to-date list of police personnel requiring training, developing and implementing a training program, maintaining class rosters and quizzes, and periodically reviewing the training program.
Communicable Diseases

(f) Reviewing and updating the ECP annually (on or before January 1 of each year).

Department supervisors are responsible for exposure control in their respective areas. They shall work directly with the ECO and the affected employees to ensure that the proper exposure control procedures are followed.

1016.2.2 UNIVERSAL PRECAUTIONS
All human blood and body fluids such as saliva, urine, semen, and vaginal secretions are to be treated as if they are known to be infectious. Where it is not possible to distinguish between body fluid types, all body fluids are to be assumed potentially infectious.

1016.2.3 PERSONAL PROTECTIVE EQUIPMENT
Personal protective equipment is the last line of defense against communicable disease. Therefore, the following equipment is provided for all personnel to assist in the protection against such exposures:

- Not less than two pair disposable latex gloves (Keeping a box in the car recommended)
- Safety glasses or goggles.
- Rescue mask with a one-way valve.
- Alcohol (or similar substance) to flush skin at emergency site. (Keeping several alcohol hand wipes in the car recommend).

The protective equipment is to be kept in each police vehicle; inspected at the start of each shift and replaced immediately upon returning to the station if used or damaged during the shift, or as otherwise needed.

1016.2.4 IMMUNIZATIONS
All department personnel who, in the line of duty, may be exposed to or have contact with a communicable disease shall be offered immunization, if a vaccine for the specific disease exposure is available and medically appropriate. Such preventive immunization shall be offered at no cost to the employee (ORS 433.407 and ORS 433.416).

Coordination and approval of immunizations under this policy shall be the responsibility of the Exposure Control Officer or his/her designee.

1016.2.5 WORK PRACTICES
All personnel shall use the appropriate barrier precautions to prevent skin and mucous membrane exposure whenever contact with blood or body fluid is anticipated.

Disposable gloves shall be worn on all medical emergency responses. Disposable gloves shall be worn before making physical contact with any patient and/or when handling items (e.g., evidence, transportation vehicle) soiled with blood or other body fluids. Should one's disposable gloves become contaminated with blood or other body fluids, the gloves shall be disposed of as contaminated waste. Care should be taken to avoid touching other items (e.g., pens, books,
Communicable Diseases

and personal items in general) while wearing the disposable gloves in a potentially contaminated environment.

All procedures involving blood or other potentially infectious materials shall be done in a way to minimize splashing, spraying, or otherwise generating droplets of those materials.

Eating, drinking, smoking, applying lip balm, and handling contact lenses shall be prohibited in areas where a potential for an exposure exists.

1016.3 DISPOSAL AND DECONTAMINATION

The following procedures will apply to the disposal and decontamination after responding to an event that involved contact with a person's blood or body fluids:

1016.3.1 USE OF WASTE CONTAINERS

Officers shall dispose of biohazard with the on-scene fire response vehicle, or at the attending clinic/hospital with their approval, or in an appropriately marked biohazard waste container at the station immediately upon arrival.

The biohazard waste container located at the station shall be collapsible, leak-proof, red in color or appropriately labeled with a biohazard warning and routinely emptied.

1016.3.2 DECONTAMINATION OF SKIN AND MUCOUS MEMBRANES

Personnel shall wash their hands immediately (on-scene if possible), or as soon as possible following the removal of potentially contaminated gloves. Antibacterial soap and warm water or an approved disinfectant shall be used to wash one's hands, paying particular attention to the fingernails.

If an employee's intact skin contacts someone else's blood or bodily fluids or other potentially infectious materials, the employee shall immediately wash the exposed part of his/her body with soap and warm water and/or an approved disinfectant, as soon as possible. If the skin becomes grossly contaminated, body washing shall be followed by an approved hospital strength disinfectant. If large areas of the employee's skin are contaminated, the employee shall shower as soon as possible, using warm water and soap and/or an approved disinfectant. Medical treatment should be obtained.

Contaminated nonintact skin (e.g., injured skin, open wound) shall be cleaned using an approved disinfectant and then dressed or bandaged as required. Medical treatment is required.

All hand, skin, and mucous membrane washing that takes place in the station shall be done in the designated cleaning or decontamination area. Cleaning shall not be done in the kitchen, bathrooms, or other locations not designated as the cleaning or decontamination area.

1016.3.3 SHARPS AND ITEMS THAT CUT OR PUNCTURE

All personnel shall avoid using or holding sharps (needles) unless needed to do so while assisting a paramedic, or collecting them for evidence. Unless required for evidentiary reasons related to evidence preservation, employees are not to recap sharps. If recapping is necessary, a one-
handed method shall be employed to avoid a finger prick. Disposal, when practicable, shall be into a puncture proof biohazard container.

All sharps and items that cut or puncture (e.g., broken glass, razors, and knives) shall be treated cautiously to avoid cutting, stabbing, or puncturing one's self or any other person. In addition, if a sharp object contains known or suspected blood or other bodily fluids, that item is to be treated as a contaminated item. If the item is not evidence, touching it with the hands shall be avoided. Rather, use a device such as tongs, or a broom and a dustpan to cleanup debris. If the material must be hand held, protective gloves must be worn.

1016.3.4 DISPOSABLE PROTECTIVE EQUIPMENT
Contaminated disposable supplies (gloves, dressings, CPR mask) shall be transported with the patient or suspect in the ambulance or police vehicle. The waste material shall then be disposed of in a biohazard waste container at the hospital or police station. Disposable gloves are to be worn while placing the waste into the waste biohazard container, placing the gloves in with the waste when through.

1016.3.5 DECONTAMINATION OF PERSONAL PROTECTIVE EQUIPMENT
After using any reusable personal protective equipment, it shall be washed or disinfected and stored appropriately. If the personal protective equipment is non-reusable (e.g., disposable gloves), it shall be discarded in a biohazard waste container as described in Policy Manual § 1016.3.4.

Any personal protective equipment that becomes punctured, torn, or loses its integrity, shall be removed as soon as feasible. The employee shall wash up and replace the personal protective equipment if the job has not been terminated. If this situation resulted in a contaminated nonintact skin event, Policy Manual § 1016.3.2 shall be implemented.

Contaminated reusable personal protective equipment that must be transported prior to cleaning it shall be placed into a biohazard waste bag and transported in the ambulance, paramedic truck or police vehicle. Gloves shall be worn while handling the biohazard waste bag and during placement into the biohazard waste container, and then included in with the waste.

1016.3.6 DECONTAMINATION OF NON-DISPOSABLE EQUIPMENT
Contaminated non-disposable equipment (e.g., flashlight, gun, baton, clothing, portable radio) shall be decontaminated as soon as reasonably practicable. If it is to be transported, it shall be done by first placing it into a biohazard waste bag.

Grossly contaminated non-disposable equipment items shall be transported to a hospital, fire station, or police station for proper cleaning and disinfecting. Porous surfaces such as nylon bags and straps shall be brushed and scrubbed with a detergent and hot water, laundered and allowed to dry. Non-porous surfaces (e.g., plastic or metal) shall be brushed and scrubbed with detergent and hot water, sprayed with a bleach solution, rinsed, and allowed to dry. Delicate equipment (e.g., radios) should be brushed and scrubbed very carefully using a minimal amount of a type of germicide that is approved by Environmental Protection Agency (EPA) .
Communicable Diseases

While cleaning equipment, pay close attention to handles, controls, portable radios, and corners (tight spots). Equipment cleaning shall not be done in the kitchen, bathrooms, or other areas not designated as the cleaning/decontamination area.

Contaminated equipment should be cleaned using an approved EPA germicide or a 1:100 solution of chlorine bleach (one-quarter-cup of bleach per one gallon of water) while wearing disposable gloves and goggles. Large particles of contaminants such as, vomit, feces, blood clots, etc. should first be removed (using a disposable towel or other means to prevent direct contact) and properly disposed of.

1016.3.7 DECONTAMINATION OF CLOTHING
Contaminated clothing such as uniforms and undergarments shall be removed as soon as feasible and rinsed in cold water to prevent the setting of bloodstains. If the clothing may be washed in soap and hot water, do so as soon as possible. If the clothing must be dry cleaned, place it into a biohazard waste bag and give it to the Exposure Control Officer. The ECO will secure a dry cleaner that is capable of cleaning contaminated clothing, and inform them of the potential contamination. This dry cleaning will be done at the Department's expense.

Contaminated leather boots shall be brushed and scrubbed with detergent and hot water. If the contaminant soaked through the boot, the boot shall be discarded.

1016.3.8 DECONTAMINATION OF VEHICLES
Contaminated vehicles and components such as the seats, radios, and doors shall be washed with soap and warm water and disinfected with an approved germicide as soon as feasible.

1016.3.9 DECONTAMINATION OF STATION AND CLEANING AREA
The ECO shall designate a location at the station that will serve as the area for cleaning/decontamination. This area is to be used to keep equipment clean and sanitary and for the employees to wash any potential contamination from their bodies. This area is to be thoroughly cleaned after each use and to be maintained in a clean and sanitary order at all times between each use. The application of cosmetics, smoking cigarettes and consuming food and drink are prohibited in this designated area at all times.

1016.4 POST-EXPOSURE REPORTING AND FOLLOW-UP REQUIREMENTS
In actual or suspected exposure incidents, proper documentation and follow-up action must occur to limit potential liabilities and ensure the best protection and care for the employee(s).

1016.4.1 EMPLOYEE RESPONSIBILITY TO REPORT EXPOSURE
In order to provide appropriate and timely treatment should exposure occur, all employees should verbally report the exposure to their immediate supervisor and complete a written exposure report as soon as possible following the exposure or suspected exposure. That report shall be submitted to the employee’s immediate supervisor. Additionally, employees should document in the exposure report whether they would like the person who was the source of the exposure to be tested for communicable diseases.
1016.4.2 SUPERVISOR REQUIREMENTS
The supervisor shall investigate every exposure that occurs as soon as reasonably practicable following the incident, while gathering the following information:

(a) Name of the exposed employee.
(b) Date and time of incident.
(c) Location of incident.
(d) Potentially infectious materials involved.
(e) Source of material or person.
(f) Current location of material or person.
(g) Work being done during exposure.
(h) How the incident occurred or was caused.
(i) PPE in use at the time of the incident.
(j) Actions taken post-event (clean-up, notifications).

The supervisor shall use the above information to prepare a written summary of the incident, its causes and recommendations for avoiding similar events. This report, in addition to any workers' compensation report or reports required by the Campus, will be provided to the ECO, the consulting physician and to the Campus's Risk Manager.

The supervisor should advise the employee of the laws and regulations concerning disclosure of the identity and the infectious status of a source.

1016.4.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT
Any employee who received exposure or suspected exposure should be seen by a physician (or qualified health care provider) as soon as possible. The doctor (or qualified health care provider) should review the supervisor's report, the Communicable Disease Notification Report and the employee's medical records relevant to the visit and examination.

When an officer in the performance of his/her official duties sustains a substantial BBP exposure, the ECO will seek to have the source person tested for HIV and Hepatitis B or C by causing the circuit court to be petitioned for an order compelling the testing. The petition must set forth the facts and circumstances of the contact and the reasons the officer and a medically trained person representing the officer, if available, believe the exposure was substantial and the testing would be appropriate. The officer should provide information sufficient to identify and locate, if possible, the alleged source (ORS 433.085(1)(2)).

If the ECO is unavailable to assist the officer with the completion of the petition and with follow-up attempts to seek testing of the person who was the source of the exposure, it is the responsibility of the exposed employee's supervisor to provide such assistance.
Communicable Diseases

If the testing is ordered by the court, the results shall be made available to those persons authorized under ORS 433.045(4) and to the officer, the physician designated by the officer to receive the results, the Oregon Health Authority (OHA), the subject person and any physician designated by the subject person to receive the results (ORS 433.085(4)).

The health care professional should provide the ECO and/or the Campus's Risk Manager with a written opinion/evaluation of the exposed employee's situation. This opinion should only contain the following information:

- If an HBV is indicated for the employee.
- If the employee received an HBV.
- Confirmation that the employee received the evaluation results.
- Confirmation that the employee was informed of any medical condition resulting from the exposure incident that will require further treatment or evaluation.
- Whether communicable disease testing of the person who was the source of the exposure is warranted, and, if so, what diseases should be included in testing.

All other findings or diagnosis shall remain confidential and are not to be included in the written report.

1016.4.4 COUNSELING
The Department will make counseling and consultation available to the exposed employee (and his/her family if necessary).

1016.4.5 CONFIDENTIALITY OF REPORTS
Most of the information involved in the process must remain confidential. The ECO shall ensure that all records and reports are kept in the strictest confidence.

The ECO shall be responsible for maintaining records containing the employee's HBV status and the results of examinations, medical testing and follow-up procedures that took place as a result of an exposure.

