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INTRODUCTION

The primary goals of the Allamakee County Sheriff’s Office are to protect life, liberty and property of persons residing or visiting Allamakee County; to enforce all State Laws or Ordinances; to prevent crime and disorder; and to seek out and apprehend those who violate the law.

This Manual has been designed to provide and outline and guideline for employees to use in reaching our mutual goals. It is impossible to provide and answer in this Manual for each and every situation that will confront you in the performance of your duties. Many procedures are necessarily left to your discretion and common sense. This Manual provides a clear and concise order of authority and defines responsibility. It further defines the policies of the Department and the procedures to be employed in carrying out the Department’s policies.

This Manual is divided into sections. Rules and Regulations are inflexible and pertain to the standards we must maintain at all times. The policies and procedures are flexible guidelines which provide the means of accomplishing the goals of the Department.
LETTER OF AUTHORITY

The Allamakee County Sheriff’s Department Rules, Regulations, Policies and Procedures Manual, hereinafter referred to as the Manual, is hereby adopted in conformity with the authorization and responsibilities assigned to the Allamakee County Sheriff in conformance with the provisions of the Code of Iowa.

The purpose of the manual is to provide the employees of the Department with a basis for the orderly and disciplined performance of duties. It will promote a firm understanding of employee’s performance standards by clarifying guidelines and limits of action to be taken.

The Manual will be updated as changes are needed. Additions and deletions will be made to keep the Manual current with the needs of the Department.

The Manual becomes effective upon its release and all previous regulations governing the operation of the Department are cancelled. All members and employees of the Department will be provided with a copy of the Manual and will be charged with the responsibility of reading and understanding its contents.

Members and employees will be required to keep their copy of this Manual up-to-date as directives are amended, added or deleted.

The Sheriff shall be the ultimate authority in the interpretation of this Manual. Any unresolved conflict arising out of the interpretation of this Manual with regulations issued by another authority, shall be resolved in favor of the authority having the higher precedence by Iowa Law.

Clark A. Mellick, Sheriff

Allamakee County, Iowa
DEFINITIONS

**Department:**
The word “Department” as used herein, shall mean the Allamakee County Sheriff’s Department.

**Member:**
The word “Member” as used herein, shall mean any certified Law Enforcement Officer of the Allamakee County Sheriff’s Department.

**Supervisory Officer:**
The phrase “Supervisory Officer” as used herein, shall mean any certified Law Enforcement Officer of the Allamakee County Sheriff’s Department.

**On Duty:**
The phrase “on duty” as used herein, shall be defined when:

A. A member is actually in uniform;
B. A member is carrying out his/her lawful duties;

**Lawful Order:**
The phrase “lawful order” as used herein, shall mean an order within the lawful authority of the person issuing it; and, one that commands an act which is in itself lawful or justified by necessity.

**Commission:**
The phrase “Commission” as used herein, shall mean the Civil Service Commission.

**Employee:**
The work “Employee” as used herein, shall mean any civilian personnel within the Allamakee County Sheriff’s Department.
LAW ENFORCEMENT CODE OF ETHICS

As a Law Enforcement Officer, my fundamental duty is to service mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and, to respect the Constitutional Rights of all men to liberty, equality and justice.

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

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

I recognize the badge of my office as a symbol of public faith and I accept it as a public trust to be held so long as I am true to the ethics of the public service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...LAW ENFORCEMENT.
The Rules and Regulations in this volume are adopted and published for the governing, discipline, administration and disposition of the members of the Sheriff’s Department and employees thereof.

Any violation of these Rules and Regulations shall be made the subject of disciplinary charges against all persons responsible for such violation, unless otherwise directed by the Sheriff.

The Rules and Regulations are designed to help every member and employee of the Department to effectively carry out their duties.

The following are the major functions and duties:

1. The preservation of the peace.
2. The protection of life and property.
4. The prevention and detection of crime.
5. The enforcement of all Laws and Ordinances.

Together with all duties incidental thereto, it is imperative that all of these duties be performed with precision, energy and fidelity. It is the fundamental purpose of this Manual to guide all members and employees of the Department in the accomplishment of these ends. Every member and employee of the Department must be constantly mindful that the welfare of the people of Allamakee County demands their earnest and continual effort in the fulfillment of the duties imposed upon them by the law.

The right is reserved to amend and/or revoke any of the Rules and Regulations or to make additional ones from time to time as the circumstances or the good of the Department may require.

Clark A. Mellick, Sheriff
Allamakee County, Iowa
POLICIES AND PROCEDURES

1. Purpose
   a. The purpose of the policies and procedures section of the Sheriff’s Manual is to ensure uniform performance, within the stated guidelines, by sworn and civilian employees.

2. Policy
   a. Policy for the purpose of the Sheriff’s Manual shall mean a governing principle, plan or course of action to be taken by the members and employees of the Allamakee County Sheriff’s Department within the guidelines and framework of the specific situation.

3. Procedure
   a. Procedure for the purpose of the Sheriff’ Manual means what action or lack of actions a member or employee is expected to take in the handling of situations the members or employees may be confronted with in the course of their employment.

More simply stated, a policy is what you should do in a given situation and a procedure is how you should do it.
CIVIL SERVICE

1. Standards and Examination
   a. No applicant for membership in the Department, except those identified as employees, shall be appointed as a member without qualifying as follows:
   b. Applicant must be a citizen of the United States and a resident of the State upon being employed.
   c. Applicant must have reached his or her eighteenth birthday at the time of his or her appointment.
   d. Applicant must have a valid driver’s or chauffeur’s license issued by the State of Iowa.
   e. Applicant must not be addicted to drugs or alcohol.
   f. Applicant must be of a good moral character as determined by a thorough background investigation, including a fingerprint search conducted of local, state and national fingerprint files, and has not been convicted of a felony or a crime involving moral turpitude.
   g. Applicant had performed satisfactorily in a pre-employment written examination.
   h. Applicant has successfully passed the physical agility test developed by the Iowa Law Enforcement Academy.
   i. Applicant must not by reason of conscious or belief be opposed to the use of force, when necessary, to fulfill his or her duties.
   j. Applicant must be a high school graduate with a diploma or must possess an equivalency certificate which meets the minimum score required by the State Department of Public Instruction.
   k. Applicant must have uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20, and normal color vision. Normal color vision as determined by the American Optical Company, Pseudo-Isochromatic Plates, requires correct identification of fourteen out of the eighteen plates.
   l. Applicant has normal hearing in each ear. Hearing is considered normal when, tested by an audiometer, hearing sensitivity thresholds are within 25db measured at 1000hz, 2000hz, and 3000hz averaged together.
   m. Applicant must be examined by a licensed physician or surgeon and must meet the physical requirements necessary to fulfill the responsibilities of a Law Enforcement Officer.
   n. Applicant must complete a written psychological examination as established by the Iowa Law Enforcement Counsel and submit to a psychiatric interview.
   o. Applicant must submit to an oral interview with designated representatives of the Civil Service Commission or Department.
   p. Applicants upon appointment must agree to certify through the successful completion of training at an approved law enforcement training facility in order to remain eligible for employment within one year.
OATH OF OFFICE

1. Oath
   a. Each applicant, on becoming a member of the Department, shall take an oath administered by a Magistrate or Judge to uphold the Constitution of the United States and the Laws of the State of Iowa.
(Pending)

1. **To be certified for promotion**
   a. Member must have served a one-year probationary period before becoming eligible for promotion.
   b. Members must obtain a passing grade on required examinations.
   c. Members must not be within a disciplinary period.
1. Probation Period
   a. During the period of up to twelve months immediately following date of employment and where such Deputy Sheriff attends the Law Enforcement Academy or a regional training facility certified by the Director of the Iowa Law Enforcement Academy, a probationary period of not more than six months, the appointee may be removed or discharged by the appointed person or body without the right to appeal.

   (Code of Iowa, Chapter 341A.11)
1. **Purpose**
   a. The disciplinary standards established in the Department’s Rules, Regulations, Policy and Procedure Manual, are designed to ensure uniform and fair treatment of all department members and employees by established standards.

2. **Policy**
   a. The Sheriff shall prescribe any disciplinary action which is initiated against any employee or member of the Department. He may, at his discretion, affirm or deny any recommendation for disciplinary action.
   b. In the absence or inability of the Sheriff to act in a disciplinary matter, the First Deputy shall assume that responsibility.
   c. Any suspension, demotion, or termination of the Civil Service members of the Department shall comply with the standards set forth in Chapter 341.A of the State Code of Iowa.
   d. In the absence or inability of the Sheriff to act in a disciplinary matter, the First Deputy shall assume that responsibility.
   e. Any suspension, demotion, or termination of the Civil Service members of the Department shall comply with the standards set forth in Chapter 341.A of the State Code of Iowa.

3. **Verbal Reprimands**
   a. The Supervisor issuing a subordinate member or employee a verbal reprimand shall do so in private, whenever possible.
   b. Supervisors issuing verbal reprimands shall place a note of all verbal reprimands for future reference in the employee’s personal file.
   c. Two (2) verbal reprimands for the same type of offense, within three months, shall be sufficient cause for the issuance of a written reprimand, but shall remain the discretion of the issuing authority.

4. **Written Reprimands**
   a. The Sheriff of First Deputy may issue written reprimands.
   b. Written reprimands are issued for infractions which cannot be adequately addressed by a verbal reprimand, but not sufficiently severe to require a person to be relieved of his or her duties.
   c. Written reprimands shall be signed by the issuing Officer and the person being reprimanded.
   d. A copy shall be given to the reprimanded person and the original shall be placed in the employee’s personal file.
e. The Sheriff or his/her designee shall maintain the Department’s disciplinary file for written reprimands, suspensions and demotions.

5. Suspensions
   a. The Sheriff may suspend from duty without pay, any member or employee of this Department for:
      i. Conduct unbecoming an Officer
      ii. Neglect of duty
      iii. Insubordination
   b. Violation of the Department’s Rules, Regulations, Policies and Procedures;
   c. Any misconduct while on duty, or off duty, which brings discredit to the Department;
   d. The First Deputy may temporarily relieve from duty any member of the Department within the requirements from Chapter 341.A of the State Code of Iowa.
   e. The Sheriff, at his discretion may modify, affirm, or deny any recommendation for disciplinary action.

6. Demotions
   a. The Sheriff may demote any member of the Department within the requirements of Chapter 341.A of the State Code of Iowa.
   b. All demotions may be appealed. See Chapter 341.A of the State Code of Iowa.

7. Terminations
   a. The Sheriff may terminate any member or employee of the Department. Termination of members shall comply with the requirements of Chapter 341.A of the State Code of Iowa.
   b. All termination may be appealed. See Chapter 341.A of the State Code of Iowa.

8. Dismissal
   a. After probation, no member holding Civil Service Rights, as provided in Chapter 341.A, Code of Iowa, shall be removed, demoted or suspended arbitrarily, except as otherwise provided by law.
   b. The Sheriff may peremptorily suspend, demote or discharge any member then under his/her direction for neglect of duty, disobedience of orders, misconduct or failure to properly perform his or her duties.
   c. The Sheriff shall report any suspension, demotion or discharge to the Board of Supervisors, the County Attorney and the Chairman of the Civil Service Commission. Such report shall be in writing, stating the reason for such action.
   d. The member holding Civil Service Rights may, within ten (10) days after suspension, demotion or discharge, appeal to the Civil Service Commission. Such suspension, demotion or discharge shall not be final until acted upon by the Civil Service Commission in the event of an appeal. If the Civil Service Commission overturns the suspension, demotion or discharge, the member may be reinstated with back pay.

(Code of Iowa, Chapter 341.A)
1. Chain of Command
   a. The Allamakee County Sheriff’s Department shall consist of the number of sworn personnel and civilian employees as deemed necessary by the Sheriff, with the approval of the Board of Supervisors. The positions, in descending order of authority, are as follows:
      i. **Sheriff** –
      ii. **First Deputy Sheriff** - The individual appointed to the position by the Sheriff. Second in command of the Sheriff’s Department and, in the absence of, or inability of the Sheriff to function, assumes the responsibilities of the Sheriff.
      iii. **Deputy Sheriff** - The individual hired by the Sheriff to the position and assigned to the shift to perform the tasks and assignments delegated to him/her by a high authority.
      iv. **Civilian Employees** - The individuals hired by the Sheriff to perform duties assigned that are consistent with the position. These employees include E911 dispatchers, clerical and civilian jail personnel/matrons.

2. Sheriff Functions and Duties
   a. The Sheriff, in the exercise of his duties, shall have the power to prescribe, promulgate and enforce Rules and Regulations for the governing of the members and employees of the Department, which shall, however, not be inconsistent with the Laws of the State of Iowa.
   b. It shall be the duties of the Sheriff to cause the public peace to be preserved and enforce all the Laws and Ordinances of the County of which the Sheriff’s Department must take cognizance; and, whenever any violation thereof shall come to his knowledge, he shall cause the requisite complaint to be made and procure the evidence for the successful prosecution of the offender or offenders.
   c. The sheriff may punish by dismissal, demotion or suspension any member or employee of the Department guilty of the violation of any of the Rules and Regulations. The Sheriff shall give notice, in writing, to the Civil Service Commission and to the county Attorney’s Office, stating the reason for taking such action.
   d. The Sheriff shall have custody and control of all books, records, machines, tools, implements, apparatus or equipment of every kind necessary for use in the Department and of all public property pertaining to and connected therewith or belonging thereto.
   e. During the absence of the Sheriff, the First Deputy shall perform all the duties of the Sheriff, except making demotions and/or discharges of members or employees of the Department.
   f. The Sheriff shall be directly responsible for the efficient performance of the Department and for accomplishment of the Department goals. He shall have the authority to delegate such powers as are provided by the Laws of the State Iowa.
g. The Sheriff shall plan, organize, assign, coordinate and direct all activities of the Sheriff’s Department. He shall develop and enforce such Rules, Regulations, policies and procedures as are necessary for the efficient management of the Department. He shall have the authority to issue orders, both general, and special, written or verbal, as governed by the State of Iowa.

h. The Sheriff shall prepare an annual budget for the operation of the Department and negotiate with the Board of Supervisors for the appropriation of funds for its operation.

i. The Sheriff shall develop and institute training programs for all employees; provide in-service training programs in areas of law, first aid, firearms, crime prevention and related law enforcement matters, as deemed necessary.

j. The Sheriff or designee shall investigate all charges of complaints made against members of the Department. He shall reprimand orally or in writing, suspend, demote or terminate members of the Department, or civilian employees, who violate rules or policies of the Department, neglect their duties, disobey lawful orders, perform acts of misconduct or fail to properly perform his/her duties.

i. The Sheriff shall report, in writing, to the Board of Supervisors and to the County Attorney’s Office, all instances of suspensions, demotions or terminations, in accordance with Civil Service Procedures, as required by the State of Iowa.