The Risk Manager shall be responsible for maintaining the name and social security number of the employee and copies of any information provided to the consulting health care professional as a result of an exposure.

This information is confidential and shall not be disclosed to anyone without the employee'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.

1016.5 POST-EXPOSURE CONFIRMATION PROCEDURES
Members who have been exposed to or contract a disease as a result of a duty-related event shall be treated according to existing health benefits, insurance coverage, and collective bargaining provisions. (OAR 839-006-0200 and ORS 659A.112).
Members who test positive for HIV or HBV may continue working as long as they maintain acceptable performance and do not pose a safety and health threat to themselves, the public or other members of the Department.

(a) The Portland State University-Campus Public Safety Office shall make all decisions concerning the member's work status solely on the medical opinions and advice of the agency's health care officials.

(b) The Portland State University-Campus Public Safety Office may require a member to be examined by the department health care officials to determine if he/she is able to perform his/her duties without hazard to him/herself or others.

(c) All members of the Portland State University-Campus Public Safety Office agency shall treat employees who have contracted a communicable disease fairly, courteously and with dignity.
Smoking Policy

1018.1 PURPOSE AND SCOPE
The Surgeon General has determined that second-hand smoke is hazardous to health. Tobacco products may also be offensive to employees and the public.

1018.2 POLICY
Although the Campus does not base employment decisions on the fact that an applicant or employee may smoke while off-duty, smoking is not permitted inside department facilities, within 25 feet of any building, or any department vehicle. It shall also be the responsibility of all employees to ensure that no person smokes inside department facilities and vehicles.

Employees in uniform are also prohibited from smoking while in public view.
Personnel Complaints

1020.1 PURPOSE AND SCOPE
The purpose of this procedure is to provide guidelines for reporting, investigation and disposition of complaints regarding the conduct of members and employees of this department.

This policy describes the safeguards that apply when an employee is under investigation concerning a matter that may lead to economic sanctions or dismissal from employment, and when that employee will be interviewed regarding the matter. The policy is meant to ensure that any disciplinary action taken against an employee only occurs with just cause.

1020.1.1 DEFINITIONS
Disciplinary action - An action taken against an employee by the Portland State University-Campus Public Safety Office to punish the employee, including dismissal, demotion, suspension without pay, reduction in salary, written reprimand and transfer (ORS 236.350 (1)).

Employee - Any paid member of the Portland State University-Campus Public Safety Office with a property interest in his/her employment at the Portland State University-Campus Public Safety Office.

Just cause - A cause reasonably related to the employee’s ability to perform required work. The term includes a willful violation of reasonable work rules, regulations or written policies (ORS 236.350 (2)).

Personnel complaint - Any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy, federal, state or local law.

Inquiries about employee conduct which, even if true, would not qualify as a personnel complaint may be handled informally by a department supervisor and shall not be considered complaints.

This policy does not apply when a supervisor questions an employee in the normal course of an informal verbal admonishment or when the supervisor has other routine or unplanned contact with an employee. Nor does this policy apply to an investigation concerned solely with alleged criminal activities.

1020.1.2 CLASSIFYING PERSONNEL COMPLAINTS
Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the complaining party is satisfied that appropriate action has been taken by a department supervisor of rank greater than the accused employee. Informal complaints need not be documented on a personnel complaint form. The responsible supervisor shall have the discretion to handle the complaint in any manner consistent with this policy.

Formal - A matter in which the complaining party requests further investigation or when a department supervisor determines that further action is warranted. Such complaints may be
Personnel Complaints

investigated by a Lieutenant or of rank greater than the accused employee depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Lieutenant, such matters need not be documented as personnel complaints, but may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

1020.2 AVAILABILITY OF COMPLAINT FORMS AND ACCEPTANCE OF COMPLAINTS

1020.2.1 AVAILABILITY OF COMPLAINT FORMS
Personnel complaint forms will be available through the internet or made available at request from the CPSO office.

1020.2.2 SOURCE OF COMPLAINTS
(a) A department employee who becomes aware of alleged misconduct shall immediately notify a supervisor.

(b) A supervisor receiving a complaint from any source alleging misconduct of an employee which, if true, could result in disciplinary action, should immediately document that complaint and submit it to his/her immediate supervisor.

(c) Anonymous complaints and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

1020.2.3 ACCEPTANCE OF COMPLAINTS
A complaint may be filed in person, in writing, or by telephoning the Department. Although it is not required, every effort should be made to have the complainant appear in person. The following should be considered before taking a complaint:

(a) Complaints shall not be prepared unless the alleged misconduct or job performance is of a nature which, if true, would normally result in disciplinary action.

(b) A complaint need not be taken when the complainant is satisfied with the explanation, given by an uninvolved supervisor or the Patrol Sergeant, of the department policy or the procedures governing the incident and agrees that no further action is required.

(c) When the complainant is intoxicated to the point where his/her credibility appears to be unreliable. Identifying information should be obtained and the person should be provided with a personnel complaint form.

(d) Depending on the urgency and seriousness of the allegations involved, complaints from juveniles should generally be taken only with the juvenile's parents or guardians present and after the parents or guardians have been informed of the circumstances prompting the complaint.
1020.2.4 COMPLAINT DOCUMENTATION
Formal complaints of alleged misconduct shall be documented by a supervisor on a personnel complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

A supervisor may elect to document informal complaints as a supervisor or Patrol Sergeant notebook entry.

When a personnel complaint form is completed in person, the complainant should legibly write a detailed narrative of his/her complaint. If circumstances indicate that this is not feasible, the receiving supervisor should document the complaint based upon information received from the complainant. In an effort to ensure accuracy in any complaint, it is recommended that a recorded statement be obtained from the reporting party. However, a refusal by a party to be recorded shall not alone be grounds to refuse to accept a complaint. In all cases, the complainant's signature should be obtained at the conclusion of the statement. The complainant should be provided with a copy of his/her original complaint.

1020.3 SUPERVISOR RESPONSIBILITY
A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation. Supervisors shall also maintain the ability to engage in the interrogation of an employee in the normal course of duty, counseling, instruction, informal verbal admonishment or other routine or unplanned contact.

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the employee's immediate Supervisor. The Director of Public Safety or authorized designee may, however, direct that another supervisor investigate. That supervisor shall be responsible for the following:

(a) A supervisor receiving a formal complaint involving allegations of a potentially serious nature shall ensure that the Lieutenant, and Director of Public Safety are notified as soon as practicable.

(b) A supervisor receiving or initiating any formal complaint shall ensure that a personnel complaint form has been completed as fully as possible. The original complaint form will then be directed to the Lieutenant for further action.

1. During the preliminary investigation of any complaint, the supervisor should make every reasonable effort to obtain names, addresses and telephone numbers of additional witnesses.

2. Photographs of any injuries alleged by the complainant, as well as accessible areas of non-injury, should be taken once immediate medical attention has been provided.

3. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the employee's Lieutenant or the Director of Public Safety who will initiate appropriate action.
Personnel Complaints

(c) A supervisor dealing with an accused employee shall ensure that the procedural rights of the employee are followed.

(d) When the nature of a personnel complaint relates to sexual, racial, ethnic, or other forms of prohibited harassment or discrimination, the supervisor receiving the complaint shall promptly contact the Office of Equity and Compliance, Human Resources and the Director of Public Safety for direction regarding the investigation and/or addressing the complaint.

1020.4 ASSIGNMENT TO ADMINISTRATIVE LEAVE
When a complaint of misconduct is of a serious nature or when the circumstances reasonably dictate an undue risk for the Department, the employee, other employees or the public, a supervisor with consultation with Human Resources, may assign the accused employee to inactive duty pending completion of the investigation or the filing of administrative charges.

1020.4.1 ADMINISTRATIVE LEAVE
An employee placed on administrative leave may be subject to the following guidelines:

(a) The employee shall continue to receive regular pay and benefits, pending the imposition of any discipline.

(b) An employee may be required by a supervisor to relinquish any badge, department identification, assigned weapon(s) and any other department equipment.

(c) An employee may be ordered to refrain from taking any action as a department employee or in an official capacity. The employee shall be required to continue to comply with all policies and lawful orders of a supervisor.

(d) An employee may be temporarily reassigned to a different shift (generally normal business hours) during the pendency of the investigation. The employee may be required to remain available for contact at all times during such shift and report as ordered.

(e) It shall be the responsibility of the assigning supervisor to promptly notify the employee's Lieutenant and the Director of Public Safety.

(f) At such time as any employee placed on administrative leave is returned to full and regular duty, the employee shall be returned to his/her regularly assigned shift with all badges, identification card and other equipment returned.

1020.5 ALLEGATIONS OF CRIMINAL CONDUCT
When an employee of this department is accused of potential criminal conduct, a separate supervisor or detective shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Director of Public Safety shall be notified as soon as practical when an employee is formally accused of criminal conduct. In the event of serious criminal allegations, the Director of Public Safety may request a criminal investigation by an outside law enforcement agency.
An employee accused of criminal conduct shall retain all of the rights and privileges afforded a civilian. The employee may not be administratively ordered to provide any information to a criminal detective.

1020.6 ADMINISTRATIVE INVESTIGATION OF COMPLAINT

Except as necessary to gain a general overview and sufficient facts of an incident to assess the necessity of an inquiry, or in order to obtain pertinent public safety information, an officer shall not be required to answer questions until he/she has been told of the facts and the nature of the investigation in a manner that is reasonably sufficient to inform the officer of the circumstances surrounding the allegations.

Whether conducted by a supervisor or an assigned member of the Lieutenant, the following procedures and those set forth in ORS 236.360 shall be followed with regard to the accused employee(s):

(a) Unless the seriousness of an investigation requires otherwise, interviews of accused employees shall be conducted when the employee is on-duty or during the employee's normal waking hours. If the interview is conducted while the employee is off-duty, the employee shall be appropriately compensated (ORS 236.360(2)(a)).

(b) No more than two interviewers at a time may ask questions of an accused employee (ORS 236.360(2)(c)).

(c) Interviews may not last an unreasonable amount of time, taking into consideration the gravity and complexity of the matter under investigation.

(d) The employee’s physical needs shall be reasonably accommodated (ORS 236.360(2)(f)).

(e) The interviewers shall inform the employee of their authority to compel a statement and of the identity of the investigators and all persons present during the interview (ORS 236.360 (2)(d)).

(f) No employee shall be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers. An employee being interviewed may not be threatened with punitive action. However, during a compelled interview solely for non-criminal purposes, an employee who refuses to respond to questions or refuses to be interviewed must be informed that refusal may lead to disciplinary action (ORS 236.360 (2)(h)). Nothing administratively ordered may be provided to a criminal investigator.

(g) When practicable, the interviewer should record all interviews of employees and witnesses. An employee may record his/her own interview. If the employee has been previously interviewed, a copy of that recorded interview, written statement or transcript (if prepared) shall be provided to the employee prior to any subsequent interview (ORS 236.360 (2)(h)).

(h) If the allegations involve potential criminal conduct, the employee shall be advised of his/her constitutional rights. This admonishment shall be given administratively even if the employee
Personnel Complaints

was advised of these rights during any separate criminal investigation. Specifically, the employee must be informed of the right to consult with criminal defense counsel with respect to the criminal charge (ORS 236.360 (2)(j)).

(i) All employees subjected to interviews that could result in punitive action may have a representative of the employee's choosing present at the interview (ORS 236.360 (2)(b)). However, in order to maintain the integrity of each individual employee's statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

(j) In a disciplinary or administrative investigation, the employee’s chosen representative cannot be required to disclose, or be subject to disciplinary action for refusing to disclose, statements made by the employee to the representative for purposes of the representation (ORS 236.360 (2)(k)).

(k) All employees shall provide complete and truthful responses to questions posed during interviews.

(l) No employee may be compelled to submit to a polygraph examination nor shall any refusal to submit to such examination be mentioned in any investigation.

1020.6.1 ADMINISTRATIVE SEARCHES
Any employee may be compelled to disclose personal financial information pursuant to proper legal process, if such information tends to indicate a conflict of interest with official duties or if the employee is assigned to, or being considered for, a special assignment with a potential for bribes.

Employees shall have no expectation of privacy in or when using offices, desks, lockers, vehicles, telephones, computers, radios or other communications provided by the Department.

Assigned lockers, offices, desks, vehicles and storage spaces are the property of the employer and may be administratively searched by a supervisor for work-related purposes (e.g. obtaining a needed report or radio).

All other non-assigned areas (shared desks, common office space, shared vehicles) may be administratively searched by a supervisor for non-investigative purposes.

An investigative search of such areas shall only be conducted with the approval of the Director of Public Safety or authorized designee upon a reasonable suspicion that official misconduct is involved.

1020.6.2 ADMINISTRATIVE INVESTIGATION FORMAT
Investigations of personnel complaints shall be detailed, complete and essentially follow this format:

Introduction - Include the identity of the employee(s), the identity of the assigned investigator(s), the initial date and source of the complaint.

Synopsis - Provide a very brief summary of the facts giving rise to the investigation.
Summary of allegations - List the allegations separately (including applicable policy sections) with a very brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence as to each allegation - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of employee and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1020.6.3 STEPS PRIOR TO DISCIPLINARY ACTION
If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

Disciplinary action may not be taken against any employee without just cause (ORS 236.360 (4)). The Director of Public Safety shall ensure the following before any disciplinary action against an employee is taken:

(a) Notification is made to the employee in writing of the charges against the employee and the proposed disciplinary action (ORS 236.360 (5)(a)).

(b) The employee is given an opportunity to respond to the charges at an informal hearing, which may be recorded, that is attended by the person or persons having authority to impose the proposed disciplinary action (ORS 236.360 (5)(b)).

1020.6.4 REOPENING AN INVESTIGATION
An investigation may be reopened if significant new evidence is discovered that is likely to affect the outcome of the investigation, provided the evidence resulted from the employee’s pre-disciplinary response and could not have been discovered without resorting to extraordinary measures (ORS 236.360 (7)).

1020.6.5 INAPPLICABILITY OF CERTAIN SAFEGUARDS
The safeguards of an administrative investigation listed in Policy Manual § 1020.6 do not apply in the following instances (ORS 236.370):

(a) Investigations related to acts or omissions made during a probationary period.

(b) Where the terms of a collective bargaining agreement provide for the safeguards.

(c) Where the investigation is of the:

1. Chief executive officer of a law enforcement unit, as defined in ORS 181.610.
2. Supervisory employees, as defined under ORS 243.650, where a collective bargaining agreement is in effect.

(d) Where the employee is represented by a collective bargaining unit if the collective bargaining agreement provides for procedures and safeguards of the sort provided for in ORS 236.350 to 236.370.

1020.7 DISPOSITION OF PERSONNEL COMPLAINTS

Each allegation shall be classified with one of the following dispositions:

**Unfounded** - When the investigation discloses that the alleged act(s) did not occur or did not involve department personnel. Complaints that are determined to be frivolous will fall within the classification of unfounded.

**Exonerated** - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

**Not sustained** - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the employee.

**Sustained** - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

**Policy issue** - When everything in the complaint is determined to be accurate, including the officer’s actions, but the issue appears to require a modification of policy the finding for the officer should be exonerated. The need for potential policy modification shall be immediately directed to the Director of Public Safety for action.

If an investigation discloses misconduct or improper job performance which was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1020.8 COMPLETION OF INVESTIGATIONS

The Administration Supervisor shall ensure that investigations are completed and employees are provided notification of intended discipline no later than six months from the date of the first interview. The Director of Public Safety or Administration Supervisor may extend the investigation to a maximum of 12 months from the date of the first interview, provided that, before the extended period begins, the employer gives written notice explaining the reason for the extension to the employee and the employee’s chosen representative and union representative, if any (ORS 236.360 (6)(a)).

The above time limits do not apply when (ORS 236.360 (6)(b)):

(a) The investigation involves an officer who is incapacitated or unavailable.

(b) The investigation involves an allegation of workers’ compensation or disability fraud by the officer.
Personnel Complaints

(c) The officer, in writing, waives the limit.

(d) The investigation requires a reasonable extension of time for coordination with one or more other jurisdictions.

(e) The investigation involves more than one officer and requires a reasonable extension of time.

(f) The alleged misconduct is also the subject of a criminal investigation or criminal prosecution. Time does not run for the period during which the criminal investigation or criminal prosecution is pending.

(g) The investigation involves a matter in civil litigation in which the officer is a named defendant or the officer’s actions are alleged to be a basis for liability. Time does not run for the period during which the civil action is pending.

(h) The investigation is the result of a complaint by a person charged with a crime. Time does not run for the period during which the criminal matter is pending.

Upon completion of an investigation, the report should be forwarded through the chain of command to the Director of Public Safety and the involved employee's supervisor.

Once received, the Director of Public Safety may accept or modify the classification and recommendation for disciplinary action contained in the report.

Any complaining party who is not satisfied with the findings of the Department may contact the Director of Public Safety to discuss the matter further.

1020.8.1 CONFIDENTIALITY OF PERSONNEL FILES
All investigations of personnel complaints shall be considered confidential peace officer personnel files. The contents of such files shall not be revealed to other than the involved employee or authorized personnel, except pursuant to lawful process.

In the event that an accused employee (or the representative of such employee) knowingly makes false representations regarding any internal investigation, and such false representations are communicated to any media source, the Department may disclose sufficient information from the employee's personnel file to refute such false representations.

Disciplinary action resulting from sustained complaints shall be maintained in the employee's personnel file. Complaints, and any investigative reports shall be maintained by the Lieutenant apart from the employee's personnel file.

1020.8.2 ANNUAL REVIEW OF PERSONNEL COMPLAINTS
During February of each year, the Lieutenant or his/her designee shall provide to the Director of Public Safety an annual report of personnel complaints from the preceding year. The report will focus on complaint trends as well as training needs and needed policy changes. A copy of the report shall be maintained with each year's completed complaint file. Specific detail, including
**Personnel Complaints**

items such as officer names, case numbers and location of occurrence, is not needed for this purpose and therefore will not be part of this process.

On an annual basis, the Campus Public Safety Oversight Committe may review all completed personnel complaints with the Officer and Complainant names redacted. The Oversight Committe may identify training needs, patterns of concern, or other pertinent information to the Director of Public Safety.
Seat Belts

1022.1 PURPOSE AND SCOPE
The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic collision. This policy establishes guidelines for seat belt and child safety seat use to assure maximum operator and passenger safety, thus minimizing the possibility of death or injury as the result of a motor vehicle crash. This policy will apply to all employees operating or riding in department vehicles.

1022.2 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 department, 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 non-members, are also properly restrained.

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 member or the public. Members must be prepared to justify any deviation from this requirement.

1022.2.1 TRANSPORTING CHILDREN
A properly installed, approved child restraint system should be used for all children of an age, height or weight for which such restraints are required by law (ORS 811.210).

Children under the age of 13 should be transported in the rear seat. In the event that the appropriate restraints are unavailable, officers should arrange for alternate transportation.

1022.3 TRANSPORTING PRISONERS
Whenever possible, prisoners should be secured in the prisoner restraint system in the rear seat of the patrol vehicle or, when a prisoner restraint system is not available, by seat belts. The prisoner should be in a seating position for which seat belts have been provided by the vehicle manufacturer. In unusual circumstances where it is unsafe or impractical to do so, prisoners may be transported without the use of seat belts (ORS 811.215 (6)). The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

1022.4 INOPERABLE SEAT BELTS
No person shall operate a department vehicle in which the seat belt in the driver's position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff, who shall do so only with the express authorization of the Director of Public Safety.

Employees 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.
Body Armor

1024.1 PURPOSE AND SCOPE
The purpose of this policy is to provide law enforcement officers with guidelines for the proper use of body armor.

1024.2 POLICY
It is the policy of the Portland State University-Campus Public Safety Office to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1024.3 ISSUANCE OF BODY ARMOR
The Equipment Sergeant shall ensure that body armor is issued to all officers when the officer begins service at the Portland State University-Campus Public Safety Office and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

The Equipment Sergeant shall establish a body armor replacement schedule and ensure that replacement body armor is issued pursuant to the schedule or whenever the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

1024.3.1 USE OF SOFT BODY ARMOR
Generally, the use of body armor is required subject to the following:

(a) Officers shall only wear agency-approved body armor.

(b) Officers shall wear body armor anytime they are in a situation where they could reasonably be expected to take enforcement action.

(c) Officers may be excused from wearing body armor when they are functioning primarily in an administrative or support capacity and could not reasonably be expected to take enforcement action.

(d) Body armor shall be worn when an officer is working in uniform or taking part in Department range training.

(e) An officer may be excused from wearing body armor when he/she is involved in undercover or plainclothes work that his/her supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.

1024.3.2 INSPECTIONS OF BODY ARMOR
Supervisors should ensure that body armor is worn and maintained in accordance with this policy through routine observation and periodic documented inspections. Annual inspections of body
armor should be conducted by an authorized designee for fit, cleanliness and signs of damage, abuse and wear.

1024.3.3 CARE AND MAINTENANCE OF SOFT BODY ARMOR
Soft body armor should never be stored for any period of time in an area where environmental conditions (e.g., temperature, light, humidity) are not reasonably controlled (e.g., normal ambient room temperature/humidity conditions), such as in automobiles or automobile trunks.

Soft body armor should be cared for and cleaned pursuant to the manufacturer's care instructions provided with the soft body armor. The instructions can be found on labels located on the external surface of each ballistic panel. The carrier should also have a label that contains care instructions. Failure to follow these instructions may damage the ballistic performance capabilities of the armor. If care instructions for the soft body armor cannot be located, contact the manufacturer to request care instructions.

Soft body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer, as noted on the armor panel label.

Soft body armor should be replaced in accordance with the manufacturer's recommended replacement schedule.

1024.4 EQUIPMENT SERGEANT RESPONSIBILITIES
The Equipment Sergeant should:

(a) Monitor technological advances in the body armor industry for any appropriate changes to Department approved body armor.

(b) Assess weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.

(c) Provide training that educates officers about the safety benefits of wearing body armor.
Personnel Files

1026.1 PURPOSE AND SCOPE
This section governs the maintenance, retention and access to personnel files in accordance with established law. It is the policy of this department to maintain the confidentiality of personnel records pursuant to Oregon Revised Statutes 192.502.

1026.2 PERSONNEL FILES DEFINED
Personnel files shall include any file maintained under an individual officer’s name relating to:

(a) Personal data, including marital status, family members, educational and employment history, or similar information.
(b) Medical history, including medical leave of absence forms, fitness for duty examinations, workers compensation records, medical releases and all other records which reveal an employee’s past, current or anticipated future medical conditions.
(c) Election of employee benefits.
(d) Employee advancement, appraisal, or discipline.
(e) Complaints, or investigations of complaints, concerning an event or transaction in which the officer participated, or which the officer perceived, and pertaining to the manner in which the officer performed official duties.
(f) Any other information the disclosure of which would constitute an unwarranted invasion of personal privacy.

1026.3 CONFIDENTIALITY OF ALL PERSONNEL FILES
Certain information contained in personnel records is confidential and shall not be subject to disclosure except as provided by Policy Manual § 810, the provisions of the Oregon Public Records Law, or pursuant to lawful process (Oregon Revised Statutes 181.854).

1026.4 REQUESTS FOR DISCLOSURE
No requests for the disclosure of any information contained in any personnel record shall be considered received unless it is in written form. Since the format of such requests may be strictly governed by law with specific responses required, all such requests shall be promptly brought to the attention of the Patrol Sergeant, the Custodian of Records or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected employee(s) as soon as practicable that such a request has been made (Oregon Revised Statutes 181.854).

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner and consistent with applicable law. In many cases, this will require assistance of approved and available legal counsel.
All requests for disclosure, which result in access to an employee's personnel file(s), shall be logged in the corresponding file and referred to University Counsel.

1026.4.1 RELEASE OF CONFIDENTIAL INFORMATION

Except as provided by Policy Manual 810 or pursuant to lawful process, no information contained in any peace officer personnel file shall be disclosed to any unauthorized employee or other person(s) without the expressed prior written consent of the involved officer (Oregon Revised Statutes 181.854(4)).

If an investigation of a public safety employee of this department results from a complaint, the Department may disclose to the complainant the disposition of the complaint and if necessary provide a written summary of the information obtained in the investigation (Oregon Revised Statutes 181.854(5)).

1026.5 EMPLOYEE ACCESS TO OWN FILE

An employee or former employee may request to review his/her personnel file. The request should be made to the Administration Supervisor. The Administration Supervisor should ensure that the employee is provided a reasonable opportunity to review their personnel file or, if requested, receive a certified copy of the records per ORS 652.750.

If an employee believes that any portion of the material is mistakenly or unlawfully placed in the employee's personnel record, the employee may submit a written request to the Director of Public Safety that the mistaken or unlawful material be corrected or deleted. The request must describe the corrections or deletions requested and the reasons supporting the request and provide any documentation that supports the request. The Director of Public Safety must respond within 30 days from the date the request is received. If the Director of Public Safety chooses not to make any changes, the Director of Public Safety shall ensure that a written response to the request is made. The Director of Public Safety shall ensure that the request and response is placed in the employee's personnel record (ORS 652.750 (7)).

1026.6 TYPES OF PERSONNEL FILES

Personnel files can be located in any of the following places:

1026.6.1 DEPARTMENT FILE

The Department file should contain, but is not limited to, the following:

(a) Performance evaluation reports regularly completed by appropriate supervisor(s) and signed by the affected employee shall be permanently maintained.