1. First Deputy Sheriff Functions and Duties
   a. The position of the First Deputy Sheriff shall be appointed by the Sheriff, with the approval of the Board of Supervisors and in accordance with the Civil Service Rules and Regulations governing such appointments.

   b. The First Deputy shall be second in command of the Sheriff’s Department and shall be in command of the Department in the absence or inability of the Sheriff to function in his capacity.

   1. The Sheriff shall maintain the authority to appoint an acting or temporary First Deputy at any time he deems such action necessary.

   c. The First Deputy shall be directly responsible to the Sheriff and shall assist him in the administration and operation of the Department.

   d. The First Deputy shall review departmental records, citations, complaints, records and provide for their proper dissemination. He shall investigate all citizen complaints of misconduct by any Officer or civilian employee.

   e. The First Deputy shall assist the Sheriff in preparation of the Department’s annual budget and develop in-service training programs to ensure all personnel are capable of performing his/her assigned duties.

   f. The First Deputy shall assist the Sheriff in maintaining the Rules, Regulations, Policies and Procedure Manual to ensure it is up-to-date and that it properly informs members and employees of their obligations.

   g. The First Deputy shall review all applications of persons seeking employment with the Department and provide for background investigations of those persons to ensure they all have the minimum skills and character required to fulfill the position they seek. He shall ensure that no person seeking employment with the Department is discriminated
against because of race, religion, sex, age, or marital status. He shall actively assist the Sheriff in recruiting new, well-qualified personnel.

h. The First Deputy shall inform the Sheriff of all matters concerning the Department that come to his attention and maintain firm and good communications between the Sheriff and subordinate personnel.

i. The First Deputy shall perform such other duties as assigned to him by the Sheriff.

2. Deputy Sheriff (Patrol) Functions and Duties
   a. Every Deputy, in carrying out the functions of the Department, namely the preservation of public peace, the protection of life and property, the prevention of crime, the arrest of violators of the law, the proper enforcement of all the laws of which the Department takes cognizance, shall constantly direct his/her best efforts to accomplish that end intelligently and efficiently and shall hold himself/herself in readiness at all times to answer the calls and obey the orders of his/her superiors.
   b. The Deputy shall uphold the Constitution of the United States of America and the State of Iowa and enforce the Laws of the same.
   c. The Deputy shall have such hours of duty as prescribed by the Sheriff and/or First Deputy. He/she shall be under the supervision of the Sheriff and/or First Deputy.
   d. The Deputy shall report as scheduled in regulation uniform, prepared to complete assigned duties.
   e. He/she shall preserve the peace, protect life and property, prevent crimes and arrest any violators of Federal and State Laws. He/she shall investigate all incidents coming to his/her attention, whether by assignment or personal discovery. He/she shall make such reports as are required completing the same in a clear, concise, thorough and timely manner.
   f. The Deputy shall at the beginning of his/her shift, inspect and check any equipment issued to him/her to ensure its proper working order. He/she shall report to the Sheriff and/or First Deputy any defective, damaged or missing equipment, and before ending his/her shift shall prepare a written report detailing the defect or damage.
   g. The Deputy shall operate a patrol vehicle in a diligent and safe manner at all times. He/she shall observe conditions and happenings on his/her patrol which may require law enforcement action, taking proper actions when indicated. During hours of darkness, he/she shall pay particular attention to businesses and residences, checking windows and doors to discover and prevent crimes in progress.
   h. The Deputy shall promptly answer all calls for service, handling the same in an efficient manner. He/she shall maintain radio contact with the Sheriff’s Department and/or the Allamakee County Communications Center at all times, advising each and every time that he/she will be out of the car, where he/she will be and why, and shall keep the desk informed as to the description and license number of any vehicle he/she stops.
   i. The Deputy shall consult with the Sheriff and/or First Deputy whenever in doubt as to the proper procedure to use in questionable circumstances. He/she shall report all hazardous conditions that are violations of law or would put the County in a situation of liability.
j. The Deputy shall render his/her services to any person in need of assistance, at any time requested. He/she shall discharge his/her duties in a fair and impartial manner, using only such force as necessary to affect an arrest or defend himself/herself or other persons. He/she shall not conceal himself/herself from public view except in times of a specific police purpose.

k. The Deputy shall, during routine patrol service, remain alert for traffic violators, enforcing all Laws without favor.

l. The Deputy shall see that all persons incarcerated in the County Jail are treated fairly and humanely, never placing an injured or unconscious person in the lock-up without first having the person examined by a physician and then only with the consent and permission of the physician.

1. See Allamakee County Jail Rules and Regulations.

m. The Deputy shall testify in Court on the matters concerning his/her duties and actions taken in performance of those duties in an unbiased manner remaining calm and never allowing his/her personal feelings about the case affect his/her testimony. When required to testify, he/she shall be dressed in uniform, unless otherwise directed by a supervisory Officer or prosecuting attorney.

n. The Deputy shall keep himself/herself informed as to the proper procedures, Rules and Regulations of the Department, Laws he/she is charged with the enforcement of maintaining a current knowledge of the principles of first aid.

o. The Deputy shall perform all regular and necessary responsibilities concerning the Allamakee County Jail.

p. The Deputy shall maintain a cooperative attitude with other law enforcement agencies.

q. The Deputy shall transport all prisoners in accordance with the Laws of the State of Iowa.

r. The Deputy shall investigate all motor vehicle accidents that are reported to him/her in accordance with the Laws of the State of Iowa.

s. The Deputy shall furnish all pertinent and essential information through timely detailed reports in regard to the following to the Sheriff and/or First Deputy:

1. Stolen property reports (theft and burglaries);
2. Arrests;
3. Complaints;
4. Vandalism;
5. Motor vehicle accidents;
6. Assaults;
7. Domestic abuse reports;

T. The Deputy shall perform such other duties as required by the Sheriff and/or First Deputy.

u. Complete Investigative reports sufficient to allow the County Attorney’s Office to prepare Trial Information, Witness List and Minutes of Testimony before a preliminary hearing. If the Defendant waives preliminary hearing, the investigative reports shall nonetheless be completed within five (5) days after arrest.
v. The County Attorney’s Office shall be immediately notified at the time of any felony investigation as follows:
   1. Forcible felonies-as soon as possible after the crime reported, even if the County attorney must be contacted at home or at night.
   2. Non-forceful felonies where probably cause for a search warrant might potentially exist – as soon as possible after crime reported.
   3. All other felonies-on or before the first business day after the felony.

w. The County Attorney and Sheriff have an understanding that the Sheriff’s Office is in charge of any investigation but that the County Attorney’s Office should be kept informed of significant developments of felony investigations to enable the County Attorney to provide input and make suggestions which would increase the likelihood of successful prosecution.
   1. Also, the County Attorney should be consulted, if at all possible, before a Defendant is charged with a felony, to assist in any probable cause determination.

x. Where required by the Iowa Code, complaints shall be accompanied by an affidavit showing details of probably cause, including specific facts showing the crime was committed and that the Defendant committed same. The Iowa Code provides that a Uniform Citation and Complaint may be used for all traffic violations, all other violations which are designated by Iowa Code Section 805.8 to be scheduled violations and all violations of Chapter 321 which are punishable as a simple, serious or aggravated misdemeanor. Where a Uniform Citation and Complaint is used, it shall be verified as provided in Iowa Code Section 805.6(4).

y. Each Defendant arrested shall be given his/her Miranda rights and questioned unless they indicate an unwillingness to speak or to speak without counsel. If the Officer working the case is unavailable to question the arrestee, the Sheriff or First Deputy shall be notified. Questioning a Defendant may be side-stepped where it would serve no useful purpose.

3. Deputy Sheriff (Civil Process) Functions and Duties
   a. The Deputy Sheriff, so assigned by the Sheriff, in addition to patrol duties shall also have the responsibility of civil process duties which will include the serving of all legal documents received by the Allamakee County Sheriff’s Department, in the manner prescribed by the Code of Iowa.
   b. All Deputies shall familiarize themselves with civil process procedures, including, but not limited to the following papers:
      1. Original Notices-Magistrate and District Court;
      2. Executions-Garnishments, Levies and Sheriff’s Sales;
      3. Condemnation Procedures;
      4. Subpoenas;
      5. Writ of Attachments and Levies;
      6. Writ of Possession;
      7. Writ of Replevin, Magistrate and District Court;
8. Writ of Injunction;
9. Temporary Restraining Orders;
10. Certified Check Notices;

4. Jail Administrators
   a. The Jail Administrator has the responsibility to carry out the function of the jail and its administration. He/she shall be appointed by the Sheriff, if other than the Sheriff, with the approval of the Board of Supervisors.
   b. The Jail Administrator’s functions are as follows:
      1. The Jail Administrator is responsible for overseeing the safe operation and maintenance of the Allamakee County Jail.
      2. The Jail Administrator shall maintain and update the Allamakee County Jail Policy and Procedure Manual.
      3. The Jail Administrator shall maintain all records and reports concerning the Allamakee County Jail as prescribed by the Laws of the State of Iowa.
      4. The Jail Administrator shall delegate jail duties to other Patrol Deputies, as well as Civilian Jailers, as may be deemed necessary to maintain compliance with the police set forth in the Allamakee County Policy and Procedure Manual for the jail.

5. Civilian Employees
   a. The Civilian Employees are individuals hired by the Sheriff and shall be assigned duties consistent with their positions by the Sheriff and/or First Deputy.
INTERNAL AFFAIRS INVESTIGATION

1. Purpose
   a. To ensure that all incidents subject to internal affairs investigation are investigated in a fair and impartial manner.

2. Policy
   a. The Sheriff, or his designee, to wit: First Deputy-Head Dispatcher, shall investigate or cause to be investigated, all complaints made against Officers or employees of the Allamakee County Sheriff’s Department.

3. Procedure
   a. A member or employee may be ordered to appear before the investigator at a reasonable time and place to submit to questioning or other investigation.
   b. If a criminal prosecution is contemplated against a suspect Officer or employee who is to be questioned by the investigator. He/she shall be given “Miranda” warning and be allowed to have counsel or other representative present. If no criminal prosecution in contemplated, the Officer or employee may be ordered to respond to questions. The questions shall be narrowly and directly related to the matter under investigation. Counsel or other representative may be present at the discretion of the investigator.
   c. An Officer or employee may at any time be ordered to submit to a line up, breath test, voice print, handwriting examination, other non-testimonial evidence test. If a criminal prosecution of the Officer or employee is contemplated, counsel of other representative may be present at the request of the Officer or employee.
   d. An Officer or employee may be ordered to submit to a polygraph examination which is specifically directed and narrowly related to the investigation. However, when a complaint from a citizen is the basis for the investigation, the infraction is non-criminal and no corroboration information has been discovered, the Officer or employee shall not be required to submit to a polygraph examination until after the citizen also submits to a polygraph examination, which is also specifically directed and narrowly related to the investigation.
   e. An Officer’s or employee’s personal property shall not be subject to search or seizure without probable cause and a warrant, where required by law. Departmental property may be searched or inspected at any time, even if it is assigned to or used exclusively by an Officer or employee.
   f. Any Officer or employee who is the subject of an internal affairs investigation shall be afforded all rights and protections provided by law and by departmental rules and shall be notified of the investigation unless to do so would jeopardize the investigation.
   g. Failure on the part of the Officer or employee to cooperate in internal affairs investigations and answer all questions truthfully, shall be grounds for disciplinary actions, including termination.
h. The Officer or employee under investigation for misconduct shall be informed of the investigation unless does so would jeopardize or hinder the investigation.

i. The Sheriff shall investigate, or cause to be investigated, all reports of misconduct, whether the Officer or employee was on or off duty at the time of the alleged misconduct.
1. **Conduct Unbecoming An Officer**
   
a. Any member or employee on duty or off duty violating his/her oath of office or violating any laws or ordinances of the United States or State of Iowa, shall be deemed as committing CONDUCT UNBECOMING AN OFFICER/EMPLOYEE.

b. Members or employees knowing of other members or employees violating Laws or Ordinances, shall report, through official channels, to the Sheriff. If the report is of a serious nature, official channels may be bypassed and the report made directly to the Sheriff. Failure to report violations shall be CONDUCT UNBECOMING AN OFFICER/EMPLOYEE.

c. Any Officer or employee who violates any Administrative Order, Rule or Regulation which brings embarrassment or discredit to the Department is guilty of CONDUCT UNBECOMING AN OFFICER/EMPLOYEE.

d. No supervisory Officer shall issue any order knowing the same to be in violation of any law, departmental order, rule or regulation, to do so is guilty of CONDUCT UNBECOMING AN OFFICER.

e. All members shall promptly obey any lawful order given by a superior Officer. Obedience to an unlawful order is never a defense for an unlawful action. Failure to obey a lawful order is CONDUCT UNBECOMING AN OFFICER.

f. Employees shall not use another employee’s badge or credentials, nor shall he/she permit any person to use his/her badge or credentials. Either act shall be CONDUCT UNBECOMING AN OFFICER/EMPLOYEE.

g. No member or civilian employee shall solicit business for a bondsman or attorney, either directly or indirectly. To do so is CONDUCT UNBECOMING AN OFFICER/EMPLOYEE.

h. Members or employees shall not use their badge, credentials or uniform in any manner to solicit special privileges of any kind, such as discounts on purchases, admission to places of amusement of any favors. He/she may use his/her badge or credentials to obtain admission to any public function in the furtherance of official police business. Violation is CONDUCT UNBECOMING AN OFFICER/EMPLOYEE.

i. No member or employee shall accept directly or indirectly any reward, gift, gratuity, loan, fee or other thing of value, arising out of his/her employment with the Sheriff’s Department. Violation is CONDUCT UNBECOMING AN OFFICER/EMPLOYEE.

j. No member or employee shall remove or destroy any records, documents or photographs of the Department except, be direct order from the Sheriff. To do so is CONDUCT UNBECOMING AN OFFICER/EMPLOYEE.

k. Members and employees of the Department shall speak the truth at all times. In cases where the employee or member is forbidden to speak because of Department Rules or Regulations, he/she shall decline to speak after informing the inquiring party that to do
so would be violation of Department regulations. Violations shall be deemed CONDUCT UNBECOMING AN OFFICER/EMPLOYEE.

l. Members and employees of the Department shall not divulge to any unauthorized person, in or out of the Department, any information concerning the business of the Department. He/she shall not talk for publication, be interviewed or make public speeches on police business unless authorized to do so by the Sheriff. Violation is CONDUCT UNBECOMING AN OFFICER/EMPLOYEE.

m. A member or employee of the Department shall not consume any alcoholic beverage of other intoxicants while on duty or while off duty and wearing any part of his/her uniform. No member or employee shall report to duty while under the influence of intoxicants. Violation is CONDUCT UNBECOMING AN OFFICER/EMPLOYEE.

n. Any member or employee of the Department suspected of being under the influence of an intoxicant shall submit to a breath analysis, if requested to do so by a commanding Officer. Failure to comply shall be CONDUCT UNBECOMING AN OFFICER/EMPLOYEE.

o. No member or employee of the Department shall speak disparagingly of any race, religion or nationality. Violation shall be deemed CONDUCT UNBECOMING AN OFFICER/EMPLOYEE.

p. No member or employee of the Department shall knowingly violate the constitutional rights of any person in the discharge of their duties. Violations shall be CONDUCT UNBECOMING AN OFFICER/EMPLOYEE.

q. No member or employee of the Department shall willingly mistreat any person in his/her custody or lock up any person who is hurt or unconscious without first having the person examined by a physician and found to be fit for incarceration. Violation is CONDUCT UNBECOMING AN OFFICER/EMPLOYEE.

r. All members or employees of the Department shall be responsible for all their actions, whether on duty or off duty. Violation is CONDUCT UNBECOMING AN OFFICER/EMPLOYEE.

s. No member or employee of the Department is permitted to carry a concealed weapon while consuming alcoholic beverages in a public place. When wearing civilian clothing, members shall conceal, as much as possible, the firearm from public view. Violation is CONDUCT UNBECOMING AN OFFICER/EMPLOYEE.