(b) Documents related to disciplinary action:

1. Disciplinary action resulting from sustained complaints or observation of misconduct shall be maintained in the individual employee's Department file at least three years. If the disciplinary action results in an employee's termination from this agency,
the record of that action will be maintained for ten years after the separation in accordance with 166-200-0090(6) and OAR 166-150-0160(6).

2. Investigative files relating to complaints or discipline shall not be placed in the employee's Department file, but will be separately maintained for the appropriate retention period in the Internal Affairs File.

(c) All documents related to employee performance, once the employee has had the opportunity to read and initial the document.

1. No employee may place an adverse comment in the personnel records of an employee unless the employee has first read and signed the document containing the adverse comment. If an employee refuses to sign a document containing an adverse comment, the employer may place the document in the employee's personnel records with a notation that the document was presented to the employee and the employee refused to sign it ORS 652.750 (6).

2. An employee may write a response within 30 days of being presented with a document containing an adverse comment. If an employee writes a response to a document containing an adverse comment, the Administration Supervisor must ensure that the response is attached to the original document and placed in the employee's personnel records (ORS 652.750 (6)).

(d) Employee Personnel Records not related to discipline shall be retained for six years after separation (Oregon Administrative Rules, 166-150-0160(7)).

(e) Commendations shall be retained in the employee’s department file, with a copy provided to the involved employee(s).

(f) Personnel Action Reports reflecting assignments, promotions and other changes in the employee's employment status.

(g) A photograph of the employee.

1026.6.2 INTERNAL AFFAIRS FILE
The internal affairs file shall be maintained under the exclusive control of the Lieutenant in conjunction with the office of the Director of Public Safety. Access to these files may only be approved by the Director of Public Safety or the supervisor of the Lieutenant. These files shall contain the complete investigation of all formal complaints of employee misconduct regardless of disposition. Each investigation file shall be sequentially numbered within a calendar year (e.g., yy-001, yy-002) with an alphabetically arranged index card cross-referenced for each involved employee.

1026.6.3 TRAINING FILES
An individual training file shall be maintained by the training office or supervisor for each employee. Training files will contain records of all training and education mandated by law or the Department, including firearms qualifications and mandated annual proficiency requalification.
Personnel Files

(a) It shall be the responsibility of the involved employee to provide 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 employee's training file.

1026.6.4 MEDICAL FILE
The Medical file shall be maintained separately from all other files and shall contain all documents relating to the employee's medical condition and history, including but not limited to the following:

(a) Materials relating to medical leaves of absence.

(b) Documents relating to workers compensation claims or 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 which reveal an employee's medical condition.

(e) Any other documents or material which reveals the employee's medical history or medical condition, including past, present, or future anticipated mental, psychological or physical limitations.

1026.7 PURGING OF FILES
Generally, personnel files must be maintained by the Department according to corresponding state Archives Division law. Investigations resulting in disciplinary action or exoneration must be retained for two years (counties) or for three years (cities) after resolution (OAR 166-150-0135; OAR 166-200-0090; OAR 166-200-0100).

Unfounded investigation records and all related files not resulting in disciplinary action and having no pending litigation or other ongoing legal proceedings may be purged after being held for one year (counties) or three years (cities) (OAR 166-150-0135; OAR 166-200-0090; OAR 166-200-0100).

If the investigation resulted in termination, all related files must be retained for 10 years after separation (OAR 166-200-0090; OAR 166-200-0100; OAR 166-150-0135).

(a) Each supervisor responsible for completing the employee's performance evaluation shall also determine whether any prior sustained disciplinary file should be retained beyond the required retention 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 applicable required retention period, approval for such retention shall be obtained through the chain of command from the Director of Public Safety.
(c) During the preparation of each employee's performance evaluation, all complaints and discipline should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. If, in the opinion of the Director of Public Safety, a complaint or disciplinary action beyond the required retention period is no longer relevant, all records of such matter may be destroyed pursuant to resolution.
Request for Change of Assignment

1028.1 PURPOSE AND SCOPE
It is the intent of the Department that all requests for change of assignment are considered equally. To facilitate the selection process, the following procedure is established whereby all such requests will be reviewed on an equal basis as assignments are made.

1028.2 REQUEST FOR CHANGE OF ASSIGNMENT
Personnel wishing a change of assignment are to complete a Request for Change of Assignment memorandum. The form should then be forwarded through the chain of command to their Lieutenant.

1028.3 SUPERVISOR’S COMMENTARY
The officer's immediate supervisor shall make appropriate comments in the space provided on the form before forwarding it to the Lieutenant of the employee involved. In the case of patrol officers, the Patrol Sergeant must comment on the request with his/her recommendation before forwarding the request to the Lieutenant. If the Patrol Sergeant does not receive the Change of Assignment Request Form, the Lieutenant will initial the form and return it to the employee without consideration.
Employee Commendations

1030.1 PURPOSE AND SCOPE
Special recognition may be in order whenever an employee performs his/her duties in an exemplary manner. This procedure provides general guidelines for the commending of exceptional employee performance.

1030.2 WHO MAY MAKE COMMENDATIONS
A written commendation may be made by any supervisor regarding any other employee of the Department, provided the reporting person is superior in rank or is the person-in-charge of the individual being commended. Additionally, investigating officers may commend uniformed officers for exceptional assistance in investigative functions, with approval from the investigator's supervisor. Any employee may recommend a commendation to the supervisor of the employee subject to commendation.

1030.3 COMMENDABLE ACTIONS
A meritorious or commendable act by an employee of this department may include, but is not limited to, the following:

• Superior handling of a difficult situation by an employee
• Conspicuous bravery or outstanding performance by any employee of the Department
• Any action or performance that is above and beyond the typical duties of an employee
Fitness for Duty

1032.1 PURPOSE AND SCOPE
The safety and well-being of employees and the citizens we serve, requires that all officers be free from any physical, emotional or mental condition which might adversely affect the exercise of peace officer powers. The purpose of this policy is to ensure that all officers of this department remain fit for duty and able to perform their job functions.

1032.2 EMPLOYEE RESPONSIBILITIES
(a) It shall be the responsibility of each member of this department to maintain good physical condition sufficient to safely and properly perform the duties of their job function.
(b) Each member of this department 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 their 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.
(e) A certificate from a doctor or health care professional verifying that the employee is able to perform his/her essential duties in a manner that does not threaten his/her safety or the safety of others may be required, whenever the Campus has a good faith concern regarding an employee’s ability to do so. The Campus also reserves the right to require employees to submit verification of the precise nature of any limitations of an employee’s ability to safely perform his/her job duties, as a condition of returning the employee to work, whenever there are good faith concerns regarding an employee’s limitations, consistent with applicable law.
(f) All medical expenses incurred by the employee in complying with verification requests that are not covered by insurance will be reimbursed by the Campus.

1032.3 SUPERVISOR RESPONSIBILITIES
(a) A supervisor observing an employee or receiving a report of an employee who is perceived to be unable to perform his/her duties 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 in an effort 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.
Fitness for Duty

(d) In conjunction with the Patrol Sergeant or employee's available Lieutenant, and Human Resources, a determination should be made whether or not the employee should be temporarily relieved from their duties.

(e) The Director of Public Safety shall be promptly notified in the event that any employee is relieved from duty.

1032.4 NON-WORK RELATED CONDITIONS
Any employee suffering from a non-work related condition which warrants a temporary relief from duty may be required to use sick leave or other paid time off (PTO) in order to obtain medical treatment or other reasonable rest period.

1032.5 WORK RELATED CONDITIONS
Any employee suffering from a work related condition which 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 Patrol Sergeant or unit supervisor and concurrence of a Lieutenant, any employee whose actions or use of force in an official capacity result in death or serious injury may be temporarily removed from regularly assigned duties and/or placed on paid administrative leave pending:

(a) A preliminary determination that the employee's conduct appears to be in compliance with policy and, if appropriate,

(b) The employee has had the opportunity to receive necessary counseling and/or psychological clearance to return to full duty.

1032.6 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS

(a) Whenever circumstances reasonably indicate that an employee is unfit for duty, the Director of Public Safety, in consultation with Human Resources, may serve that employee with a written order to undergo a physical and/or psychological examination in cooperation with 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 Department with a report indicating that the employee is either fit for duty or, if not, listing any functional limitations which limit the employee's ability to perform job duties.

(c) In order to facilitate the examination of any employee, the Department 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 confidential personnel file.
Fitness for Duty

(e) Any employee ordered to receive a fitness for duty examination shall comply with the terms of the order and cooperate fully with the examining physician or therapist regarding any clinical interview, tests administered or other procedures as directed. Any failure to comply with such an order and any failure to cooperate with the examining physician or therapist may be deemed insubordination and shall be subject 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.

1032.7 LIMITATION ON HOURS WORKED
Absent emergency operations members should not work more than:
• 16 hours in one day (24 hour) period or
• 30 hours in any 2 day (48 hour) period or
• 84 hours in any 7 day (168 hour) period

Except in very limited circumstances members should have a minimum of 8 hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve to off-duty status any member who has exceeded the above guidelines.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime and any other work assignments.

1032.8 APPEALS
An employee who is separated from paid employment or receives a reduction in salary resulting from a fitness for duty exam shall be entitled to an administrative appeal as outlined in the Personnel Complaints Policy.
Meal Periods and Breaks

1034.1 PURPOSE AND SCOPE
This policy regarding meals and breaks, insofar as possible shall conform to the policy governing all Campus employees that has been established by the Collective Bargaining Agreement.

1034.1.1 MEAL PERIODS
Sworn employees and dispatchers shall remain on duty subject to call during meal breaks. All other employees are not on call during meal breaks unless directed otherwise by a supervisor.

Uniformed officers shall take their breaks within the Campus limits unless on assignment outside of the Campus.

The time spent for the meal period shall not exceed the authorized time allowed.

1034.1.2 15 MINUTE BREAKS
Each employee is entitled to a 15 minute break, near the midpoint, for each four-hour work period. Only one 15 minute break shall be taken during each four hours of duty. No breaks shall be taken during the first or last hour of an employee's shift unless approved by a supervisor.

Field officers will take their breaks in their assigned areas, subject to call and shall monitor their radios.
Lactation Break Policy

1035.1 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.

1035.2 POLICY
It is the policy of this department to provide reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for her nursing child 18 months or younger in compliance with state law and the Fair Labor Standards Act (29 USC § 207 and ORS 653.077).

1035.3 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 communications or a supervisor prior to taking such a break and such breaks may be reasonably delayed if they would seriously disrupt department operations.

Once a lactation break has been approved, the break should not be interrupted except in emergency or exigent circumstances.

1035.4 PRIVATE LOCATION
The Department will make reasonable efforts to provide lactating employees with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the employee's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207).

Employees occupying such private areas shall either secure the door or otherwise make it clear that the area is occupied with a need for privacy. All other employees should avoid interrupting a lactating 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.
Lactation Break Policy

1035.5 STORAGE OF EXPRESSED MILK
Any employee storing expressed milk in any authorized refrigerated area within the department shall clearly label it as such and shall remove it when the employee ends her shift. Alternatively the Department will make reasonable provisions to provide a place for the employee to store her own cooler for the purpose of storing expressed milk.
Payroll Record Procedures

1036.1 PURPOSE AND SCOPE
Payroll records are submitted to Administration on a monthly basis for the payment of wages.

1036.1.1 RESPONSIBILITY FOR COMPLETION OF PAYROLL RECORDS
Employees are responsible for the accurate and timely submission of payroll records for the payment of wages.

1036.1.2 TIME REQUIREMENTS
All employees are paid on a monthly basis and in conformance with Oregon University System standards and procedures.
Overtime Payment Requests

1038.1 PURPOSE AND SCOPE
It is the policy of the Department to compensate non-exempt salaried employees who work authorized overtime either by payment of wages as agreed and in effect through the Collective Bargaining Agreement (CBA), 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 practical after overtime is worked.

1038.1.1 DEPARTMENT POLICY
Because of the nature of police work, and the specific needs of the Department, a degree of flexibility concerning overtime policies must be maintained.

Non-exempt employees are not authorized to volunteer work time for the Department. All requests to work overtime shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practical during the overtime shift and in no case later than the end of shift in which the overtime is worked.

The individual employee may request compensatory time in lieu of receiving overtime payment, however, the employee may not exceed 120 hours of compensatory time.

1038.2 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 Section. Failure to submit a request for overtime compensation in a timely manner may result in discipline.

1038.2.1 EMPLOYEES RESPONSIBILITY
Employees shall complete the requests immediately after working the overtime and turn them in to their immediate supervisor or the Patrol Sergeant. Employees submitting overtime cards for on-call pay when off duty shall submit cards to the Patrol Sergeant the first day after returning for work.

1038.2.2 SUPERVISORS RESPONSIBILITY
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 is forwarded to the employee's Lieutenant for final approval.

1038.2.3 LIEUTENANTS RESPONSIBILITY
Lieutenants, after approving payment, will then forward the form to the Director of Public Safety for review.

1038.3 ACCOUNTING FOR OVERTIME WORKED
Employees are to record the actual time worked in an overtime status. In some cases, the Memorandum of Understanding provides that a minimum number of hours will be paid, (e.g., two
Overtime Payment Requests

hours for Court, four hours for outside overtime). The supervisor will enter the actual time to be paid.

1038.3.1 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:

<table>
<thead>
<tr>
<th>TIME WORKED</th>
<th>INDICATE ON CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 15 minutes</td>
<td>.25 hour</td>
</tr>
<tr>
<td>16 to 30 minutes</td>
<td>.50 hour</td>
</tr>
<tr>
<td>31 to 45 minutes</td>
<td>.75 hour</td>
</tr>
<tr>
<td>46 to 60 minutes</td>
<td>1 hour</td>
</tr>
</tbody>
</table>

1038.3.2 VARIATION IN TIME REPORTED
Where two or more employees are assigned to the same activity, case, or court trial and the amount of time for which payment is requested varies from that reported by the other officer, the Patrol Sergeant or other approving supervisor may require each employee to include the reason for the variation on the back of the overtime payment request.
Outside Employment

1040.1 PURPOSE AND SCOPE
In order to avoid actual or perceived conflicts of interest for departmental employees engaging in outside employment, all employees shall obtain written approval from the Director of Public Safety prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Director of Public Safety in accordance with the provisions of this policy.

1040.1.1 DEFINITIONS
Outside Employment - Any member of this department who receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with this department for services, product(s) or benefits rendered. For purposes of this section, the definition of outside employment includes those employees who are self-employed and not affiliated directly with this department for services, product(s) or benefits rendered.

Outside Overtime - Any member of this department who performs duties or services on behalf of an outside organization, company, or individual within this jurisdiction. Such outside overtime shall be requested and scheduled directly through this department so that the Department may be reimbursed for the cost of wages and benefits.

1040.2 PROHIBITED OUTSIDE EMPLOYMENT
The Department expressly reserves the right to deny any Outside Employment Application submitted by an employee seeking to engage in any activity which:

(a) Involves the employee's use of departmental time, facilities, equipment or supplies, the use of the Department badge, uniform, prestige or influence for private gain or advantage

(b) Involves the employee's receipt or acceptance of any money or other consideration from anyone other than this department for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of employment or as a part of the employee's duties as a member of this department

(c) Involves the performance of an act in other than the employee's capacity as a member of this department that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other employee of this department

(d) Involves time demands that would render performance of the employee's duties for this department less efficient

1040.3 DEPARTMENT RESOURCES
Employees are prohibited from using any department equipment or resources in the course of or for the benefit of any outside employment. This shall include the prohibition of access to official records or databases of this department or other agencies through the use of the employee's position with this department.
1040.4 MATERIAL CHANGES TO OUTSIDE EMPLOYMENT
If an employee terminates his or her outside employment during the period of a valid permit, the employee shall promptly submit written notification of such termination to the Director of Public Safety through channels. Any subsequent request for renewal or continued outside employment must thereafter be processed and approved through normal procedures set forth in this policy.

Employees shall also promptly submit in writing to the Director of Public Safety any material changes in outside employment including any change in the number of hours, type of duties, or demands of any approved outside employment. Employees who are uncertain whether a change in outside employment is material should report the change.

1040.5 OUTSIDE EMPLOYMENT WHILE ON DISABILITY
Department members engaged in outside employment who are placed on disability leave or modified/light-duty shall inform their immediate supervisor in writing within five days whether or not they intend to continue to engage in such outside employment while on such leave or light-duty status. The immediate supervisor shall review the duties of the outside employment along with any related doctor's orders, and make a recommendation to the Director of Public Safety whether such outside employment should continue.

In the event the Director of Public Safety determines that the outside employment should be discontinued or if the employee fails to promptly notify his/her supervisor of his/her intentions regarding their work permit, a notice of revocation of the member's permit will be forwarded to the involved employee, and a copy attached to the original work permit.

Criteria for revoking the outside employment permit include, but are not limited to, the following:

(a) The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the Campus's professional medical advisors.

(b) The outside employment performed requires the same or similar physical ability, as would be required of an on-duty member.

(c) The employee's failure to make timely notice of their intentions to their supervisor.

When the disabled member returns to full duty with the Portland State University-Campus Public Safety Office, a request (in writing) may be made to the Director of Public Safety to restore the permit.
On Duty Injuries

1042.1 PURPOSE AND SCOPE
The purpose of this policy is to provide for the reporting the occurrence of on-duty injuries, occupational illnesses, or deaths to Risk Management, to ensure proper medical attention is received, and to ensure documentation of the circumstances of the incident.

1042.2 WORKER’S COMPENSATION FUND REPORTS

1042.2.1 REPORTING OF INJURIES
All injuries and exposures to hazardous materials must be reported to a supervisor as soon as possible, but no later than 24 hours from the time the employee becomes aware of the injury, not including days off.

If an injury or exposure does not require treatment by a doctor or medical facility, and does not result in time loss, it shall be recorded on the “Supervisor’s Report of Injury Form” at the earliest opportunity.

Injuries requiring medical treatment or resulting in time off, shall be reported to a supervisor as soon as the employee becomes aware of the injury. Supervisors will ensure a state “Report of Job Injury or Illness” form 801 is completed and signed by the employee.

Injuries requiring overnight or longer hospitalization must be reported to the Oregon Occupational Safety and Health Administration (OR-Osha) within 24 hours by calling 1-800-922-2689. Fatalities must be reported within eight hours (Oregon Administrative Rules 437-001-0700(21)).

The Administration Lieutenant shall report the claim to Risk Management or HR no later than five days after notice or knowledge of any claim or accident which may result in a compensable injury (Oregon Administrative Rules 436-060-0010(3)).

1042.2.2 ACCIDENT DEFINED
Accident - is defined as any occurrence from which bodily injury or property damage may result, regardless of whether any injury or damage actually does occur (e.g., exposure where no immediate injury is apparent).

1042.2.3 EMPLOYEE’S RESPONSIBILITY
Any employee sustaining any work-related injury or illness, as well as any employee who is involved in any accident while on duty shall report such injury, illness or accident as soon as practical to his/her supervisor.

Any employee observing or learning of a potentially hazardous condition is to promptly report the condition to his/her immediate supervisor.

Any employee sustaining a work-related injury or illness that requires relief from duty is required to be examined/treated by a doctor.
Any employee sustaining a work-related injury or illness that requires relief from duty is also required to comply with departmental policies and directives relating to the duty to periodically call in during absences, as well as the duty to notify the Department of any change in condition or anticipated duration of the absence.

When appropriate, an employee being treated for an on-duty injury should inform the attending physician that a modified duty assignment may be available at the Department. Limited-service duty may be available for the employees whose injuries prevent resumption of regular duties.

An injured employee or employee who has suffered a work-related injury or illness shall report as soon as practical to his/her immediate supervisor the medical findings concerning the injury and the extent and duration of any work restrictions if they are known. In addition, such employees are required to promptly submit all medical releases, whether partial or full releases, to their supervisor.

1042.2.4 SUPERVISOR'S RESPONSIBILITY
A supervisor learning of any work-related injury, illness or accident shall promptly prepare the appropriate forms as outlined in this policy. Updated copies of forms with instructions for completion provided by Risk Management are kept in the Sergeant's office.

For work-related accidents, illness or injuries not requiring professional medical care, a Supervisor's Report of Injury form shall be completed in triplicate. All copies of the completed form shall be forwarded to the supervisor's Lieutenant, through the chain of command.

When an accident, illness or injury is reported initially on the "Supervisor's Report of Injury" form and the employee subsequently requires professional medical care, the State of Oregon report of job injury or illness form 801 shall then be completed. The injured employee shall also sign the form in the appropriate location.

Every injured employee must be provided with a “report of job illness or injury” form 801, immediately upon request of the worker (OAR 436-060-0010 (1)).

Copies of any reports documenting the accident or injury should be forwarded to the Lieutenant as soon as they are completed.

1042.2.5 LIEUTENANT RESPONSIBILITY
The Lieutenant receiving a report of a work-related accident or injury or injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Director of Public Safety.

1042.2.6 DIRECTOR OF PUBLIC SAFETY RESPONSIBILITY
The Director of Public Safety shall review and forward copies of the report to the Department of Human Resources. Any copies of the report and any related documents retained by the Department shall be filed in the employee's confidential medical file and not in the employee's personnel file (see Policy Manual 1026).
On Duty Injuries

1042.3 INJURY OR ILLNESS NOT REQUIRING MEDICAL ATTENTION
Those injuries and illnesses not requiring medical attention shall be recorded on a Supervisor's Report of Injury form. This form shall be completed and signed by a supervisor.

This form shall be signed by the affected employee, indicating that he/she desired no medical attention at the time of the report. By signing this form, the employee will not preclude his/her ability to seek medical attention later.

1042.4 SETTLEMENT OF INJURY CLAIMS
Occasionally, an employee’s work-related injury results from the negligent or wrongful acts of another, for which the employee, the Campus, and/or other insurers are entitled to recover civilly. To ensure that the Campus's interests are protected and that the employee has the benefit of the Campus's experience in these matters, the following procedure is to be followed:

1042.4.1 EMPLOYEE TO REPORT INITIAL CONTACTS
When an employee sustains work-related injuries caused by another person and is then approached by such person or an agent, insurance company, or attorney and offered a settlement of claims, that employee shall take no action other than to make a written report of this contact to his/her supervisor as soon as possible.

1042.4.2 NO SETTLEMENT WITHOUT PRIOR NOTICE
No less than 10 days prior to accepting and finalizing the settlement of any third party claim arising out of or related to an on duty injury, the employee shall provide the Director of Public Safety with written notice of the proposed terms of such settlement. In no case shall the employee accept a settlement without first providing such written notice to the Director of Public Safety. The purpose of such notice to permit the Campus to determine whether or not the offered settlement will affect any claim the Campus may have regarding payment for damage(s) to equipment or reimbursement for wages against the person who caused the accident or injury and to protect the Campus's right of subrogation, while ensuring that the employee's rights to receive compensation for injuries are not affected.
Personal Appearance Standards

1044.1 PURPOSE AND SCOPE
In order to project uniformity and neutrality toward the public and other members of the department, employees of this department shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

1044.2 GROOMING STANDARDS
Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Director of Public Safety has granted exception.

1044.2.1 HAIR
Hairstyles of all members shall be neat in appearance. For male sworn members, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female sworn members, hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, worn up or in a tightly wrapped braid or ponytail.

1044.2.2 FACIAL HAIR
A short and neatly trimmed mustache or beard may be worn.

1044.2.3 SIDEBURNS
Sideburns shall be trimmed and neat.

1044.2.4 FINGERNAILS
Fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1044.2.5 JEWELRY AND ACCESSORIES
No jewelry or personal ornaments shall be worn by officers on any part of the uniform or equipment, except those authorized within this manual. Jewelry, if worn around the neck, shall not be visible above the shirt collar.

Earrings that extend beyond the edge of the earlobe shall not be worn by uniformed sworn members. Only one ring may be worn on each hand of the employee while on-duty.

1044.3 TATTOOS
While on-duty or representing the Department in any official capacity, every reasonable effort should be made to conceal tattoos or other body art. At no time while on-duty or representing the Department in any official capacity, shall any offensive tattoo or body art be visible. Examples
Personal Appearance Standards

of offensive tattoos would include, but not be limited to, those which depict racial, sexual, discriminatory, gang related or obscene language.

1044.4 BODY PIERCING OR ALTERATION

Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited except with prior authorization of the Director of Public Safety. 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.
(c) Abnormal shaping of the ears, eyes, nose or teeth.
(d) Branding or scarification.
Uniform Regulations

1046.1 PURPOSE AND SCOPE
The uniform policy of the Portland State University-Campus Public Safety Office is established to ensure that uniformed officers will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the following associated Policy Manual sections:

Section 700 - Department Owned and Personal Property
Section 1024 - Body Armor
Section 1044 - Grooming Standards

The Portland State University-Campus Public Safety Office will provide uniforms for all employees required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement.

1046.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT
Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

(a) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed.
(b) All officers of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to perform uniformed field duty.
(c) Personnel shall wear only the uniform specified for their rank and assignment.
(d) Personnel shall wear only Department-issued items on the duty belt.
(e) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.
(f) Civilian attire shall not be worn in combination with any distinguishable part of the uniform except when the uniform is worn while in transit, an outer garment shall be worn over the uniform shirt so as not to bring attention to the employee while he/she is off duty.
(g) Uniforms are only to be worn while on duty, while in transit to or from work, for court, or at other official department functions or events.
Uniform Regulations

(h) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.

(i) Mirrored sunglasses will not be worn with any Department uniform.

(j) Visible jewelry, other than those items listed below, shall not be worn with the uniform- unless specifically authorized by the Director of Public Safety or his designee.