2. **Neglect of Duty**

a. It shall be the duty of every member and employee of the Allamakee County Sheriff’s Department to familiarize themselves with the provisions and contents of the Department’s official RULES, REGULATIONS, POLICIES, AND PROCEDURES MANUAL, as they deal with the specific and general duties of each employee regardless of rank, grade or position. Failure on the part of any member or employee shall be deemed NEGLECT OF DUTY.

b. Supervisory personnel shall exercise their authority with fairness, kindness, impartiality and justice. They shall be forbidden to injure or discredit those under their authority by the use of demeaning conduct or abusive language. Censuring subordinate personnel
shall be done in private whenever possible. Violation shall be deemed NEGLECT OF DUTY.
c. A member may use force in the event of forceful or violent resistance to him/her in the
discharge of his/her duties as a Law Enforcement Officer, but shall not use more force
than necessary to effect an arrest or for overcoming any resistance that may be
encountered. Use of excessive force shall be deemed NEGLECT OF DUTY.
d. Whenever a member is required to strike or use considerable physical force against
another, he/she shall inform his/her supervisor at the earliest possible opportunity and
shall file a written report on the incident before ending his/her tour of duty. Failure to
do so shall be deemed NEGLECT OF DUTY.
e. No officer shall fire any warning shots for any reason. To do so shall be deemed as
NEGLECT OF DUTY.
f. Any member who discharges chemical mace for any reason shall file a written report
and inform his/her commanding Officer at his/her earliest opportunity. Failure to do so
shall be deemed as NEGLECT OF DUTY.
g. Any member who uses a striking instrument, PR-24 or similar striking instrument for any
reason on an individual, shall inform a supervisor at the earliest opportunity and shall
file a written report before ending his/her tour of duty. Failure to do so shall be deemed
NEGLECT OF DUTY.
h. In all cases where a person is wounded or killed by a Deputy, that Deputy shall submit a
written report to the Sheriff immediately. The Deputy shall make himself/herself
available for statements and depositions, if requested to do so by the County Attorney
or his/her designee. Failure to do so shall be deemed NEGLECT OF DUTY.
i. Members of the Department shall maintain a telephone. Members and employees shall
notify the Department of any change in address or telephone number. Members or
employees shall not release a restricted telephone number of any employee without
first obtaining permission of the person. Violation shall be deemed NEGLECT OF DUTY.
j. Members shall have such hours of duty as prescribed by the Sheriff; however, all
members shall remain subject to call during “off duty” hours, subject to departmental
needs. Being technically “off duty” shall not relieve the member from taking responsible
police action in situations requirement and immediate response. Violations shall be
deemed NEGLECT OF DUTY.
k. Members and employees shall operate radios in compliance with Federal
Communications Commission Regulations and departmental procedures. Violation shall
be deemed NEGLECT OF DUTY.
l. Members and employees shall not conceal themselves except for some law
enforcement purpose. They shall be immediately and readily available to the public
during duty hours. Violation shall be deemed NEGLECT OF DUTY.
m. Sleeping while on duty is a serious dereliction of responsibilities and any member of
employee found sleeping shall be subject to charges of NEGLECT OF DUTY.
n. No member or employee shall participate in any manner in a strike work stoppage,
slowdown, mass resignation or mass absenteeism, to the detriment of the Department.
Violation shall be deemed as NEGLECT OF DUTY.
o. Members of the Department shall at all times keep their service firearms and other equipment in good working order, cleaning regularly to ensure safe operation. Failure to do so shall be deemed NEGLECT OF DUTY.

p. Members of the Department shall discharge their duties with coolness and firmness and in times of extreme peril shall act together and protect one another in restoring peace and order. Any member who shirks from danger or responsibilities will be deemed guilty of COWARDICE AND GROSS NEGLECT OF DUTY.

q. Members and employees shall devote their full, on-duty time to law enforcement matters. They shall not perform any law enforcement services for the purpose of securing any private gain or make purchases while wearing their uniforms for the purpose of obtaining discounts. Violations are NEGLECT OF DUTY.

r. Members and employees of the Department shall be responsible for the good care of any departmental property assigned to their use. They shall promptly report to their supervisor any unserviceable, damaged or loss property. A verbal or written report shall be completed detailing the facts in such cases. Violation shall be deemed NEGLECT OF DUTY, and any repair or replacement costs may be assessed against the person if the loss or damage was due to willful act or negligence on the part of the member or employee.

s. Members shall operate departmental vehicles in a safe and prudent manner at all times and within the guidelines established in the policy and procedures section of this manual. Violation shall be deemed NEGLECT OF DUTY.

t. Members and employees of the Department are forbidden to reveal the contents of any criminal records or reports to anyone other than in the process of an investigation or to a duly authorized Law Enforcement Officer or under due process of law, except as directed by the Sheriff or First Deputy. Violation shall be deemed NEGLECT OF DUTY.

u. Members shall, prior to transporting any arrested person, search the person and seize any weapons or evidence found. When the arrested person is a female and no female member is present at the arrest scene, the search shall be restricted to a pat-down of outer garments, purse packages. Violation shall be deemed NEGLECT OF DUTY.

v. Members shall not interfere with the cases of other members except with such member’s consent or at the direction of a supervisory Officer. Violation is NEGLECT OF DUTY.

w. No member or employee shall operate any Department vehicle of any type without a valid Iowa Driver’s License, which is also valid for the type of vehicle to be driven. Failure to maintain a proper license shall be deemed NEGLECT OF DUTY.

x. All accidents involving Department vehicles shall be investigated or caused to be investigation by another agency. An Officer shall not investigate an accident in which he is involved. Violation shall be deemed NEGLECT OF DUTY.

y. No person shall use a Department vehicle to push another vehicle, except in case of an emergency, or allow a Department vehicle to be towed by anyone other than authorized wrecker. No person shall operate a Department vehicle with a flat tire or other mechanical defect which would cause further damage to the vehicle. Violation shall be deemed NEGLECT OF DUTY.
z. Department telephones shall not be used for the transaction of personal business or lengthy personal conversations. Violation shall be deemed as NEGLECT OF DUTY.

aa. Members and employees shall be allowed to trade shifts with another member or employee with the approval of the Sheriff; however, no member or employee may work two (2) consecutive shifts or work in excess of twelve (12) consecutive hours. Exceptions to this rule may be made in emergency situations at the direction of the Sheriff or First Deputy. Violation shall be deemed as NEGLECT OF DUTY.

3. Insubordination
   a. In matters of general conduct which are not covered in any other Section of the Rules and Regulations, members and employees shall be governed by the ordinary rules of good behavior observed by self-respecting, law-abiding citizens and shall conduct themselves in such a manner which will not reflect unfavorable on the Department. Violation shall be deemed as INSUBORDINATION.
   b. A member or employee shall not forward any correspondence of a Departmental nature over the signature of anyone other than the Sheriff. Violation shall be deemed as INSUBORDINATION.
   c. Should an order conflict with any previous order from any supervisor, the member or employee shall promptly and respectfully call attention to such conflict for the benefit of said superior officer. If the superior officer does not change his/her order to eliminate the conflict, his/her order shall stand and he/she shall assume the responsibility for his/her decision. Violation shall be deemed as INSUBORDINATION.
   d. Members or employees shall not speak critically of derogatorily to other members or employees of the Department or to persons outside of the Department regarding the orders or instructions issued by superior officers. They shall report, in writing, to the Sheriff, an order which is in violation of Department Rules and Regulations, or is illegal. Violation shall be deemed as INSUBORDINATION.
   e. All press releases shall originate from the Office of the Sheriff. Any press releases desired by members or employees shall be approved by the Sheriff or designee prior to their release to the media. This shall not preclude the release of incident reports legally available to the media. Violation shall be deemed as INSUBORDINATION.
   f. A member or employee on official business shall, upon request identify himself/herself by giving his/her name or badge number, or exhibit his/her official identification card, unless such action is likely to jeopardize the completion of a law enforcement assignment. Violation shall be deemed as INSUBORDINATION.
   g. Officers are prohibited from wearing part uniform and part civilian clothing except as authorized by the Sheriff. All Officers shall be held accountable for any action while in uniform or when armed, on or off duty. Violation shall be deemed as INSUBORDINATION.
   h. Every member while on duty shall be neat and clean and dressed in accordance with uniform regulations. Violation shall be deemed as INSUBORDINATION.
   i. Members shall not wear their uniforms as a means of identification when they are no representing the Department. Violation shall be deemed as INSUBORDINATION.
j. Hair styles worn by members or employees shall be neat in appearance. Violation shall be deemed as INSUBORDINATION.
k. Members and employees of the Department shall not use any business or personal cards or other form of communication which purports to grant the bearer any special privileges not enjoyed by all citizens. Violation shall be deemed as INSUBORDINATION.
l. Members or employees of the Department shall not mark, alter or deface any printed or written notices relating to Departmental business. Any derogatory notices relating to the Department or personnel are prohibited. Violation shall be deemed as INSUBORDINATION.
m. Officers and employees shall cooperate with all law enforcement agencies, other county departments and public organizations and shall give aid and information, as such organizations may be entitled to receive, consistent with Departmental orders. Violation shall be deemed as INSUBORDINATION.
n. Members or employees testifying in Court shall avoid any bias, prejudice or anger; giving their answers in a clear and distinct manner. They shall speak truthfully and without a tract of evasion. Violation shall be deemed as INSUBORDINATION.
o. Members shall appear in Court and before Grand Juries in uniform, unless otherwise directed by the Sheriff or County Attorney. Violation shall be deemed as INSUBORDINATION.
p. A member shall not act or behave privately or officially in such a manner as to bring discredit upon himself/herself, other members or the Department. Members shall not perform any acts or make any statements, oral or written, for publication or otherwise, which might tend to bring the Department, the members or administrative Officers into disrepute or ridicule; or, which destructively criticizes the Department or it’s administrative Officers in the performance of their official duties and obligations. Violation shall be deemed as INSUBORDINATION.
q. Every member or employee shall refrain from making any statements which would discredit or disparage any member or employee except when reporting to his/her superiors as required by the Rules and Regulations. Every member or employee shall accord courtesy, consideration and cooperate to every other member or employee and shall avoid manifestation of any unfriendliness toward any member or employee. Violation shall be deemed as INSUBORDINATION.
r. No member or employee of the Department shall make any remark in regard to any member or employee of the Department or to any citizen, which may bring disrepute or ridicule upon the Department or any member or employee thereof. Any such matter should be brought to the attention of the Sheriff. Violation shall be deemed as INSUBORDINATION.
s. Members and employees shall conduct themselves in a manner that will foster the greatest harmony and cooperate between themselves and other law enforcement agencies and their Officers. Violation shall be deemed as INSUBORDINATION.
STANDARD UNIFORM AND EQUIPMENT REQUIREMENTS

1. Purpose
   a. The uniform requirements for all sworn personnel are designed to ensure the uniform and identifying appearance of personnel. By maintaining the uniform in a neat, clean and orderly fashion, an enhanced appearance is projected to the public.

2. Policy
   a. All sworn officers shall maintain a complete set of uniform clothing and equipment. The Sheriff shall determine when the change from winter to summer uniform and vice-versa will take place.

3. Procedure
   The Allamakee County Sheriff’s Department, pursuant to the collective bargaining agreement, will provide funds for the purchase of maintenance of uniforms and equipment. All sworn personnel are required to maintain a minimum number of uniforms and equipment as follows;

4. Firearms
   a. The Allamakee County Sheriff’s Department shall issue to its members a handgun and long gun meeting the specifications as set up by the Sheriff and Weapons Officer.
      i. If a handgun is carried other than Department issue, approval must first be obtained from the Sheriff and the Weapons Officer.
   b. All members shall carry Department issued or approved weapon while on duty.

5. Uniform Clothing
   a. As per union contract purchased by the county.
   b. Uniform and Equipment Ruined or Damaged (see collective bargaining agreement).
   c. All property of the Department in possession of a member or employee shall be returned to the Department immediately upon the member’s or the employee’s termination.
ARMORED VESTS

1. **Purpose**
   a. The Department shall issue armored vests to each of its sworn personnel to provide maximum protection to the Officers against weapons which may be used against them in the performance of their duties.

2. **Policy**
   a. The Sheriff shall approve the style and design of Department issued vests upon recommendation by the Department’s Deputies.

3. **Procedure**
   a. All sworn personnel who are issued armored vests shall wear the vests supplied by the Department. It is the Deputies’ responsibility to wear the armored vest while on duty and knowingly entering a potentially dangerous situation (Officer discretion may apply).
   b. If the Deputy is injured while not wearing the vest the Department may not be liable.
1. **Purpose**
   a. The Allamakee County Sheriff’s Department as a whole is judged by the individual contact made with the public by its members. Because of this, it is important that each employee give careful attention to his/her own personal appearance.