   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

1046.2.1 DEPARTMENT ISSUED IDENTIFICATION
The Department issues each employee an official department identification card bearing the employee’s name, identifying information and photo likeness. All employees shall be in possession of their department issued identification card at all times while on duty or when carrying a concealed weapon.

(a) Whenever on duty or acting in an official capacity representing the department, employees shall display their department issued identification in a courteous manner to any person upon request and as soon as practical.

(b) Officers working specialized assignments may be excused from the possession and display requirements when directed by their Lieutenant.

1046.3 INSIGNIA AND PATCHES

(a) Shoulder Patches - The authorized shoulder patch supplied by the Department 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.

(b) The regulation metal nameplate, or an authorized sewn on cloth nameplate, shall be worn at all times while in uniform. The nameplate shall display the initial of the first name and the last name. If the employee desires other than the legal first name, the employee must receive approval from the Director of Public Safety. The cloth 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. The metal nameplate shall be worn one inch above the right pocket flap, paralell with the top of the flap, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket flap.

(d) 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.
Uniform Regulations

(e) Assignment Insignias - Assignment insignias, (SWAT, FTO, etc.) may be worn as designated by the Director of Public Safety.

(f) Flag Pin - A flag pin may be worn, centered above the nameplate.

(g) Badge - The department issued badge, or an authorized sewn on cloth replica, must be worn and visible at all times while in uniform.

(h) Rank Insignia - The designated insignia indicating the employee’s rank must be worn at all times while in uniform. The Director of Public Safety may authorize exceptions.

1046.3.1 MOURNING BADGE
Uniformed employees should 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) An officer of this department - From the time of death until midnight on the 14th day after the death.

(b) An officer from this or an adjacent county - From the time of death until midnight on the day of the funeral.

(c) Funeral attendee - While attending the funeral of an out of region fallen officer.

(d) National Peace Officers Memorial Day (May 15th) - From 0001 hours until 2359 hours.

(e) As directed by the Director of Public Safety.

1046.4 CIVILIAN ATTIRE
There are assignments within the Department 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 the wearing of civilian attire is necessary.

(a) All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn.

(b) All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button style shirts with a collar, slacks or suits that are moderate in style.

(c) All female administrative, investigative, and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses, or suits which are moderate in style.

(d) The following items shall not be worn on duty:
   1. T-shirt alone
   2. Open toed sandals or thongs
   3. Swimsuit, tube tops, or halter-tops
   4. Spandex type pants or see-through clothing
Uniform Regulations

5. Distasteful printed slogans, buttons or pins
   (e) Variations from this order are allowed at the discretion of the Director of Public Safety or designee when the employee’s assignment or current task is not conducive to the wearing of such clothing.
   (f) No item of civilian attire may be worn on duty that would adversely affect the reputation of the Portland State University-Campus Public Safety Office or the morale of the employees.

1046.5 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS
Unless specifically authorized by the Director of Public Safety, Portland State University-Campus Public Safety Office employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify himself/herself as an employee of the Portland State University-Campus Public Safety Office to do any of the following:
   (a) Endorse, support, oppose, or contradict any political campaign or initiative.
   (b) Endorse, support, oppose, or contradict any social issue, cause, or religion.
   (c) Endorse, support, or oppose, any product, service, company or other commercial entity.
   (d) Appear in any commercial, social, or non-profit publication; or any motion picture, film, video, public broadcast, or any website.

1046.6 OPTIONAL EQUIPMENT - MAINTENANCE AND REPLACEMENT
   (a) Any of the items designated by the Equipment Sergeant as optional shall be purchased totally at the expense of the employee. No part of the purchase cost shall be offset by the Department for the cost of providing the Department issued item.
   (b) Maintenance of optional items shall be the financial responsibility of the purchasing employee. For example, repairs due to normal wear and tear.
   (c) Replacement of items listed in this order as optional shall be done as follows:
      1. When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.
      2. When the item is no longer functional because of damage in the course of the employee’s duties, it shall be replaced following the procedures for the replacement of damaged personal property (see the Department-Owned and Personal Property Policy).
      3. These optional items are subject to inspection by the Equipment Sergeant or supervisors.

1046.7
Nepotism and Conflicting Relationships

1050.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination, or actual or potential conflicts of interest by or between members of this department. These employment practices include: recruiting, testing, hiring, compensation, assignment, promotion, use of facilities, access to training opportunities, supervision, performance appraisal, purchasing and contracting, discipline and workplace safety and security.

1050.1.1 DEFINITIONS
Definitions related to this policy include:

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company, partnership, corporation, venture or other transaction where the Department employee's annual interest, compensation, investment or obligation is greater than $250.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that a department employee's action, inaction, or decisions are or could be influenced by the employee's personal or business relationship (ORS 244.020).

Nepotism - The practice of showing favoritism to relatives in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

Personal relationship €” Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

Public official - Any person who is serving the State of Oregon, any of its political subdivisions or any other public body as defined in ORS 174.109 as an elected official, appointed official, employee or agent, irrespective of whether the person is compensated for the services (ORS 244.020).

Relative - The spouse of the member, any children of the member or of the member's spouse, and brothers, sisters, half-brothers, half-sisters, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, stepparents, stepchildren or parents of the member or of the member's spouse, or any individual for which the member has a legal support obligation (ORS 244.020).

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.
Nepotism and Conflicting Relationships

1050.2   RESTRICTED DUTIES AND ASSIGNMENTS
The Department will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions shall apply:

(a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative, who resides with the member or with whom they are involved in a personal or business relationship (ORS 244.179).

   1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.

   2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing employees in such supervisor/subordinate situations. The Department reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.

(b) Employees are prohibited from participating in, contributing to, or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or who resides with the member or with whom they are involved in a personal or business relationship (ORS 244.177).

(c) Whenever possible, FTOs and other trainers will not be assigned to train relatives. FTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any employee they are assigned to train until such time as the training has been successfully completed and the employee is off probation.

(d) To avoid actual or perceived conflicts of interest, members of this department shall refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of, or as a direct result of, any official contact.

(e) Except as required in the performance of official duties or, in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individuals they know or reasonably should know are under criminal investigation, are convicted felons, parolees, fugitives, registered sex offenders or who engage in serious violations of state or federal laws.

1050.2.1   EMPLOYEE RESPONSIBILITY
Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee shall promptly notify his/her uninvolved, next highest level of supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative, individual who resides
Nepotism and Conflicting Relationships

with the member or individual with whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninvolved, immediate supervisor.

In the event that no uninvolved supervisor is immediately available, the employee shall promptly notify dispatch to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.

1050.2.2  SUPERVISOR'S RESPONSIBILITY

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify the Director of Public Safety of such actual or potential violations, through the chain of command.
Employee Involved Domestic Violence

1052.1 PURPOSE AND SCOPE
The purpose of this policy is to establish procedures for handling matters of domestic violence and abuse involving law enforcement employees. This policy applies to incidents involving any law enforcement employee regardless of his/her employing agency or jurisdiction.

1052.1.1 POLICY
The Portland State University-Campus Public Safety Office has a zero tolerance policy for domestic violence whether committed by a citizen or an employee. Where incidents of domestic violence occur, the Department will act quickly to protect the victim, arrest the perpetrator and conduct appropriate criminal and/or administrative investigations.

1052.1.2 DEFINITIONS
Domestic Violence, Abuse and Family Members - are as defined in the Domestic Violence Policy in this manual.

Employee - means any person employed on a full-time or part-time basis by a law enforcement agency. It also includes any unpaid volunteer with enforcement authority, such as a reserve officer.

Law Enforcement Agency - means any federal, state, county, or local criminal justice agency employing persons having peace officer powers granted under authority of the Oregon Revised Statutes.

Restraining Order - Any court order restricting or prohibiting a person's contact with another person or persons, and/or restricting where and when a person may be at a location or time. Such an order may also result in restricting possession of firearms and ammunition. This includes, but is not limited to, restraining orders and protective orders.

1052.2 STATUTORY REQUIREMENTS
Pursuant to the Federal Domestic Violence Gun Control Act (18 USC §921(a) and 18 USC § 922(d)), any person who has been convicted of a misdemeanor domestic violence offense is prohibited from possessing any firearm or ammunition. Additionally, any person convicted of a felony is prohibited from possessing a firearm (ORS 166.270).

Oregon and Federal law also prohibit firearm possession by any individual who is the subject of a domestic violence restraining order (this federal restriction does not apply to temporary restraining orders) (18 USC § 922(d)(8)) and ORS 107.718).

1052.2.1 REPORTING
Employees who are arrested for, or convicted of, any crime involving domestic violence, or who become the subject of a criminal investigation, or criminal or civil protective or restraining order related to domestic violence, regardless of jurisdiction, shall report that fact to their supervisor as required in the Reporting of Employee Convictions Policy at the earliest opportunity and provide notice of any scheduled court dates, times, appearances and proceedings.
1052.3 INCIDENT RESPONSE
All department personnel shall accept, document in writing, and preserve all calls, reports, telephone and radio tapes, including those made anonymously, involving possible employee domestic violence as “on-the-record” information. The information shall be forwarded to the Patrol Sergeant and respective employee’s supervisor for appropriate investigative action.

Upon arrival at the scene of a domestic violence incident involving any department employee as the suspect or victim, the handling officer shall immediately notify Dispatch and request a supervisor be sent to the scene. If there is a question about whether an incident falls under this policy a supervisor shall be requested.

1052.3.1 ON-SCENE SUPERVISOR RESPONSE
A supervisor shall, whenever possible, report to the scene of all domestic violence incidents that occur within this jurisdiction where an employee, or any other law enforcement agency employee, is identified as a suspect or victim, regardless of the involved individual's agency jurisdiction. All the provisions of the department Domestic Violence policy shall be followed (see the Domestic Violence Policy).

(a) The supervisor will ensure that a thorough investigation is conducted and all appropriate reports are forwarded to the District Attorney’s Office.

(b) Whenever a law enforcement employee domestic violence call does not result in an arrest, the on-scene supervisor shall submit a written report explaining any and all reasons why an arrest was not made or a warrant was not sought. When feasible, a sworn supervisor from this department will respond to the location of any domestic violence incident involving an employee of the Portland State University-Campus Public Safety Office which occurs in another jurisdiction to assist the responding agency and to take custody of any department weapons or other department equipment removed from the employee's possession.

1052.3.2 ARREST OF A LAW ENFORCEMENT OFFICER
(a) Whenever a sworn employee of the Portland State University-Campus Public Safety Office is arrested, the supervisor shall relieve the accused of any department issued duty weapon(s).

(b) The investigating officer or supervisor shall also request permission to take any other firearms on scene for safekeeping.

(c) If the arrested employee is in uniform, he/she should be allowed to change to civilian clothes prior to transport to the jail, if feasible.

(d) The transporting officer shall ensure that corrections personnel are notified of the person's employee status to ensure the safety of the employee while he/she is in custody.

(e) Employees who are arrested shall be placed on administrative leave pending the disposition of criminal and administrative investigations.
1052.3.3 FIREARMS RESTRICTIONS
Any officer who is arrested, becomes a defendant, or is the respondent of a restraining or protective order that restricts or prevents the officer from possessing firearms, will not be allowed to possess firearms on or off-duty as directed by the order. Officers will immediately ensure that all firearms are removed from their residences, department lockers and all other locations where they would have actual or constructive possession of such items.

Officers who are arrested may be placed on administrative leave or assigned to a position involving no contact with the public or access to firearms.

1052.4 EMPLOYEE RESPONSIBILITY
(a) Employees are encouraged to seek confidential assistance from department or city resources (e.g., Employee Assistance Program), or other qualified individuals or entities, to prevent a problem from escalating to the level of criminal conduct against a family or household member.
(b) Employees with definitive knowledge of abuse and/or violence involving fellow employees must report such information in a timely manner to their supervisor.
(c) If an employee becomes aware of possible witness or victim intimidation/coercion, he/she shall prepare a written report and immediately deliver it to the investigator handling the case through the proper chain of command.
(d) Employees may not engage in threatening, harassing, stalking, surveillance or other such behavior designed to interfere with cases against fellow employees or intimidate witnesses.
(e) No employee shall solicit or be afforded any privileges or special considerations.
(f) Employees who fail to cooperate with the investigation of a law enforcement employee domestic violence case will be subject to investigation and applicable administrative sanction and/or criminal charges.
(g) An employee who falsely reports that a victim of law enforcement involved domestic violence has committed a crime (such as child abuse or neglect) will be subject to applicable administrative sanction and/or criminal charges.
(h) An employee who becomes aware of another employee having difficulties which might lead to domestic violence should encourage him/her to get assistance.