2. **Policy**
   a. Members and employees of the Allamakee County Sheriff’s Department shall maintain a high standard of personal hygiene and overall appearance.

3. **Procedure**
   a. A member or employee shall make sure that his/her uniform and/or civilian attire fits properly, is neat, clean, pressed and in good repair at all times.
   b. The Allamakee County Sheriff’s Department does not prescribe nor distinguish between the many styles of haircuts. Many styles are acceptable, if maintained in a neat and orderly manner.
   c. Exceptions to grooming policy concerning undercover work for the Department may be granted by the Sheriff or First Deputy.
   d. Mustaches can be worn as long as they are neatly trimmed.
POLICE RADIO OPERATIONS

1. Purpose
   a. The policy of operation of the police radios is to ensure that all radio communications are in compliance with the guidelines established by the Federal Communications Commission Rules and Regulations and the Allamakee County Sheriff’s Department standards.

2. Policy
   a. All radio equipment used by the Allamakee County Sheriff’s Department shall be operated in strict compliance with the Rules and Regulations of the Federal Communications Commission for the purpose of relating pertinent information between all patrol units, the base station and other law enforcement agencies.

3. Procedure
   a. The standard “10” codes shall be used by all personnel operating any Allamakee County police radio.
   b. Non-police related transmissions are prohibited, including, but not limited to: humor, obscenities, personal messages and so forth.
   c. Speak distinctly, avoid shouting, mumbling, talking to fast or other communications which may require repeating the transmission.
   d. Officers, when leaving their patrol unit or otherwise away from radio contact, shall notify the dispatcher and give a phone number or location where they can be reached.
   e. Officers, when making a traffic stop, shall notify the communications center of the license plate number, location and any other pertinent information relating to said stop, before exiting their patrol unit.
   f. Officers are required to carry a “Walkie” (two-way radio) with them when away from their patrol unit.
1. Purpose
   a. This policy is to ensure uniform handling of property coming into the possession of the Allamakee County Sheriff’s Department and to establish proper procedures for submitting evidence to the laboratory for scientific examination and chain-of-evidence custody to satisfy all legal precedence.

2. Policy
   a. Each Officer or employee of the Allamakee County Sheriff’s Department shall in all instances, when articles of physical evidence, found items and items taken for safe keeping are received by them, place the article in an evidence bag or secure an evidence tag securely thereto and submit the article to the property evidence room or secure evidence in a locked personal locker.
   b. The Officer shall indicate in written report the location of stored evidence or found property.

3. Procedure
   a. Each item submitted for evidence of found property shall have an evidence and property tag securely attached with the following information completed.
      1. Item No: the item number assigned the case.
      2. ID No: If there is only one item indicate “1 of 1”. If there are two items indicate “1 of 2” on one and “2 of 2” on the other.
      3. Date: The date the item was recovered.
      4. Time: The time the item was recovered.
      5. Description: A description of the item recovered.
      6. Location Found: Where the item was found.
      7. Offense: List what the charge is or if the item is found property.
      8. Suspect: The name and date of birth of the suspect if applicable.
      9. Victim: The name and date of birth of the victim if applicable.
     10. Recovered by: The submitting personnel’s initials and badge number.
     11. For the purpose of clarification, seized properly is defined as all property or any part thereof seized in the execution of a search warrant, arrest or arrest without warrant and includes the following:
        12. Property which has been obtained in violation of the law;
        13. Property, the possession of which is unlawful;
        14. Property used or possessed with the intent to be used in the commission of a public offense or concealed to prevent the offense from being discovered;
        15. Property subject to forfeiture;
        16. All property and material relevant as evidence in a criminal prosecution;
b. All property, whether seized, evidentiary in nature or unidentifiable, will be safely kept and stored in the appropriate place within the Allamakee County Sheriff’s Department. All items will be appropriately identified and logged prior to being secured. All property removed from this facility will be logged out by the Officer having control of that property.

c. The Officer seizing or taking control of the property will be held responsible for that property. His/her responsibility will include all control, as well as disposition of that property. Disposition of property will be in accordance with Chapter 809 of the Code of Iowa.

d. It is imperative each Officer conducts himself accordingly in compliance with this directive.

e. Returning found property to owner:
   1. If the owner claims any items submitted as found property, remove the property from evidence, make out a receipt from the property receipt book and obtain the signature of the claimant.

f. Returning evidence to owner:
   1. The owner may claim any items that were submitted as evidence, thirty (30) days after final disposition from the Court or approval of the County Attorney. In conjunction with this, you must obtain the signature of the claimant and make out a receipt from the property receipt book.

g. When evidence is returned or destroyed, make written supplement in the case file concerning disposition date, time, etc.

h. Items to be submitted to the Iowa Crime Laboratory of the Federal Bureau of Investigation Laboratory for analysis shall be prepared by the investigating Officer.
1. **Purpose**
   a. To establish guidelines for off-duty and secondary employment.

2. **Policy**
   a. No member of the Department shall have outside employment which would tend to impair the Officer’s efficiency, effectiveness or create a conflict of interest.

3. **Procedure**
   a. All outside and secondary employment must have the approval of the Sheriff.
   b. An Officer must have permission of the Sheriff if shield, firearm(s), uniform or authority is a condition of employment. All secondary employment in this capacity must be coordinated through the Sheriff.
   c. No member of the Department shall engage in other work while on sick leave, disability or leave of absence.
   d. A member of the Department may engage in off-duty employment without prior approval during a period of suspension from duty without pay.
COURT ATTIRE WHEN TESTIFYING

1. Purpose
   a. To ensure uniformity of Officers’ attire when testifying in Court.

2. Policy
   a. The members of the Department will testify in attire as set forth hereafter or as requested by the prosecuting attorney in prior agreement.

3. Procedure
   a. Routine Court appearances will be made in regulation uniform unless the prosecuting County attorney advises differently.
   b. Administrative personnel, appearing in Court on administrative matters and investigators may wear dress civilian attire.
   c. Members subpoenaed to appear in Court on non-department cases may wear either their regulation uniform or civilian attire.
BOMB THREAT CALLS

1. Definition
   a. A “bomb threat” is any report of the placement of a bomb or incendiary device, within Allamakee County.

2. Purpose
   a. To ensure the Department’s proper actions in the instances when schools, businesses, industry, etc., receive reports of bomb threats.

3. Policy
   a. It is the policy of the Allamakee County Sheriff’s Department to consider all reported bomb threats as “real” until established as being false.
   b. The Department response will be under emergency conditions, using the following procedures.
   c. All personnel shall first consider the safety of occupants, the safety of structure, bystanders and the personnel themselves.

4. Procedure
   a. Members receiving reports of a bomb threat shall immediately notify the Sheriff or First Deputy of the report.
   b. The on duty Deputy shall respond to the location of the threat and request any necessary assistance from available units and fire department personnel. The Sheriff and First Deputy shall be notified.
   c. The Deputy shall, upon arrival at the scene, advise the person in charge of the building that the decision of whether to evacuate the building is their decision.
   d. The Deputy shall, if requested, advise the person in charge of the building, that the Allamakee County Sheriff’s Department policy is to evacuate until the building has been searched.
   e. Deputies shall assist the premises officials or occupants in the search of the building.
   f. If a suspected bomb is found the Deputy shall immediately assume command of the premises and:
      1. Order immediate evacuation of the premises;
      2. Advise the Sheriff and Fire Chief of that district;
      3. Assist in the evacuation;
      4. Secure the safe perimeter of the area;
   g. The investigating Deputy shall interview of cause to be interviewed, the person receiving the bomb threat to ascertain as much information regarding placement and time factors as possible.
   h. Officers assisting in the search shall inform the building personnel not to touch any suspected bomb and shall not do so themselves.
i. At the direction of the Sheriff, or in his absence the First Deputy, the following specialists shall be called to assist:
   1. State Fire Marshall, Cedar Falls State Radio;
   2. U.S. Army demolition personnel, Rock Island Arsenal, phone (815)782-6001;
1. Purpose
   a. To establish a fair and impartial means of investigating complaints made by citizens against members and employees of this Department.

2. Policy
   a. Citizen complaints made against members and employees shall be investigated thoroughly to ensure that members and employees are performing their duties in a professional manner. It is of vital importance that the image and character of the Department and its personnel are respected by the community’s citizens.

3. Procedure
   a. A complaint from a citizen in regard to the actions or lack of action by a member or employee of the Department shall be immediately referred to the Sheriff or First Deputy.
   b. At the conclusion of the investigation of the Sheriff or his designee shall inform the citizens of the results of the investigation.
   c. Completed investigations of citizens’ complaints against members or employees shall be forwarded to the Sheriff, along with a recommendation of the investigating Officer concerning any disciplinary actions to be initiated against the member or employee, if appropriate.
   d. Any suspension, demotion, or termination of an employee or member of the Department, resulting from a citizen’s complaint, shall be in conformance with Rules and Regulations of the civil Service Commission and the Laws of the State of Iowa.
   e. Any member or employee against whom a complaint has been lodged shall be made aware of the nature of the complaint and the results of the investigation and shall be permitted to provide the details of the incident to the investigating Officer. Investigations which would be jeopardized by the member or employee being notified may be conducted without notice to the member or employee.
   f. Any member or employee of the Department filing a grievance against another member or employee shall reduce the same to writing, stating date, time and offense and sign the complaint. The grievance is to be forwarded to the Sheriff or First Deputy for investigation. A copy of the signed grievance will be given to the member under investigation. Investigations which would be jeopardized by the member or employee being notified may be conducted without notice to the member or employee.
1. **Purpose**
   a. To establish uniformity in the processing of drunk drivers and reduce accidents caused by impaired/drunken drivers.

2. **Policy**
   a. In an effort to curb drunk driving, the Department will actively seek out, apprehend and uniformly process drunk drivers. Member’s specific good will be the successful prosecution and conviction of those arrested for OWI.

3. **Procedure**
   a. Included herein are the general procedural guidelines pertaining to the arrest and processing of suspected drunk drivers.

4. **Witnessed Offense**
   a. The following procedure is to be used when a Deputy observes the driver of a vehicle and has reasonable cause to believe the driver is under the influence of alcohol or drugs.
   b. After stopping a vehicle, observe and note signs of intoxication of the driver, e.g.:
      1. Odor of alcoholic beverage on breath;
      2. Fumbling for driver’s license;
      3. Slurred speech;
      4. Unsteady on feet after exiting vehicle;
   c. Have the suspect walk to a safe, reasonably level area free of obstacles, if possible, to perform field sobriety tests. The following four tests are recommended. The Officer should take into consideration the health and any physical defects of the suspect.

5. **Horizontal Gaze Nystagmus**
   a. Refers to a jerking of the eyes as they gaze to the side. As individuals become intoxicated, the onset of the jerking occurs after fewer degrees of turning, and the jerking at more extreme angles becomes more distinct.
   b. The Deputy shall give the suspect the following instructions from a position of interrogation (that is, with your weapon away from the suspect).
      1. “I am going to check your eyes.” (Request that the suspect remove glasses or hard contact lenses at this time if they are being worn. Nystagmus is not influenced by how clearly the suspect can see the object he or she is to follow).
      2. “Now keep your head still and follow this” (indicate what he or she is to follow) “with your eyes. Do not move your eyes back to the center until I tell you”. (If the suspect moves his or her head, use a flashlight or your free hand as a chinrest.)
c. Check the suspect’s right eye by moving the object to the suspect’s right. Have the suspect follow the object until the eyes cannot move further to the side. Make this movement in about two seconds and observe.

d. Determine whether the suspect was able to follow the object smoothly or whether the motion was quite jerky; and how distinct the nystagmus is at the maximum deviation.

e. Move the object a second time to the 45-degree angle of gaze, taking about four seconds. As the eye follows the object, watch for it to start jerking back and forth. If you think you see nystagmus, stop the movement to see if the jerking continues. If it does, this point is the angle of onset. If it does not, keep moving the object until the jerking does occur or until you reach the imaginary 45-degree line.

f. Note whether or not the onset occurs before 45-degree angle of gaze. (The onset point at a BAC of 0.10 percent is about 40-degrees).

g. Repeat this entire procedure for the left eye.

h. In scoring this test, the Deputy should look for three signs of intoxication in each eye. Give one point for each item observed for a maximum of six points.

i. Onset of alcohol gaze nystagmus in the right eye occurs before 45-degrees.

j. Nystagmus in the right eye when moved as far as possible to the right is moderate or distinct.

k. The right eye cannot follow a moving object smoothly.

l. Onset of alcohol gaze nystagmus in the left eye occurs before 45-degrees.

m. Nystagmus in the left eye when it is moved as far as possible to the left is moderate or distinct.

n. The left eye cannot follow a moving object smoothly.

o. If a subject scores four or more points out of six possible on this test, classify his or her BAC as above 0.08 percent.

6. Walk and Turn

   a. The Deputy shall give the suspect the exact instructions listed below: (Making sure there is a line or, if necessary, drawing one with chalk.)

      1. “Please put your left foot on the line and then your right foot in front of it like this.” (Demonstrate heel-to-toe position.)

      2. (When the driver assumes this position, continue with the instructions.) “When I tell you to begin, take nine heel-to-toe steps down the line, turn around, and take nine heel-to-toe steps back.

      3. “Make your turn by keeping one foot on the line and then using your other foot to turn...like this.” (Demonstrate by taking three or four heel-to-toe steps, then turning around by pivoting your left foot on the line and taking four steps with your right foot, then resuming the heel-to-toe position. Note that this is a very easy way to turn, but the suspect must follow instructions.)

      4. “Keep your hands at your sides, watch your feet at all times, and count your steps out loud. Do you understand?” (Do not continue until the suspect indicates understanding, but at the same time do not repeat the whole set of instructions. You may repeat part of the instructions or answer the suspect’s
questions about how to perform the test. If the suspect does not watch his feet, remind him.)

5. (Once the suspect indicates understanding, say...) “Begin and county your first step from heel-to-toe position as one.”

b. In scoring this test, give only one point for each item observed (even if it is observed more than once) with a maximum score of 9 points;
   1. Cannot keep balance while listening to the instructions.
   2. Start before the instructions are finished.
   3. Stops while walking to steady self.
   4. Does not touch heel-to-toe.
   5. Steps off the line.
   6. Uses arms to balance.
   7. Loses balance while turning.
   8. Incorrect number of steps.
   9. Cannot do the test. If this item is scored, the suspect gets 9 points for this test, the maximum score.

c. If the suspect scores two or more points on this test, classify his or her blood alcohol content as above 0.08 percent.

7. **One-Leg Stand**

a. The Deputy shall give the suspect the exact instructions listed below:
   1. “Please stand with your heels together and your arms down at your sides, like this.” (Demonstrate how you want the suspect to stand.)
   2. “When I tell you to, I want you to raise one leg about six inches off the ground and hold that position. At the same time county rapidly from 1001 to 1030, while watching foot. Like this.” (Demonstrate how you want the suspect to perform the test.)
   3. “Do you understand?” (Do not continue until the suspect indicates that he or she understands.) “Begin by raising either your right or your left foot.”

b. In scoring this test, give only one point for each item observed, even if it is observed more than once. The maximum possible score on this test is five points.
   1. The suspect sways while balancing.
   2. Uses arms for balance.
   3. Hopping.
   4. Puts foot down.
   5. Cannot do test. Score this item if the suspect puts his or her foot down three or more times during the 30 second count or otherwise demonstrates that he or she cannot do the test. If you score this item, give the suspect five points - them maximum for this test.

c. If the suspect scores two or more points on this test, classify his or her BAC as above 0.08 percent.
8. Preliminary Breath Test
   a. If this test is used it should be the final test.*
   b. If the suspect provides a preliminary breath test and the results indicate a BAC in excess of 0.08 percent, the Officer will place the suspect under arrest. In the report the Deputy will refer to the results of the BAC in excess of 0.08 percent, then specify the specific number.
   c. Unless drug use is suspected; in which case, the Officer should ask for urine.

9. Additional Field Sobriety Tests
   a. Additional tests may be given by the Officer to help determine the sobriety of a suspect whose health or physical disability might prevent him or her from performing the preceding tests. If any of the following tests are used, the Deputy shall name the sobriety test used and the results in the OWI Arrest and Incident Report form or in the offense report. The Deputy may have the discretion to use variations of the tests, but should be able to explain and demonstrate each of the tests before permitting the suspect to perform them.
   b. Finger to Nose: Have the suspect place both feet together, extend their arms from their sides, tilt their head back, eyes closed, and have the suspect touch the tip of their nose with the tip of the index finger. This test should be completed with both index fingers. Note misses and how far off the misses are for each attempt.
   c. Memory: Have the suspect recite the alphabet, the months in the year, or count backwards from 100 to 82. Note any letters, months, or numbers that are missed or repeated.
   d. Finger Dexterity: Have the suspect touch each finger with the thumb, sequentially, from the little finger, counting from one to four. Then reverse the process and touch the fingers sequentially from the index finger, counting from four to one. Note any difficulties the suspect has in counting on their fingers.
   e. Finger Count: Have the suspect extend their left arm straight out in front of them, spread their fingers with the palm facing the ground, and tilt the top of their hand back towards themselves. Have the suspect touch the tips of their fingers with the right index finger and count sequentially from one to five starting with the little finger, then reverse the process and touch the fingers sequentially from the thumb, counting from five to one. Note any difficulties the suspect has in counting and touching.
   f. Pupil Reaction: Have the suspect look at a fixed object while the Officer brings a light to eyes and note any changes in the reaction of the pupils.

10. Arrest and Transport
   a. If the Deputy has probably cause to believe the suspect is intoxicated, the Officer will inform the suspect that he or she is under arrest for OWI and will be transported to the Waukon Police Department, where he or she will be processed.
   b. Before transporting, the arresting Deputy will inform the suspect of the following:
      1. Inform the suspect of his or her constitutional rights to ensure he or she understands them. If the suspect requests to contact any party, make
arrangements upon arriving at the Police Department. Note the name of the person contacted and the time of the call. Also do not limit the number of calls the suspect makes.

c. Make arrangements for the suspect’s vehicle. If the suspect’s vehicle is to be towed, ask if another Deputy can come to the scene to wait for the tow truck.

11. Upon arriving at the Department:

a. The arresting Deputy will inform the suspect of the Implied Consent Advisory located on page 3 of the OWI Incident Report form or on the back of the Request and Notice form. (See forms at the end of this Chapter.)

b. The arresting Deputy will then complete the Request and Notice form and request a specimen of either blood, urine or breath from the suspect for chemical testing to determine BAC.

c. If the arresting Deputy requests a breath specimen, proceed to “8”.

d. If the arresting Officer requests blood or urine, proceed to Section 2: Non-witnessed offense.

e. The arresting Deputy will make arrangements for preparing the Intoxilyzer and completing the Intoxilyzer Operational Checklist and Intoxilyzer Evidence Card. (See forms at end of this Chapter.)

f. The arresting Deputy will then have the suspect provide a specimen of his or her breath. If the suspect provides a test and the results indicate a BAC of .08 or more, or if the suspect refused to take the test, the arresting Deputy will complete the period of revocation, and inform the suspect of the Notice of Revocation. The arresting Officer will complete the temporary driver’s license to be issued to the suspect providing the suspect has a valid Iowa license.

g. If the suspect provided a breath specimen and the results indicate a BAC of less than .08, and the arresting Deputy feels that the suspect is impaired and has reason to believe that the suspect is under the influence of drugs or a combination of alcohol and drugs, the arresting Deputy shall request a urine specimen and proceed as in Section 2: Sub-paragraph 15-Non-witnessed offense.

h. If the suspect provided a blood, urine or breath test, inform him or her of the Notice to Independent Test. (See page 3 of the OWI Incident Report form.) If the suspect requests an independent test, let him or her make the arrangements, stop the proceedings, and transport to the Waukon Veteran’s Memorial Hospital for his or her independent test. After completion, transport the suspect back to the Police Department and complete the processing.

i. The arresting Deputy will then complete the OWI Incident Report.

j. The arresting Deputy will complete citations and transport the suspect to the Allamakee County Jail, where he or she will be incarcerated until their initial appearance before the Court.
12. Non-witnessed Offense

a. This involves an accident and witnesses must be located to prove who was driving.

b. Probable Cause: At an accident, witnesses must be located to prove that the individual was driving, operating or in physical control of the vehicle, or the individual must admit to a Deputy that he or she was driving the vehicle. Also, the Deputy must establish the presence or use of alcohol or drugs.

c. If the suspect was not injured, proceed as if it were a Witnessed Offense.

d. If the suspect was transported to the Waukon Veteran’s Memorial Hospital and is dead, unconscious or otherwise in a condition rendering him or her incapable of consent or refusal, the Deputy will complete the Request to Physician, Technologist or Nurse form (see attached form at the end of this Chapter) and request the licensed physician withdraw a specimen of blood to determine the BAC. Have the physician complete the Certification of Licensed Physician form.

e. If the suspect was transported to the Waukon Veteran’s Memorial Hospital and is conscious and capable of consent or refusal:

f. The Deputy will inform the suspect that he or she is under arrest for OWI.

g. The Deputy will inform the suspect of his or her constitutional rights and ensure that they are understood. If the suspect states his or her wish to contact someone, note the time and person(s) contacted. Do not limit the number of calls.

h. The arresting Deputy will inform the suspect of the Implied Consent Advisory and will complete the Request and Notice Form.

i. The arresting Deputy shall request a specimen of blood be withdrawn from the suspect to determine the BAC. If the suspect submits to the request, complete the forms attached to the blood kit and request a licensed physician or registered nurse to withdraw the blood. After obtaining the specimens complete the chain of evidence on the blood kit and mail the specimen at the main Post Office.

j. If the suspect refuses to submit to the request of blood, the arresting Deputy shall request a specimen of urine be obtained to determine the BAC. When obtaining a urine specimen, at no time should the arresting Deputy leave the suspect alone. If the suspect is of the opposite sex, the Deputy shall attempt to locate an individual of the same sex to assist in obtaining the specimen. Once the specimen is obtained, the Deputy shall complete the chain of evidence and mail the specimen at the main Post Office.

k. If the suspect provided a chemical test, inform him or her of the Notice to Independent Test. If the suspect requests an independent test, let the suspect make the arrangements.

l. If the suspect refuses to submit to any test, invoke Implied Consent and complete the OWI Arrest and Incident Report.

m. If Implied Consent was invoked, the arresting Deputy shall complete and issue the temporary driver’s license to the suspect providing that he or she has a valid Iowa driver’s license. A temporary license cannot be issued if the arresting Deputy does not have the BAC immediately available.

n. The arresting Deputy will complete and issue citations to the suspect.
o. If the suspect can be released from the hospital and incarcerated in the Allamakee county Jail, have the physician state that the suspect can be incarcerated. The arresting Deputy will transport and incarcerate the suspect in the Allamakee County Jail until his or her initial appearance before the Court.

p. If the suspect cannot be released from the hospital, but is conscious and capable of receiving citations, issue the completed citations.

q. If the suspect is unconscious or incapable of receiving citations, the completed citations will be mailed to the suspect.

13. **Accident Resulting in Fatal Injury**

   a. When an accident occurs that results in the death or unconsciousness of the suspect:
      1. The suspect shall be transported to Veteran’s Memorial Hospital.
      2. The officer shall complete the Certification of Licensed Physician form and request a licensed physician to withdraw a specimen of blood to determine the BAC.

   b. When an accident occurs that results in the death of any person and the suspect is conscious and capable of responding to the Deputy:
      1. On probable cause that a felony has been committed, i.e., vehicular homicide, place the suspect under arrest for vehicular homicide and inform him or her of his or her constitutional rights and ensure that they are understood.
      2. Remember, the suspect must be under arrest for a felony charge.
      3. Some person must have died as a result of a motor vehicle accident.
      4. The only exception to this is when a medical doctor will testify that the victim is definitely going to die and a delay in the withdrawal of a body specimen from the suspect will result in the loss of the BAC.
      5. This may occur when the victim is kept alive by artificial means to preserve his or her organs.
      6. Obtain a signed statement from the doctor that the victim will not live.
      7. Obtain and complete the Application for a Search Warrant.
      8. After obtaining the search warrant, serve it on the suspect. Transport the suspect to the Waukon Veteran’s Memorial Hospital so that a medical doctor can obtain the body specimen. If the suspect refuses, make a notation and return the warrant to the Court.
      9. If the suspect can be released from the Waukon Veteran’s Memorial Hospital, follow the Department’s policy on felony arrest and procedure.

14. **Juveniles**

   a. Juveniles arrests and processed for OWI shall be dealt with in accordance with the guidelines set forth in the Code of Iowa, 232.19-232.22 (Taking a Child into Custody).

15. **Checklist for Unconscious Person**

   **WITHDRAWAL OF BLOOD WHEN THE DRIVER IS UNABLE TO REFUSE OR CONSENT BECAUSE OF DEATH, UNCONSCIOUSNESS OR OTHER CIRCUMSTANCES.**
a. A person who is dead, unconscious or who is otherwise in a condition rendering the person incapable of consent or refusal, may still have a blood specimen withdrawn.

b. A licensed physician **ONLY** must certify **IN WRITING** in advance of performing a test that the person is dead, unconscious or otherwise in a condition rendering the person incapable of consent or refusal.

c. Use the Certification of a Licensed Physician form for this purpose.

d. The arresting officer or other peace officer in authority shall request a physician, physician’s assistant, technologist or registered nurse to withdraw the blood specimen for chemical testing.
INVOLUNTARY COMMITMENTS (MENTAL HEALTH AND SUBSTANCE ABUSE)

1. **Purpose: Mental Health Commitment**
   a. The purpose of this policy is to provide the procedures to be following for the emergency detention and commitment of persons believed to be seriously mentally ill or have a serious substance abuse problem and dangerous to their own health or that of others.

2. **Policy**
   a. The following procedures are to be followed in the commitment process of persons believed to be mentally ill or have a serious substance abuse problem.

3. **Procedure**
   a. Essentially two types of mental health commitments will involve law enforcement personnel. These two procedures depend upon whether the Allamakee County Clerk of Court’s Office is to be open or closed. The first procedure outlined below is to be followed if a situation arises during a time when the Clerk of Court’s Office is open. The second procedure is to be followed in the event the Clerk of Court’s Office is closed or an emergency exists due to an individual being detained for serious mental impairment and it appears that no individuals are available to sign an application and supporting affidavit for commitment purposes. The procedures are as follows:

4. **During Clerk’s Office hours:**
   a. Should a family member or friend desire to commit an individual, the Applicant shall be directed to the Clerk of Court to complete an Application and supporting Affidavit.
   b. Upon completion of the Application and supporting Affidavit, the Clerk of Court will forward the Application and supporting Affidavit, to the nearest Judge.
   c. The Judge will determine whether:
      1. Immediate custody is necessary pursuant to Iowa Code Section 229.11 or;
      2. It is necessary to hold a hearing on the Application.
   d. If an Order for immediate custody issues pursuant to Iowa Code Section 229.11, the Clerk of Court will forward to the Allamakee County Sheriff copies of the Application, supporting Affidavit, Court Order for Immediate Custody, Notice and Order to Transport to be served upon the Respondent.
   e. If an Order is issued for hearing, the Sheriff will serve copies of the Notice, Application and supporting Affidavit and Order on the Respondent.
   f. At this point in the procedure, law enforcement should no longer be involved unless called as a witness at hearing, or for the purpose of transporting a Respondent in the event commitment is ordered following hearing.
5. **Procedure other than during Clerk of Court’s Office hours or in the event of an emergency**
   a. A person believed to be mentally ill and likely to injure the person’s self or others if not immediately detained shall be transported to the nearest medical facility and examined by a licensed physician.
   b. The licensed physician, peace officer or private person shall describe the circumstances of the matter and present them in writing to the nearest District Judge.
   c. Judge finds reason to believe:
      1. Person is seriously mentally impaired; and
      2. Because of the impairment is likely to injure the person’s self or others.
   d. Judge issues order detaining or releasing person and orders to transport to a facility if appropriate. Sheriff’s Department would be responsible for transportation.
   e. Restraints may be used if a person is a threat to himself, officers, public or departmental property. Deputy doing transport will determine if the subject is an assault or escape risk.
   f. If the subject to be transported is injured or it would not be in the best interest of public safety to transport by squad car, Deputies should request transport order securing ambulance transport signed by the Judge.