1052.5 DEPARTMENT RESPONSIBILITIES
(a) Supervisors should be aware of on or off-duty behaviors that may be warning signs of domestic violence which may include, but are not be limited to:
   1. Stalking and inappropriate surveillance activities.
   2. Unusually high incidences of physical altercations, injuries, or verbal disputes.
   3. Alcohol and/or drug abuse.
Employee Involved Domestic Violence

4. Increase in controlling behaviors.
5. Citizen or fellow employee complaints of aggression.
6. Inappropriate aggression toward animals.

(b) The Department, either in response to observed warning signs or at the request of an employee and/or their family or household member, shall provide non-punitive avenues of assistance to department members, their partners, and other family members as long as there is no probable cause to believe a crime has been committed.

(c) Confidential referrals to counseling services in collaboration with existing community services that have specific expertise in domestic violence will be made available to employees.

(d) Employees who disclose to any member of the department that they have personally engaged in domestic violence are not entitled to confidentiality within the department. The report of such criminal conduct will be treated as an admission of a crime and shall be investigated both criminally and administratively.

(e) The Department will make annual checks of every member's criminal history records, including but not limited to CCH, to determine if there are any entries for domestic violence arrests, convictions or restraining orders. Any such records found will be forwarded to the Director of Public Safety.

(f) Any Department employee convicted of a domestic violence crime or found to have committed an act of domestic violence through an internal investigation may be subject to referrals, change in assignment and/or discipline up to and including termination.

1052.6 TRAINING
The Department will provide training to employees regarding domestic violence and this policy and will collaborate with local and state agencies dealing with domestic violence in designing curriculum and providing training.
Department Badges

1054.1 PURPOSE AND SCOPE
The Portland State University-Campus Public Safety Office badge and uniform patch as well as the likeness of these items and the name of the Portland State University-Campus Public Safety Office are property of the Department and their use shall be restricted as set forth in this policy.

1054.2 POLICY
The uniform badge shall be issued to department members as a symbol of authority and the use and display of departmental badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

1054.2.1 NON-SWORN PERSONNEL
Badges and departmental identification cards issued to non-sworn personnel shall be clearly marked to reflect the position of the assigned employee (e.g. Dispatcher).

(a) Non-sworn personnel shall not display any department badge except as a part of his/her uniform and while on duty, or otherwise acting in an official and authorized capacity.

(b) Non-sworn personnel shall not display any department 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 sworn peace officer.

1054.3 UNAUTHORIZED USE
Department badges are issued to all sworn employees and non-sworn uniformed employees for official use only. The department badge, shoulder patch or the likeness thereof, or the department 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 web sites and web pages.

The use of the badge, uniform patch and department name for all material (printed matter, products or other items) developed for department use shall be subject to approval by the Director of Public Safety.

Employees shall not loan his/her department badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

1054.4 PERMITTED USE BY EMPLOYEE GROUPS
The likeness of the department badge shall not be used without the expressed authorization of the Director of Public Safety and shall be subject to the following:

(a) The employee associations may use the likeness of the department badge for merchandise and official association business provided they are used in a clear representation of the association and not the Portland State University-Campus Public Safety Office. The following modifications shall be included
Department Badges

1. The text on the upper and lower ribbons is replaced with the name of the employee association.

2. The badge number portion displays the initials of the employee association.

(b) The likeness of the department badge for endorsement of political candidates shall not be used without the expressed approval of the Director of Public Safety.
Modified Duty Assignments

1056.1 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, Campus rules, current collective bargaining agreements or memorandums of understanding. For example, nothing in this policy affects the obligation of the Department 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.

1056.2 POLICY
Subject to operational considerations, the Portland State University-Campus Public Safety 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 Department with a productive employee during the temporary period.

1056.3 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 Oregon Family Leave Act (OFLA) shall be treated equally, without regard to any preference for a work-related injury.

No position in the Portland State University-Campus Public Safety 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 Department. 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 Director of Public Safety 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.

1056.4 PROCEDURE
Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.
Modified Duty Assignments

Employees seeking a temporary modified-duty assignment should submit a written request to their Lieutenants 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 Lieutenant will make a recommendation through the chain of command to the Director of Public Safety regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Director of Public Safety or the authorized designee shall confer with the Department of Human Resources or the University Counsel as appropriate.

Requests for a temporary modified-duty assignment of 20 hours or less per week may be approved and facilitated by the Patrol Sergeant or Lieutenant, with notice to the Director of Public Safety.

1056.5 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 department operations and the employee's medical appointments, as mutually agreed upon with the Lieutenant.

1056.5.1 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 Lieutenant that contains a status update and anticipated date of return to full-duty when a temporary modified-duty assignment extends beyond 60 days.
Modified Duty Assignments

1056.5.2 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 Lieutenant of the status and performance of employees assigned to temporary modified duty.

(b) Notifying the Lieutenant 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.

1056.6 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 Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1056.7 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.

1056.7.1 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 Campus's personnel rules and regulations regarding family and medical care leave.

1056.8 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.

1056.9 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
Modified Duty Assignments

who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.
Employee Speech, Expression and Social Networking

1060.1 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 balancing of employee speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, about matters of public concern, such as misconduct or corruption.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1060.1.1 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, video and other file-sharing sites.

1060.2 POLICY
Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that employees of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Portland State University-Campus Public Safety Office will carefully balance the individual employee’s rights against the Department’s needs and interests when exercising a reasonable degree of control over its employees’ speech and expression.

1060.3 SAFETY
Employees should consider carefully 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 the Portland State University-Campus Public Safety 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 anticipated to compromise the safety of any employee, an employee’s...
Family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an officer who is working undercover.
- Disclosing the address of a fellow officer.
- Otherwise disclosing where another officer can be located off-duty.

1060.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT
To meet the department’s safety, performance and public-trust needs, the following are prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, on a matter of public concern):

(a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Portland State University-Campus Public Safety 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 Portland State University-Campus Public Safety Office and tends to compromise or damage the mission, function, reputation or professionalism of the Portland State University-Campus Public Safety 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, unlawful discrimination or illegal behavior.

(d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the Department. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape.

(e) Speech or expression that is contrary to the canons of the Criminal Justice Code of Ethics as adopted by the Portland State University-Campus Public Safety Office.

(f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Director of Public Safety or the authorized designee (or any other act that would constitute a misuse of public information in violation of ORS 162.425).
(g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Portland State University-Campus Public Safety Office on any personal or social networking or other website or web page, without the express authorization of the Director of Public Safety.

(h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or department-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).

1060.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS
While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit or officer associations, employees may not represent the Portland State University-Campus Public Safety Office or identify themselves in any way that could be reasonably perceived as representing the Portland State University-Campus Public Safety Office in order to do any of the following, unless specifically authorized by the Director of Public Safety:

(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 on 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 department, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the Portland State University-Campus Public Safety Office.

A notice of restrictions on political activities by employees will be posted and maintained by the Department in a place that is conspicuous to all employees as required by law (ORS 260.432).

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
Employee Speech, Expression and Social Networking

bargaining unit or officer associations, on political subjects and candidates at all times while off-duty. However, employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1060.5 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 department technology system (see the Information Technology Use Police for additional guidance).

The Department 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 Department, including the department e-mail system, computer network or any information placed into storage on any department system or device.

This includes records of all key strokes or web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a user name or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks. However, the Department may not require a member to disclose a personal user name or password, or open a personal social website, except when access is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (ORS 659A.330)

1060.6 CONSIDERATIONS
In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Director of Public Safety 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 Department or the efficiency or morale of its members.
(c) Whether the speech or conduct would reflect unfavorably upon the Department.
(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 Department.
1060.7 TRAINING
Subject to available resources, the Department should provide training regarding employee speech and the use of social networking to all members of the Department.
Attachments
INDEX

A
ACCIDENTAL DISCHARGE . . . . . . . 55
ADMINISTRATIVE INVESTIGATIONS OIS . . . . . . . . . . . . . . . . 48
ADMINISTRATIVE LEAVE OIS . . . . . . . . . . . . . . . . . . . . . . 45
ADULT PROTECTIVE SERVICES . . . . 106
ALCOHOL
  Intoxicants . . . . . . . . . . . . . 145
  ALCOHOL . . . . . . . . . . . . . . 425
  ALCOHOL & DRUGS . . . . . . . . 53
  ALCOHOL USE . . . . . . . . . . . 425
ANNUAL REVIEW
  Personnel Complaints . . . . . . . . 447
ARRESTS
  Immigrants . . . . . . . . . . . . . 254
  ASSIGNED VEHICLES . . . . . . . 329
AUDIO/VIDEO RECORDING
  Body-worn cameras . . . . . . . . 272
  OIS . . . . . . . . . . . . . . . . 49
AUDITS
  Conducted Energy device training . . 209
AUTHORITY . . . . . . . . . . . . . . 8
AUTHORIZED WEAPONS . . . . . . . 52
AUXILIARY RESTRAINTS . . . . . . . 36

B
BADGE
  Mourning Badge . . . . . . . . . . 477
BADGES . . . . . . . . . . . . . . . . 486
BADGES, PATCHES AND IDENTIFICATION
  Conduct . . . . . . . . . . . . . . 142
BARRICADED SUSPECTS . . . . . . . 224
BATON . . . . . . . . . . . . . . . . 40
BETTING . . . . . . . . . . . . . . . 137
BIAS-BASED PROFILING . . . . . . . 214
BICYCLE PATROL . . . . . . . . . . 284
BODY ARMOR . . . . . . . . . . . . 450
BODY-WORN CAMERAS . . . . . . . 272
BOMB CALLS . . . . . . . . . . . . . 229
BOMB-ThREATS . . . . . . . . . . . . 231
BRIBE . . . . . . . . . . . . . . . . . 137
BULLET
  Casings . . . . . . . . . . . . . . . 355
  Identification . . . . . . . . . . . 355

C
CHANGE OF ASSIGNMENT . . . . . 457
CHILD ABUSE
  Definitions . . . . . . . . . . . . 116
CITE & RELEASE . . . . . . . . . . 237
CITIZEN COMPLAINTS . . . . . . . . 439
CIVIL
  Immigration hold . . . . . . . . . 254
  Liability response . . . . . . . . . 49
  Warrant . . . . . . . . . . . . . . 253
CLOSED CONTAINER SEARCHES
  Custodial searches . . . . . . . . . 390
  Vehicle inventories . . . . . . . . 298
CODE-3 . . . . . . . . . . . . . . . . 79
COMMAND STAFF
  Conducted energy device . . . . . 209
COMMUNICABLE DISEASES . . . . . 430
  Confidentiality . . . . . . . . . . 436
  Counseling . . . . . . . . . . . . . 436
COMMUNICATION OPERATIONS . . . . 335
COMMUNICATIONS WITH HEARING
  IMPAIRED OR DISABLED . . . . . 179
COMPUTER USE . . . . . . . . . . . 146
CONCEALED WEAPONS PERMITS
  Out of State . . . . . . . . . . . . . 56
CONDUCT
  OIS . . . . . . . . . . . . . . . . . 43
  Standards of Conduct . . . . . . . 143
  CONDUCT UNBECOMING . . . . . . 137
  CONFIDENTIAL INFORMANTS
    Payment Procedure . . . . . . . . 308
  CONFIDENTIAL INFORMATION . . . 140
  CONFIDENTIALITY
    Conduct . . . . . . . . . . . . . . 142
CONSTITUTIONAL REQUIREMENTS . . . . 9
CONSULAR OFFICERS . . . . . . . . 241
CONTROL DEVICES . . . . . . . . . 39
CONTROL DEVICES
  CORRESPONDENCE . . . . . . . . 22
  COURT APPEARANCE . . . . . . . 158
  COURTROOM ATTIRE . . . . . . . 160
  COURTROOM PROTOCOL . . . . . 160
CRIME SCENE . . . . . . . . . . . . . . 217
  Media Access . . . . . . . . . . . . 217
CRIMINAL ACTIVITIES . . . . . . . . 137
CRIMINAL ACTIVITY REPORTING . . . . 150
CUSTODIAL SEARCHES . . . . . . . . 388