6. **Procedure: Substance Abuse Commitment**
   a. Essentially two types of substance abuse commitments will involve law enforcement personnel. These two procedures depend upon whether the Allamakee County Clerk of court’s Office is open or closed. The first procedure outlined below is to be following if a situation arises during a time when the Clerk of Court’s Office is open. The second procedure is to be followed in the event the Clerk of Court’s Office is closed; or an emergency exists due to an individual being detained and it appears that no individuals are available to sign an Application and supporting Affidavit for commitment purposes. The procedures are as follows:

7. **During Clerk’s Office hours:**
   a. Should a family member or friend desire to commit an individual, the Applicant shall be directed to the Clerk of Court to complete an Application and supporting Affidavit.
   b. Upon completion of the Application and supporting Affidavit, the Clerk of Court will forward the Application and supporting Affidavit to the referee.
   c. The Judge will determine whether:
      1. Immediate custody is necessary pursuant to Iowa Code Section 125.81; or
      2. It is necessary to hold a hearing on the Application.
   d. If an Order for Immediate Custody issues pursuant to Iowa Code Section 125.81, the Clerk of Court will forward to the Allamakee County Sheriff copies of the Application, supporting Affidavit, Court Order for Immediate Custody, Notice and Order to Transport, to be served upon the Respondent.
   e. If an Order is issued for hearing, the Sheriff will serve copies of the Notice, Application, supporting Affidavit and Order on the Respondent.
f. At this point in the procedure, law enforcement should no longer be involved unless called as a witness at hearing, or commitment is ordered following a hearing.

8. **Procedure other than during Clerk of Court office hours**
   a. A person believed to be intoxicated, who has threatened, attempted or inflicted physical self-harm or harm on another and likely to injure the person’s self or others if not immediately detained shall be transported to the nearest medical facility and examined by a licensed physician.
   b. The licensed physician, peace officer or private person shall describe the circumstances of the matter and present them in writing to the nearest District Court Judge.
   c. Judge finds reason to believe:
   d. Person is intoxicated.
   e. Person has threatened, attempted or inflicted physical self-harm or harm on another.
   f. Person is intoxicated and because of intoxication is likely to injure the person’s self or others.
   g. Judge issues Order detaining person and orders to transport to the appropriate facility. Sheriff’s Department would be responsible for transportation.

9. **Transporting mentally ill or substance abuse persons:**
   a. Deputies will not transport anyone to a mental health or substance abuse facility without proper Orders to transport such person signed by a mental health referee or Judge.
   b. When transporting a female to a facility, the transporting Deputy will be accompanied by a matron or other female.
   c. In the absence of a matron or other female, the transporting Deputy shall utilize a squad car with an operable Mobile Video Recorder for the entire length of the transport.
   d. Restraints can be used if a person is a threat to injure himself, Officer, public or Department property. The Deputy doing the transport will determine if subject is an assault or escape risk.
   e. If the subject to be transported is injured or it would not be in the best interest of public safety to transport by squad car, the Deputy should request transport order requiring ambulance transport, signed by the Judge.
DOMESTIC ABUSE

1. Definitions
   a. Domestic Abuse: Violations of Chapter 708 and 236 of the Iowa Code (assault) under any of the following circumstances:
      1. The assault is between family or household members who reside together at the time of the assault.
      2. The assault is between separated spouses or persons divorced from each other and not residing together at the time of the assault.
      3. The assault is between persons who are parents of the same child, regardless of whether they have been married or have lived together at any time.
      4. The assault is between persons who have been family or household members residing together within the past year and are not residing together at the time of the assault.
      5. Family or household member: spouses, persons co-habiting, parents or other person related by consanguinity or affinity.
      6. Family or household members does not include children under 18 of persons listed above.
   b. Consanguinity: Blood relatives.
   c. Affinity: Blood relative of the present spouse.
   d. Cohabitation: Persons residing together as in a spousal relation.
   e. Bodily Injury: Pain, illness, impairments of bodily functions (cuts, bruises, swelling, complaint of pain, scratches, reddening of the skin, or more serious injury.) “Complaint of pain” as an injury should be supported by the circumstances. It is possible to conclude that the injury has occurred without the injury being visible, but this should be supported by the facts and well-documented.

2. Procedure
   a. Determine what, if any, crime has occurred;
   b. Summon ambulance if injuries require;
   c. Separate the victim, suspect, witnesses and children;
   d. Control communication between the parties.
   e. When possible, the victim and witnesses should be removed from the suspect’s line of sight and range of hearing.
   f. Determine the degree of injury on the person(s) involved;
   g. Determine who acted in self-defense;
   h. Determine the need to protect victims of domestic abuse including children and other individuals living with the victim;
   i. Determine the primary aggressor;
   j. Victim
      1. Note the victim’s physical condition, including:
2. Any injuries – describe in detail; If medical treatment is necessary seek appropriate treatment;
3. Torn clothing;
4. Describe and photograph any injuries;
5. Note the victim’s emotional condition;
6. Document any evidence of substance/chemical abuse by the victim;
7. Determine victim’s relationship to suspect;

k. Witnesses
   1. Interview all witnesses/neighbors separately and record all names, addresses, phone numbers and emergency contacts;
   2. List the names and ages of all children present;

l. Record names and addresses of emergency personnel that provided medical response and assistance including ambulance personnel, paramedics, doctors and nurses;

3. Policy
   a. It is the policy of the Department that investigations and arrests will be made as mandated by Chapter 236 of the Iowa Code, as amended, when probably cause exists for the arrest and the offender is present or can be located. Arrests can be made in all cases where probable cause exists, with the only exceptions noted within the specific policy guidelines herein.
   b. Probable cause in the domestic case investigation does not require a statement by the victim, and generally, a statement by the victim standing alone may not constitute probable cause. The statement of a victim or witness may comprise probable cause when corroborated by one or more of the following:
      1. A statement or statements by other witnesses;
      2. Visible sign of physical abuse;
      3. Finding a weapon in possession or proximity of the Defendant when threats with the weapon were alleged by the victim or another witness;
      4. Officer’s observation of visible disruption/damage at the scene, or other factors which are consistent with the statements of the victim, and or witnesses;
      5. Any other fact and circumstances within the officer’s knowledge which would corroborate the domestic abuse.

4. Preliminary Investigation of Domestic Violence Cases
   a. Officers arriving at a domestic violence scene shall conduct a thorough investigation and submit all incident reports of domestic abuse assault and crimes related to domestic violence to the domestic violence investigator (if available). When dispatched, the officer shall confirm the identity and location of the reporting party, the content of the call and the type of crime being reported. The officer shall request from the 24 hour dispatcher information about any prior orders that exist. (Iowa Code 236.11)
   b. Arrival at the Scene
      1. Determine location and condition of victim;
      2. Determine if suspect is still at the scene;
3. Determine if any weapon is involved;

5. Victim’s Rights/Officer Duty to Advise
   a. If a peace officer has reason to believe that domestic abuse has occurred, the officer shall use all reasonable means to prevent further abuse including but not limited to the following:
      1. If requested, remaining on the scene as long as there is danger to an abused person’s physical safety without the presence of a peace officer, including but not limited to staying in the dwelling unit, or if unable to remain on the scene, assisting the person in leaving the residence.
      2. Assisting an abused person in obtaining medical treatment, including providing assistance to the abuse person in obtaining transportation to the emergency room of the nearest hospital.
      3. Providing an abused person with immediate and adequate notice of the person’s rights.

6. Officer’s Duty to Arrest
   a. A peace officer MAY (emphasis added) without a warrant, arrest a person under Section 708.2A, subsection 2, paragraph “a” if, upon investigation including a reasonable inquiry of the alleged victim and other witnesses, if any, the officer has probable cause to believe that a domestic abuse assault has been committed which did not result in any injury to the alleged victim.
   b. Except as otherwise provided in subsection 3, a peace officer SHALL (emphasis added) with or without a warrant, arrest a person under Section 708.2S, subsection 2, paragraph “b” if, upon investigation including a reasonable inquiry of the alleged victim and to her witnesses, if any, the officer has probable cause to believe that a domestic abuse assault has been committed which resulted in the alleged victim’s suffering bodily injury.
   c. Except as otherwise provided in subsection 3, a peace officer SHALL with or without a warrant, arrest a person under Section 708.2A, subsection 2, paragraph “c” if, upon investigation, including a reasonable inquiry of the alleged victim and other witnesses, if any, the officer has probable cause to believe that a domestic abuse assault has been committed with the intent to inflict a serious injury.

7. Suspect/Scene
   a. Upon arrival the officer shall
      1. Describe the suspect’s location;
      2. Describe the suspect’s physical condition;
      3. Document, describe and photograph any injuries;
      4. Describe suspect’s emotional condition;
      5. Document evidence of substance/chemical abuse by the suspect;
      6. Record statements;
      7. If an arrest is imminent, advise the suspect and advise Miranda Warning;
      8. Evidence Collection
9. Describe the crime scene;  
10. Note signs indicating struggle such as overturned furniture, hair that has been pulled out, broken fingernails, holes in walls, damaged telephones, etc.  
11. Photograph the scene if applicable;  
12. Ensure that victim and suspect’s injuries are photographed clearly;  
b. In cases involving sexual assault, seize and impound all clothing, bedding or material upon which the assault took place.

8. Medical Treatment  
a. If medical treatment is necessary:  
b. DO NOT transport the victim and suspect in the same vehicle.  
c. Obtain names, addresses and telephone numbers of ambulance or paramedic personnel, doctors and nurses treating the victim or suspect.  
d. Obtain signed medical releases from victim and suspect.

9. Arrest  
a. Except as otherwise provided in subsection 3, a peace officer SHALL with or without a warrant, arrest a person under Section 708.2A, subsection 2, paragraph “c” if, upon investigation, including a reasonable inquiry of the alleged victim and other witnesses, if any, the officer has probable cause to believe that a domestic abuse assault has been committed and that the alleged abuser used or displayed a dangerous weapon in connection with the assault.  
b. A peace officer is not civilly or criminally liable for actions pursuant to this Section taken in good faith.

10. Primary Aggressor Rule  
a. Pursuant to Iowa code 236.12, subsection 3, “As described in subsection 2, paragraph “b”, “c” or “d”, the peace officer shall arrest the person whom the peace officer believes to be the primary physical aggressor. The duty of the officer to arrest extends only to those persons involved who are believed to have committed an assault. The term “primary physical aggressor” refers to the total historical relationship of the participants, not just the suspected investigator of the current incident. Persons acting with justification, as defined in Section 704.3, are not subject to mandatory arrest.  
b. In determining whether a person is in the primary aggressor, the officer SHALL consider the following:  
1. The need to protect the domestic abuse victim, including children and other residents living in the household.  
2. The relative degree of injury of fear inflicted on the person involved.  
3. The peace officer is explicitly directed NOT to consider these other factors in identifying the primary aggressor.  
4. The consent of the victim to any subsequent prosecution.  
5. The relationship of the persons involved in the incident.  
6. Other factors law enforcement personnel should consider:  
a. The criminal history;
b. The level of violence;
7. Corroborating witnesses;
8. Use of alcohol/drugs;
9. Offensive/defensive injuries;
10. Seriousness of the injuries;
11. Corroborating evidence;
12. Presence of fear;
13. Injuries consistent with the explanation;

11. **Dual Arrests**
   a. Dual arrests should be the extreme exception and should only be utilized as the last resort when all other investigative efforts fail. An officer can gather evidence regarding a second charge and proved it to the County Attorney.
   b. Iowa Code for Domestic Abuse and Violation of No Contact Orders:
      1. Domestic Abuse –
         a. Simple 708.1 and 7082A(2a)
         b. Serious 708.1 and 7082A (2b)
         c. Aggravated 708.1 and 708.2A(2c)
         d. No Contact Order violation 236.11 and 236.8

12. **Operator/Dispatcher Response**
   a. A dispatcher who receives a domestic assault incident call shall dispatch officers to the reported incident. The dispatcher shall, when warranted, give a domestic assault incident call the same priority as any other life threatening call and shall, whenever possible, dispatch two (2) officers to the scene.
   b. When speaking to a victim of domestic violence, no dispatcher or 911 operator shall discuss the victim’s desire to “press charges, drop charges, or prosecute”. Any comment or statement which seeks to place the responsibility for enforcement actions with the victim is inappropriate.
   c. During the initial call for assistance, the dispatcher should attempt to ask these questions (not necessarily in this order):
      1. Where is the emergency? What address? What apartment number?
      2. What has happened?
      3. With whom am I speaking?
      4. Are you the victim? If no, are you a witness?
      5. Has anyone been injured? Is an ambulance needed? What are the injuries?
      6. Who is the suspect? What is the relationship between the victim and the suspect?
      7. Is the suspect present?
      8. If the suspect is not present, do you know where he/she may be?
      9. Are there weapons involved? What kind? Where are they located?
      10. Is the suspect under the influence of drugs/alcohol?
      11. Are children present?
12. Do you have a Protective Order?
EMERGENCY OPERATION OF PATROL UNIT AND HIGH SPEED PURSUIT

1. Purpose
   a. To establish guidelines for motor vehicle pursuit involving the use of Allamakee County vehicles. Vehicular pursuit of fleeing suspects presents a risk of danger to the lives of the public, officers, and the suspects involved in the pursuit. It is the primary goal of the Sheriff’s Office to provide reasonable protection for the safety of all persons when enforcing the law. In addition, it is the responsibility of the sheriff’s Office to assist officers in the safe performance of their duties. To better meet this goal, it shall be the policy of the Allamakee County Sheriff’s Office to establish guidelines for motor vehicle pursuits.

2. Definitions
   a. The following definitions apply for the purpose expressed in this policy:
      1. **Motor Vehicle Pursuit**: An active attempt by one or more officers to apprehend a suspect operating a motor vehicle, while the suspect is trying to avoid capture by using high speed driving, evasive tactics, maintaining a legal speed but willfully failing to yield to the officer’s signal to stop, or other actions.
      2. **Serious Felony**: A felony that involves an actual or threatened assault, which the officer has reasonable cause to believe could result or has resulted in death or serious bodily injury (e.g. aggravated assault, armed robbery, homicide).
      3. **Roadblock**: Any method, restriction, or obstruction utilized or intended for the purpose of preventing free passage of motor vehicles on a highway in order to affect the apprehension of an actual or suspected violator in a motor vehicle pursuit.
      4. **Primary Unit**: The police unit that initiates a pursuit or any unit that that assumes control of the pursuit.
      5. **Secondary Unit**: Any police vehicle that becomes involved as a backup to the primary unit in the pursuit, and follows the primary unit at a safe distance.
      6. **Authorized Emergency Vehicle**: A department vehicle with operable emergency warning as designated by law.

3. Policy
   a. All emergency vehicle operations will be conducted in strict compliance with existing statutes. Officers engaged in emergency vehicle operations should utilize visual (emergency lights) and audible (siren) emergency warning equipment when engaged in a motor vehicle pursuit.
   b. All personnel operating department vehicles shall exercise due regard for the safety of all persons.
c. No assignments shall be of such importance, and no task shall be expedited with such emphasis, that the principals of safety become secondary. There are no tasks in the department of such importance that they can justify the reckless disregard of safety of innocent persons.

d. Department personnel will be held strictly accountable for the consequences of their reckless disregard for the safety of others.

4. Procedures
   a. MOTOR VEHICLE PURSUITS JUSTIFIED:
      1. Motor vehicle pursuit is justified only when the officer knows or has reasonable grounds to believe any of the following:
      2. The suspect presents a clear and immediate threat to the safety of the public.
      3. There must be separate articulable facts beyond the suspect fleeing.
      4. The suspect has committed or is attempting to commit a serious violent felony.

5. Pursuit of Motorcycles
   a. The pursuit of motorcycles shall be generally prohibited unless the driver has committed a serious felony and there is a continued threat to public safety.
   b. The pursuit of a motorcycle carrying a passenger shall be strictly prohibited.

6. Considerations
   a. In exercising the discretion to pursue or not to pursue, the officer shall consider the following:
      1. Seriousness of the offense.
      2. Area in which the pursuit is occurring.
      3. The current volume of vehicle and pedestrian traffic.
      4. Capability of the officer’s vehicle and the pursued vehicle.
      5. Current weather and road surface conditions.
      6. Available assistance.
      7. The probability of apprehension by other means.
      8. The presence of passengers in the police vehicle.

7. Initiating/Primary Officer Responsibility
   a. The responsibility for the decision to initiate a motor vehicle pursuit rests with the individual officer. The officer initiating a pursuit shall, in all cases, use emergency warning devices (lights and sirens), notify the communication center as soon as reasonably possible that a pursuit is underway and provide the following information;
      1. Officer identification.
      2. Location, speed, and direction of travel.
      3. Vehicle description, including license plate number if known.
      4. The specific reason for the pursuit, including known violations.
      5. Number of occupants.
7. Failure to provide the above information may be cause for the supervisor to order termination of the pursuit.
8. The initiating or primary officer shall be in field command, and bears operational responsibility for the pursuit unless relieved by a supervisor.

8. Authority of Primary Officer
   a. The authority of the primary officer pertains to the immediate field operation and is, at all times, subordinate to the command of a supervisor.
   b. Primary Officer May Maintain Pursuit
      1. The primary officer may maintain pursuit as long as it is reasonable to do so, or until directed to terminate the pursuit by a supervisor, or until the suspect is stopped.
   c. Decision to Terminate Pursuit
      1. The decision to terminate a pursuit may be the most intelligent course of action. Officers must continually assess whether the seriousness of the crime justifies continuing the pursuit. A pursuit shall be terminated under any of the following circumstances:
      2. If, in the opinion of the pursuing officer or the supervisor, there is a clear and unreasonable danger to the officer and other people created by the pursuit that outweighs the necessity for immediate apprehension.
      3. The suspect’s identity has been established to the point that apprehension can be made later, and public safety is not immediately threatened.
      4. The current weather and/or road conditions create an unreasonable danger to the officer, suspect or public should the pursuit continue.
      5. The pursued vehicle’s location is no longer known.
      6. The pursuing officer knows, or is reasonably certain, that the fleeing vehicle is operated by a juvenile and the offense is a misdemeanor or non-violent felony.

9. Termination of a Pursuit
   a. When a pursuit is terminated by the officer or by a supervisor, the officer shall turn off all emergency lights and sirens and discontinue following the vehicle. If appropriate, the pursuing officer may have the communication center notify area agencies of the suspect vehicle information.

10. Not More Than Two Units in Pursuit
    a. The active pursuit will normally involve more than two police units plus a supervisor if available. If more assistance is specifically requested, the amount will be determined:
       1. Nature of the offense.
       2. Number of suspects.
       3. Whether the units involved have more than one officer.
       4. Other clear and articulated facts that would justify the increased hazard.
11. **Shift Supervisor May Authorize**
   a. Only the shift supervisor may authorize more than two units to be in an active pursuit. All other officers will remain aware of the pursuit and attempt to gain a position to identify the suspect visually and or gain information pertaining to vehicle, license plate etc.

12. **Assisting Officer to Notify**
   a. The assisting officer, upon joining the pursuit, shall immediately notify the communication center of his or her identity. If the primary unit is a one-officer unit, the assisting officer should assume radio communication responsibility, allowing the primary officer to devote full attention to driving. If the pursuing officer is a two-man unit, the passenger shall assume radio communication duties.

13. **Assisting Units to Maintain a Safe Distance Behind**
   a. The assisting unit shall maintain a safe distance behind the primary officer.
   b. **Assisting Units to Avoid Intersecting**
   c. Assisting officers should at all cost, avoid intersecting the path of on-coming high speed vehicles.

14. **Primary Unit Becomes Disabled**
   a. If the primary unit becomes disabled, the assisting unit will become the primary unit. The communication center will advise the shift supervisor and other officers that a new back-up unit is needed.

15. **Communication Center Responsibilities**
   a. The Communication Center will be responsible for the following:
      1. Receive and record all incoming information on the pursuit.
      2. Immediately notify the shift supervisor (sheriff or chief of police etc.) when a pursuit is initiated.
      3. Clear the radio channel of any unnecessary traffic and advise all officers that a pursuit is in progress, providing all pertinent information.
      4. Perform relevant record and motor vehicle checks.
      5. Control all radio communications during the pursuit.
      6. Coordinate assistance under the direction of officers or supervisor.

16. **Supervisor Initiates the Pursuit**
   a. If a supervisor initiates a pursuit he or she will assume overall command and exercise control of other units.

17. **Supervisor Responsibilities**
   a. Upon being notified of the pursuit, the supervisor shall verify the following:
      1. Determine if the initiation of the pursuit complies with the guidelines of this policy.
      2. If the pursuit does not meet the required criteria or guidelines the supervisor shall immediately terminate the pursuit.
3. Direct notification of area affected area agencies.

b. Supervisor to Direct the Pursuit
   1. The supervisor will continue to monitor and direct the pursuit until the pursuit ends. In the absence of adequate information from the pursuing officers, the supervisor may order termination of the pursuit.

c. Supervisor Need Not Be Present
   1. As with any tactical field problem, it is not necessary that the supervisor be physically present in order to begin coordination and assert control of the pursuit. The senior shift officer will act as supervisor until the chief of police or Sheriff has been notified. The senior shift officer has the absolute right to terminate the pursuit if the pursuit does not meet the required criteria.

18. Emergency Operations and Tactics
   a. Offensive Tactics: In the course of the pursuit, deliberate contact between vehicles or forcing the pursued vehicle into parked cars, ditches, or any other obstacle, boxing in, heading off, ramming, or driving alongside the pursued vehicle while it is in motion shall be prohibited, unless such actions are specifically authorized by the supervisor. Such force may be approved only when the use of DEADLY FORCE would be authorized, as defined in section 400-Defensive Actions. Reckless or hazardous maneuvers shall not be duplicated by any pursuing officer.
      1. Caravanning: There shall be no caravanning by officers not directly involved in pursuit.
      2. Passing: There shall be no attempt by officers to pass other units involved in the pursuit unless the passing officer receives permission from the primary officer or supervisor.
      3. Spacing: All units in pursuit shall maintain a safe distance from the suspect vehicle and other police units in order to provide adequate reaction time and braking distance.
      4. Unmarked Police Vehicles: Officers operating unmarked vehicles (provided the vehicle is equipped with emergency lights and siren) may engage in pursuit only when the fleeing vehicle presents an immediate and direct threat to public safety. Whenever a marked vehicle becomes available to take over the pursuit, the unmarked vehicle will withdraw from the active pursuit and serve in a support role.
      5. Controlled Access Highways: Officer shall not pursue suspects the wrong way on a controlled access highway or divided roadway unless specifically authorized by the shift supervisor.
      6. Roadblocks: The use of a roadblock is strictly prohibited. A roadblock may only be used when authorized by a supervisor and only when the use of deadly force would be justified. (See Section 683 – Roadblocks).
      7. Traffic Control Devices: Extreme caution must be used whenever officers disregard traffic signs or signals, even though statutes specifically permit such
conduct. Officers shall make use of all available warning devices to alert other motorists and pedestrians.

19. **Authorized Emergency Vehicles per the Code of Iowa**
   a. The following is a copy of Chapter 321.231, Code of Iowa, entitled “Authorized Emergency Vehicles” which provides guidelines for operating a police vehicle under emergency conditions.

   1. The driver of an authorized emergency vehicle, when responding to an emergency call or when in the pursuit of an actual or suspected perpetrator of a felony or in response to an incident dangerous to the public or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this section.

   2. The driver of any authorized emergency vehicle may:
      a. Park or stand an authorized emergency vehicle, irrespective of the provisions of this chapter.
      b. Disregard laws or regulations governing direction of movement for the minimum distance necessary before an alternative route that conforms to the traffic laws and regulations is available.

   3. The driver of a fire department vehicle, police vehicle or ambulance may:
      a. Proceed past a red or stop signal, but only after slowing down as may be necessary for safe operation.
      b. Exceed the maximum speed limits so long as the driver does not endanger life or property.

   4. The exemptions granted to an authorized emergency vehicle under Subsection B and for a fire department vehicle, police vehicle, or ambulance provided in Subsection C shall apply only when such vehicle is making use of an audible device meeting requirements of Section 321.433, or a visual signaling device shall not be required when exercising the exemption granted under Subsection C, paragraph “2” of this section when the vehicle is operated by a peace officer, pursuing a suspected violator of the speed restrictions imposed by or pursuant to this chapter for the purpose of determining the speed of travel of such suspected violator.

      b. The foregoing provisions shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from the consequences of his or her reckless disregard for the safety of others.

20. **Inter-jurisdictional Pursuits**
   a. The Communications Center will notify outside agencies if this department is in pursuit in their jurisdiction. The informing person will specify that the call is either a request for assistance or a courtesy notification with no participation desired.
21. **Involvement in Outside Agency Pursuits**
   a. Officers shall not become involved in another agency’s pursuit unless specifically authorized by the shift supervisor, or unless it is clearly demonstrated that an officer from an outside agency is unable to request assistance or the emergency nature of the situation dictates the need for assistance. In these instances all Allamakee County Sheriff Office pursuit policies are in effect.
   b. Officers shall not join a pursuit initiated by an outside agency if the reason for pursuit is not known or does not meet Sheriff’s Office policy.

22. **Procedures to Follow after a Pursuit is Concluded**
   a. If the officer that initiated the pursuit is not present when the pursued violator is apprehended, the officer will go to the scene unless otherwise directed by a supervisor.
   b. All other officer who participated in the pursuit, but were not directly involved in the arrest will immediately return to normal duties, unless otherwise directed by a supervisor.

23. **Pursuits resulting in collision or accident.**
   a. If a death or serious injury, or serious property damage occurs in a pursuit, or if the pursued vehicle was rammed or struck by an officer’s vehicle, the following procedures will be followed:
      1. The shift supervisor will be notified, and as soon as possible he or she will notify the Sheriff.
      2. All collisions involving department vehicles will be investigated by the Iowa State Patrol or another qualified agency. This would include collisions involving the pursued vehicle.
   b. **Reporting Requirements**
      1. All officers involved in a pursuit as the primary unit or as and assisting unit shall prepare a report, to include relevant details of the incident. In incidents resulting in injury to officers, suspects or major property damage, the reports shall be completed prior to the end of the officer’s shift.

24. **Civilian Passengers in Police Vehicles**
   a. An officer shall not initiate or become involved in a pursuit if a civilian passenger is in the patrol vehicle.
   b. A civilian passenger must exit the patrol vehicle before the officer may become involved with a pursuit.
   c. Any person who is not a sworn police officer and present in a professional capacity shall be considered a civilian.

25. **Reserve Officers**
   a. Reserve officers shall not drive a Sheriff’s Office vehicle in pursuit of another vehicle.

26. **Administrative Review**
   a. The following procedures shall govern administrative review requirements related to motor vehicle pursuits.
1. Administrative and supervisory personnel shall conduct a review of each pursuit as soon as possible to determine if actions taken were in compliance with departmental policy.

2. The review committee shall not include any staff involved in the pursuit.

3. Pursuit reviews should consist of the following: dispatch tape recordings, written reports, memoranda, training records, interviews, vehicle recordings and other pertinent evidence.

4. A qualified senior officer will be responsible for the preparation of a pursuit review report and shall forward the report to the County Sheriff or designee for final review. All reports will be maintained by the Sheriff.

27. Emergency Operation in a Patrol Unit.
   a. Purpose: To establish reasonable guidelines and procedures when engaging in emergency driving.
   b. Procedure:
      1. Emergency warning devices normally will not be utilized in responding to ordinary types of calls. Emergency warning devices (red lights, sirens, horns, etc.) shall be utilized when the officer is responding at speeds above the posted speed limit while having reason to believe that the life of a citizen or another officer is in danger.
      2. In emergency cases where warning devices are used while responding to calls, the officer shall use extreme caution. The warning lights or the siren shall never be used alone, except in a case of operational failure and then only with extreme caution.
      3. While driving under emergency conditions the officer shall-proceed cautiously through red lights and stop signs at intersections and be prepared to stop or yield when necessary.
      4. If the roadway is clear, the officer may travel left of center for a short-safe distance in order to bypass slower congested traffic.
      5. Seatbelts shall be worn at all times, regardless whether an emergency situation exists or not.
      6. Violations of this order may result in suspension or termination depending on how sever and reckless the violation is.

Revised 10/15/2011

Tim Heiderscheit - Sheriff
DEPARTMENTAL POLICY FOR USE OF STOP STICKS

(Roadblock – Tire Deflating Devices)

1. Purpose
   a. Stop Sticks are intended to be an adjunct to Chapter 22 – Emergency Operation of Patrol Units and High Speed Pursuits of the Allamakee County Sheriff’s Department Rules, Regulations, Policies and Procedures Manual – also referred to as The Manual.

2. Policy
   a. Stop Sticks shall be mounted in the trunk/rear compartment of a patrol unit in a Stop Stick Rack furnished for this purpose.
   b. Stop Sticks shall remain in the rack until necessary deployment.
   c. Stop sticks are designed to be used on four-wheel vehicle ONLY – NOT FOR USE ON MOTORCYCLES.