D
DAMAGE BY CAMPUS PERSONNEL . . . . 152
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>HANDCUFFING</td>
<td>35</td>
</tr>
<tr>
<td>HATE CRIMES</td>
<td>133</td>
</tr>
<tr>
<td>HAZARDOUS MATERIAL</td>
<td>222</td>
</tr>
<tr>
<td>HEARING IMPAIRED</td>
<td>179</td>
</tr>
<tr>
<td>HONORARY CONSULS</td>
<td>241</td>
</tr>
<tr>
<td>HOSTAGES</td>
<td>224</td>
</tr>
<tr>
<td>I</td>
<td></td>
</tr>
<tr>
<td>IDENTITY THEFT</td>
<td>168</td>
</tr>
<tr>
<td>IMMIGRATION VIOLATIONS</td>
<td>253</td>
</tr>
<tr>
<td>IMMUNITY</td>
<td>240</td>
</tr>
<tr>
<td>INITIATE A PURSUIT</td>
<td>59</td>
</tr>
<tr>
<td>INJURY CLAIMS</td>
<td>472</td>
</tr>
<tr>
<td>INSUBORDINATION</td>
<td>137</td>
</tr>
<tr>
<td>INTERPRETATION</td>
<td>171</td>
</tr>
<tr>
<td>INTOXICANTS</td>
<td>137</td>
</tr>
<tr>
<td>J</td>
<td></td>
</tr>
<tr>
<td>JAIL</td>
<td>380</td>
</tr>
<tr>
<td>JURISDICTION</td>
<td></td>
</tr>
<tr>
<td>OIS</td>
<td>42</td>
</tr>
<tr>
<td>JUVENILE INFORMANTS</td>
<td>307</td>
</tr>
<tr>
<td>JUVENILES</td>
<td>97</td>
</tr>
<tr>
<td>Citations</td>
<td>239</td>
</tr>
<tr>
<td>Use as Informants</td>
<td>307</td>
</tr>
<tr>
<td>L</td>
<td></td>
</tr>
<tr>
<td>LEG IRONS</td>
<td>36</td>
</tr>
<tr>
<td>LEG RESTARINTS</td>
<td>36</td>
</tr>
<tr>
<td>LEG RESTRAINT</td>
<td>34</td>
</tr>
<tr>
<td>LIMITED ENGLISH PROFICIENCY</td>
<td>171</td>
</tr>
<tr>
<td>M</td>
<td></td>
</tr>
<tr>
<td>MANDATORY APPEARANCE</td>
<td>158</td>
</tr>
<tr>
<td>MANUALS</td>
<td>19</td>
</tr>
<tr>
<td>MEAL PERIODS AND BREAKS</td>
<td>462</td>
</tr>
<tr>
<td>MEDIA REQUEST</td>
<td>154</td>
</tr>
<tr>
<td>MEDICAL ATTENTION</td>
<td>31</td>
</tr>
<tr>
<td>MEDICAL FILE</td>
<td>455</td>
</tr>
<tr>
<td>MINIMUM STAFFING</td>
<td>23</td>
</tr>
<tr>
<td>MISAPPROPRIATION OF PROPERTY</td>
<td>137</td>
</tr>
<tr>
<td>MISSING PERSON</td>
<td></td>
</tr>
<tr>
<td>Definitions</td>
<td>123</td>
</tr>
<tr>
<td>MISUSE OF PUBLIC FUNDS</td>
<td>137</td>
</tr>
<tr>
<td>MOBILE AUDIO/VIDEO (MAV)</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td></td>
</tr>
<tr>
<td>NEWS MEDIA RELATIONS</td>
<td>154</td>
</tr>
<tr>
<td>NOTIFICATIONS</td>
<td>43</td>
</tr>
<tr>
<td>NUMERICAL FILING</td>
<td>352</td>
</tr>
<tr>
<td>O</td>
<td></td>
</tr>
<tr>
<td>OATH</td>
<td>11</td>
</tr>
<tr>
<td>OFFICER IDENTIFICATION</td>
<td>343</td>
</tr>
<tr>
<td>OFFICER-INVOLVED SHOOTING</td>
<td>42</td>
</tr>
<tr>
<td>ON DUTY INJURIES</td>
<td>470</td>
</tr>
<tr>
<td>ORGANIZATIONAL STRUCTURE</td>
<td>16</td>
</tr>
<tr>
<td>OUTSIDE AGENCY ASSISTANCE</td>
<td>162</td>
</tr>
<tr>
<td>OUTSIDE EMPLOYMENT</td>
<td>468</td>
</tr>
<tr>
<td>Prohibited Outside Employment.</td>
<td>468</td>
</tr>
<tr>
<td>OVERTIME PAYMENT</td>
<td>466</td>
</tr>
<tr>
<td>P</td>
<td></td>
</tr>
<tr>
<td>PATROL BICYCLE</td>
<td>284</td>
</tr>
<tr>
<td>PATROL FUNCTION</td>
<td>212</td>
</tr>
<tr>
<td>PATROL SERGEANTS</td>
<td>271</td>
</tr>
<tr>
<td>PEACE OFFICER POWERS</td>
<td>8</td>
</tr>
<tr>
<td>PERSONAL APPEARANCE</td>
<td>473</td>
</tr>
<tr>
<td>PERSONAL IDENTIFYING INFORMATION</td>
<td>361</td>
</tr>
<tr>
<td>PERSONAL PROPERTY</td>
<td>321</td>
</tr>
<tr>
<td>Loss Or Damage</td>
<td>322</td>
</tr>
<tr>
<td>PERSONNEL COMPLAINTS</td>
<td></td>
</tr>
<tr>
<td>Acceptance</td>
<td>440</td>
</tr>
<tr>
<td>Administrative Searches</td>
<td>444</td>
</tr>
<tr>
<td>Disposition</td>
<td>446</td>
</tr>
<tr>
<td>Documentation</td>
<td>441</td>
</tr>
<tr>
<td>PERSONNEL FILES</td>
<td>452</td>
</tr>
<tr>
<td>Defined</td>
<td>452</td>
</tr>
<tr>
<td>Medical File</td>
<td>455</td>
</tr>
<tr>
<td>Purging Of Files</td>
<td>455</td>
</tr>
<tr>
<td>Requests For Disclosure</td>
<td>452</td>
</tr>
<tr>
<td>Types Of Personnel Files</td>
<td>453</td>
</tr>
<tr>
<td>PHOTO REVIEW POLICY</td>
<td>265</td>
</tr>
<tr>
<td>PHYSICAL AND MENTAL EXAMINATIONS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>460</td>
</tr>
<tr>
<td>PHYSICAL CONDITION</td>
<td>139</td>
</tr>
<tr>
<td>POLICY MANUAL</td>
<td>12</td>
</tr>
<tr>
<td>POLITICAL ACTIVITIES</td>
<td>137</td>
</tr>
<tr>
<td>PRIVACY EXPECTATIONS</td>
<td></td>
</tr>
<tr>
<td>Audio/Video recordings</td>
<td>272</td>
</tr>
<tr>
<td>PRIVATE PERSONS ARRESTS</td>
<td>169</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>PROMOTIONAL PROCESS</td>
<td>412</td>
</tr>
<tr>
<td>PROPERTY PROCEDURES</td>
<td>347</td>
</tr>
<tr>
<td>Narcotics And Dangerous Drugs</td>
<td>348</td>
</tr>
<tr>
<td>Packaging Of Property</td>
<td>350</td>
</tr>
<tr>
<td>Property Booking</td>
<td>348</td>
</tr>
<tr>
<td>Property Handling</td>
<td>348</td>
</tr>
<tr>
<td>PROTECTED INFORMATION</td>
<td></td>
</tr>
<tr>
<td>Unauthorized release</td>
<td>142</td>
</tr>
<tr>
<td>Criminal offender information</td>
<td>362</td>
</tr>
<tr>
<td>PUBLIC RECORDING OF LAW ENFORCEMENT ACTIVITY</td>
<td>291</td>
</tr>
<tr>
<td>PURSUIT INTERVENTION</td>
<td>66</td>
</tr>
<tr>
<td>PURSUIT POLICY</td>
<td>58</td>
</tr>
<tr>
<td>PURSUIT UNITS</td>
<td>61</td>
</tr>
<tr>
<td>RACIAL PROFILING</td>
<td>214</td>
</tr>
<tr>
<td>RACIAL-BASED PROFILING</td>
<td>214</td>
</tr>
<tr>
<td>RADIO COMMUNICATIONS</td>
<td>338</td>
</tr>
<tr>
<td>RAPID DEPLOYMENT TEAM</td>
<td>246</td>
</tr>
<tr>
<td>RECRUITMENT</td>
<td>402</td>
</tr>
<tr>
<td>RELEASE OF RECORDS &amp; INFORMATION</td>
<td>356</td>
</tr>
<tr>
<td>RELIEF FROM DUTY</td>
<td>460</td>
</tr>
<tr>
<td>REPORT CORRECTIONS</td>
<td>152</td>
</tr>
<tr>
<td>REPORT PREPARATION</td>
<td>150</td>
</tr>
<tr>
<td>REPORTING CONVICTIONS</td>
<td>423</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>423</td>
</tr>
<tr>
<td>REPORTING POLICE ACTIVITY</td>
<td>252</td>
</tr>
<tr>
<td>REQUISITION OF SUPPLIES</td>
<td>352</td>
</tr>
<tr>
<td>RESPONSE TO CALLS</td>
<td>79</td>
</tr>
<tr>
<td>RESTRAINTS</td>
<td>34</td>
</tr>
<tr>
<td>RESTRICTED INFORMATION</td>
<td>157</td>
</tr>
<tr>
<td>RIDE-ALONG</td>
<td></td>
</tr>
<tr>
<td>Eligibility</td>
<td>219</td>
</tr>
<tr>
<td>SAFETY</td>
<td></td>
</tr>
<tr>
<td>Conduct</td>
<td>144</td>
</tr>
<tr>
<td>SEARCH AND SEIZURE</td>
<td>94</td>
</tr>
<tr>
<td>SEARCHES</td>
<td>330</td>
</tr>
<tr>
<td>SEARCHING</td>
<td></td>
</tr>
<tr>
<td>Dead Bodies</td>
<td>167</td>
</tr>
<tr>
<td>SEAT BELT PROCEDURE</td>
<td>449</td>
</tr>
<tr>
<td>SICK LEAVE</td>
<td>428</td>
</tr>
<tr>
<td>SPIT HOODS</td>
<td>35</td>
</tr>
<tr>
<td>SPIT MASK</td>
<td>35</td>
</tr>
<tr>
<td>STAFFING LEVELS</td>
<td>23</td>
</tr>
<tr>
<td>STANDARDS OF CONDUCT</td>
<td>136</td>
</tr>
<tr>
<td>STANDBY</td>
<td>158</td>
</tr>
<tr>
<td>SUBPOENA DUCES TECUM</td>
<td>361</td>
</tr>
<tr>
<td>SUBPOENAS</td>
<td>158</td>
</tr>
<tr>
<td>Acceptance</td>
<td>159</td>
</tr>
<tr>
<td>Civil Subpoenas</td>
<td>159</td>
</tr>
<tr>
<td>Failure To Appear, Refusal</td>
<td>159</td>
</tr>
<tr>
<td>SUBVERSIVE ACTIVITIES</td>
<td>137</td>
</tr>
<tr>
<td>SUCCESION OF COMMAND</td>
<td>16</td>
</tr>
<tr>
<td>SUPERVISION DEPLOYMENTS</td>
<td>23</td>
</tr>
<tr>
<td>TASER</td>
<td>205</td>
</tr>
<tr>
<td>TATTOOS</td>
<td>473</td>
</tr>
<tr>
<td>TEMPORARY HOLDING FACILITY</td>
<td>380</td>
</tr>
<tr>
<td>TEMPORARY RELIEF FROM DUTY</td>
<td>460</td>
</tr>
<tr>
<td>TERMINATE A PURSUIT</td>
<td>60</td>
</tr>
<tr>
<td>TIME CARD</td>
<td>465</td>
</tr>
<tr>
<td>TIME CARDS</td>
<td>465</td>
</tr>
<tr>
<td>TRAFFIC SIGNAL</td>
<td>256</td>
</tr>
<tr>
<td>TRAINING</td>
<td></td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>485</td>
</tr>
<tr>
<td>Protected information</td>
<td>364</td>
</tr>
<tr>
<td>Searches</td>
<td>390</td>
</tr>
<tr>
<td>TRAINING PLAN</td>
<td>24</td>
</tr>
<tr>
<td>TRAINING POLICY</td>
<td>24</td>
</tr>
<tr>
<td>TRANSFER PROCESS</td>
<td>412</td>
</tr>
<tr>
<td>TRANSLATION</td>
<td>171</td>
</tr>
<tr>
<td>TRANSPORT BELTS</td>
<td>36</td>
</tr>
<tr>
<td>UNIFORM PATCH</td>
<td>486</td>
</tr>
<tr>
<td>UNIFORM REGULATIONS</td>
<td>475</td>
</tr>
<tr>
<td>UNITY OF COMMAND</td>
<td>16</td>
</tr>
<tr>
<td>USE OF FORCE</td>
<td>27</td>
</tr>
<tr>
<td>USE OF FORCE</td>
<td>27</td>
</tr>
<tr>
<td>UTILITY SERVICE</td>
<td>256</td>
</tr>
<tr>
<td>VEHICLE MAINTENANCE</td>
<td>327</td>
</tr>
<tr>
<td>WARNING SHOTS</td>
<td>54</td>
</tr>
<tr>
<td>WASHING OF VEHICLES</td>
<td>328</td>
</tr>
<tr>
<td>WATER LINES</td>
<td>256</td>
</tr>
<tr>
<td>WORKERS COMPENSATION</td>
<td>470</td>
</tr>
</tbody>
</table>