3. Procedure
   a. Stop Sticks are designed to be used on pave (concrete or blacktop) surfaces only.
   b. Stop Sticks may be utilized by connecting the three (3) stop sticks end to end across the avenue of escape, creating one (1) 9 ft. unit of stocks;
      1. Simply lay the three (3) sticks end to end across the avenue of escape;
   c. In extreme situations connected or disconnected Stop Sticks may be tossed into the path of the pursuit vehicle.
   d. Stop Sticks may also be used in stationary vehicle situations – such as preventing a vehicle from being moved by a suspect to flee a scene or etc.
   e. Stop Sticks can also be assembled adjacent to the area of deployment and then pulled across the deployment area with the use of the Cord Reel Line which is supplied with each unit. CAUTION: Do not wrap the cord reel line around your hand or any part of your body at any time.
   f. Once Stop Sticks are deployed, position yourself in a safe location away from the point of contact between the target vehicle and the deployed Stop Sticks.
   g. Once a Stock Stick has been struck and deformed by a target vehicle tire, it is no longer functional and replacement is necessary. See manufacturers attached information.
   h. Under extreme circumstances Stop Sticks may be used on gravel surfaces where the safety and well-being of the citizens of Allamakee County may be in danger.
   i. Use of Stop Sticks within the boundaries of another State may be used only with the approval of the Sheriff, Chief Deputy or Officer in charge. Or in the jurisdiction with a formal written agreement with Allamakee County Sheriff’s Department.
4. **Training**
   a. A training video on the use of Stop Sticks is available on the internet by accessing the Stop Sticks web page at [http://www.stopstick.com/](http://www.stopstick.com/)
      1. Right click on the TRAINING VIDEO link on the home page.
      2. Carefully review the Guidelines for Use of **STOP STICK**; Student Lesson Plan (see attachment 23.1).

NOTE: Also made part of this Departmental Police is the attached “Guidelines for Use-3’ Stop Sticks produced by STOP Stick, Inc., P.O. Box 148, Lawrenceburg, IN 47025.

Effective date: January 26, 1996 – Allamakee County Sheriff’s Department, Waukon, Iowa.

Reviewed 4/17/02 – Tim Heiderscheit
Roadblock/Tire Deflating Devices

GUIDELINES FOR USE - 3' STOP Sticks

STOP Stick RACKS are ready for installation in law enforcement vehicles. Installation should take approximately ten minutes per car. Tools needed for installation: one (1) electric drill, one (1) #30 drill bit (a 1/8" bit will work, but the rivets will be difficult to seat), a level and one (1) pop rivet-style installation device. Pop-style rivets are included with the RACK/STOP Stick kit. Installation with screws is not recommended.

Installation Instructions:

A. Remove the three 3' STOP Sticks from the RACK and set them aside.

B. Locate the empty RACK inside the vehicle trunk lid, as close to the bottom (hinge edge) of the trunk lid as possible, to minimize the effect of the weight of the full RACK/STICK ASSEMBLY on the trunk lid counterbalance. The RACK needs to be horizontal and riveted flush against the trunk lid interior framework, to prevent bowing of the RACK as it is attached to the framework. Expect to drill three or more holes through the RACK and framework. The locations of the drilled holes will vary, depending on the brand of the vehicle involved. The Velcro® straps which have end tips, must be hanging down from the RACK.

C. Holding the RACK in position with one hand (a level is helpful here), drill one (1) hole through the RACK and the framework where they contact each other (near the top or bottom horizontal edge of the RACK). Be careful to avoid penetrating the outer skin of the trunk lid.

D. Rivet the RACK to the framework. Using this first connection to keep the RACK in position, verify the horizontal position of the RACK with the level and drill one (1) more hole through a different trunk lid support. Rivet this connection.

E. Having secured the RACK to the trunk lid, drill and rivet at additional location(s), as necessary, to prevent rattling of the RACK/STICK ASSEMBLY during operation of the car. Be sure to select rivet locations which will not bow the RACK.
IV. WARNING NOTES

The following notes appear on each STOP Stick:

* * * * * WARNING * * * * *
CONTAINS SHARP SPIKES
HANDLE WITH CARE
DO NOT DISMANTLE
DO NOT USE ON MOTORCYCLES

Do not bend this product. Do not push spike tips through the housing walls.

V. GLOSSARY OF TERMS

Avenue of Escape  Open driving lane past roadblock.
Dynamic         Target vehicle is in motion.
S.O.P.           Standard Operating Procedures.
Target Vehicle   The vehicle to be disabled with STOP Sticks.

VI. STOP Stick WARRANTY POLICY

See DESIGN SPECIFICATIONS - 3' STOP Stick.

If You Use Your Sticks - Call STOP Stick, Inc.
1. **Purpose**
   a. The purpose of this policy is to limit the use of the chokeholds in life threatening situations.

2. **Policy**
   a. It shall be the policy of the Department to use the carotid chokehold only when the person being restrained or attempting to be restrained is a risk to one’s life or safety, or the life or safety of a third party. Use of a trachea chokehold is prohibited. (See figure 1)

3. **Procedure**
   a. A chokehold reduces the blood flow to the brain by squeezing the carotid arteries.
FINGERPRINTING AND PHOTOGRAPH REQUIREMENTS

1. Purpose
   a. To establish guidelines for meeting State and Federal Regulations on fingerprinting and photographing individuals following arrest.

2. Policy
   a. Members of the Department will follow State and Federal Regulations on fingerprinting and photographing arrested persons before their release.

3. Procedure
   a. Individuals arrested and charged with an indictable offense (Felonies, Aggravated or Serious Misdemeanors) shall be photographed and fingerprinted.
   b. The photographs may be taken with the AFIS camera or the webcam in conjunction with the Cushings Jail Module.
      1. The officer shall take three photographs of the arrested individual.
      2. One a frontal shot, and a right and left profile shot.
   c. AFIS Fingerprinting - Individuals charged and jailed shall be fingerprinted using the AFIS system. Print one fingerprint card and place in the office file. FBI and DCI fingerprint cards shall be electronically submitted.
   d. Non AFIS Fingerprinting - One completed on the card provided by the Federal Bureau of Investigation (FBI). The second and third on cards provided by the Iowa Division of Criminal Investigation (DCI). The completed cards will then be submitted to their respective agencies. (See attached forms at the end of this Chapter.) The third card is for the office file.
   e. The Department shall fingerprint and photograph all unidentified dead bodies and submit fingerprint cards to the Iowa DCI and the FBI.
1. **Purpose**
   a. The policy of the Allamakee County Jail is to ensure that all members of the Allamakee County Sheriff’s Department comply with the jail directives issued by the Allamakee County Sheriff or his designated jail administrator.

2. **Policy**
   a. All members of the Allamakee County Sheriff’s Department will fully comply with the established procedures, as periodically amended, and all Rules and Regulations issued by the Allamakee County Sheriff, governing the operation of the jail.

3. **Procedure**
   a. See the Allamakee County Sheriff’s Jail Policy and Procedure Manual.
1. **Purpose**
   a. To establish the procedure for the release of information to representatives of the news media concerning incidents of interest to the media and the general public.

2. **Policy**
   a. Any occurrence involving police action or incident may be of interest to the general public. Representatives of the news media are by law entitled to report on these incidents.
   b. Representatives of the news media shall be permitted to see the following police documents:
      1. Reports (censored copies of offense reports);
      2. Accident Book;
      3. All news media releases of an official nature shall be reviewed by the Sheriff or his designee.
MISSING PERSONS

1. Purpose
   a. The purpose of this Chapter is to establish procedures to be followed when a complaint of a missing person is received by the Department in compliance with State Law.

2. Policy
   a. It is the policy of the Department to ensure that complaints on missing persons received are processed efficiently, effectively and in accordance with State Law.

3. Definitions
   a. Missing Person is defined as a person who is missing and meets one of the following characteristics:
      b. Is physically or mentally disabled.
      c. Was, or is, in the company of another person under circumstances indicating that the missing person’s safety may be in danger;
      d. Is missing under circumstances indicating that the disappearance was not voluntary;
      e. Is an unemancipated minor; and unemancipated minor means a minor who has not married and who resides with a parent or other legal guardian.

4. Procedure
   a. When any member of the Department receives a complaint or notification of a missing person, he/she shall forthwith notify the Communications Center which shall:
      i. Broadcast the report immediately to all Department personnel on active duty and surrounding agencies.
MISCELLANEOUS COMPENSATION FOR EMPLOYEES

1. Purpose
   a. To prevent guidelines for employees to receive established monetary compensation for overtime in Civil Court Cases, paying mileage and related expenses for those attending training sessions or other required functions.

2. Policy
   a. To ensure fair guidelines for employees to receive compensation for overtime in Civil Court Cases, paying mileage and fees for attending Department functions.

3. Procedure
   a. Whenever the Department requires an employee to attend a school, seminar, meeting or conference, the Department shall provide a County vehicle for transportation to and from the school or seminar.
   b. If the Department cannot supply an employee with a vehicle, the employee shall use his personal vehicle and be reimbursed by the County in accordance with the current established rate per mile as determined by the County.
   c. A spouse or friend may accompany the employee to the area where the school or seminar is being conducted, providing they pay their own expenses. The spouse or friend shall not be permitted to drive the County vehicle.
   d. The Department shall provide lodging for the employee attending a school or seminar.
   e. If an Officer or employee is subpoenaed to testify or give depositions in a Civil Court Case, the Officer is on-duty, the lawyer or lawyers subpoenaing the Officer shall reimburse the County the hourly salary of the Officer for each hour spent in Court, with a minimum of one hour Court time.
   f. If an Officer or employee is subpoenaed to testify or give depositions in a Civil Court Case and the Officer or employee is off duty, the lawyer or lawyers subpoenaing the Officer or employee shall reimburse the Officer or employee a fee of equal to one and a half times the hourly salary of the Officer for each hour in Court, with a minimum of one hour Court time.
ACCIDENT INVESTIGATIONS AND CHARGES

1. Purpose
   a. To achieve more uniform and consistent investigation and enforcement by all members of the Allamakee County Sheriff’s Department when investigating motor vehicle related mishaps.

2. Policy
   a. It is the policy of the Sheriff’s Department to investigate all “accidents” coming to the attention of the Department and in accordance with established professional standards.

3. Procedure
   a. Accidents: All traffic accidents observed by, or reported to a member shall be investigated. The investigating Officer(s) report shall be completed upon forms supplied by the Department and signed by the reporting Officer(s).
   b. All reports shall be completed and signed by reporting Officer(s) within two working days or shifts.
   c. If the report is not completed, it shall be completed to the farthest extent possible.
   d. A note shall be attached to incomplete reports indicating what is pending and action to be taken next.
   e. The reporting Officer(s) shall fully complete any pending report upon coming on duty the next scheduled shift.
   f. Exception No. 1:
      1. A serious personal injury or fatal accident investigation and report will be completed before reporting Officer(s) end a tour of duty, or upon agreement with the Sheriff or Technical Accident Investigator.
   g. Exception No. 2:
      1. Accidents under investigation in which total damage is less than $1,500.00 shall not be completed on an accident report form.
   h. The names, addresses, dates of birth, drivers’ license numbers, vehicle description and damaged area with an under $1,500.00 estimate, and the location and time facts will be contained in the case report.
   i. All traffic accidents under investigation involving a serious injury, or extensive damage, or unusual circumstances or evidentiary requirements (Officer’s discretion) shall be photographed and measurements taken using established police practices.

4. Fatality and Serious Injury Accidents
   a. An accident involving a fatality or serious injury shall be investigated by a Technical Accident Investigator, including measurements, photographs, collection of witness statements and other items of evidentiary value.
b. The Sheriff and/or Technical Accident Investigator will be notified and advised of all circumstances to determine the need to complete a technical accident investigation by an officer trained to the level of a technical accident investigator.

5. Accident Charges
a. Whenever, during the course of investigation, the reporting Officer(s) establishes a violation has been committed by one or more drivers involved in a traffic accident, said Officer(s) may issue an applicable citation, regardless of the extent of damages.

b. The decision to issue the citation(s) shall be made by the investigating Officer(s) and/or the supervisory personnel based upon the facts of the investigation, witnesses, evidence and all other probably cause factors.

c. Exception No. 3:
   1. It is understood that only Reckless Driving and OWI charges can be filed against the driver who operates a motor vehicle off the highway, (on private property). No other charges can be filed on private property. However, an accident which begins, (to any degree), on the highway and ends on private property shall be considered as having occurred upon the highway and citation(s) shall be issued accordingly.

d. Exception 4:
   1. An applicable traffic citation may be issued to the driver(s) of the vehicle(s) involved in an accident on the highway regardless of the roadway surface conditions or the weather unless, at the Officer’s discretion, the obvious majority of traffic, (more than 50%), traveling on the same roadway encounters similar difficulty.

e. NOTE: The aforementioned directives, 1 and 2, shall include ALL traffic accidents investigated by the Department. (At scene, not at scene, hit and run, etc).

6. Accidents Involving County Owned Vehicles.

a. In any case where a Deputy is involved in a reportable accident as the driver of a County owned vehicle, he shall immediately notify the Sheriff or his agent.

b. All reportable accidents shall be investigated by a member of another Department.

c. A copy of the Driver’s Accident Report shall be submitted to the Sheriff or First Deputy prior to the end of the Deputy’s shift on which the accident happened, provided the Deputy is not physically injured and able to do so.

d. Any additional supplemental reports deemed necessary by the Deputy may also be submitted at the same time.

e. If the Deputy is not able to submit a report, the senior patrol Officer on duty at the time of the accident shall submit a narrative report of the accident and the initial investigation.

f. In all cases of reportable accidents a copy of the report will be submitted to the Department of Public Safety.

g. The circumstances of each reportable accident will be reviewed by the Sheriff and/or First Deputy the next normal duty day.
h. In cases where it appears that a property damage accident was due to a driver error on the part of the Deputy involved, disciplinary action may be taken depending on the circumstances of the accident.

i. In cases where it appears that personal injury accident was due to driver error on the part of the Deputy involved, disciplinary action may be taken depending on the circumstances of the accident.

j. In cases where the accident is not reportable to the State, a complete written report will be furnished to the Sheriff and/or First Deputy no later than the next normal duty day. This report may be either the standard driver’s report or a narrative report.

k. In cases where it appears that the non-reportable accident was due to driver error on the part of the Deputy involved, disciplinary action may be taken.

l. In cases where the above procedures are not complied with by any Deputy involved in any type of accident involving a County vehicle, he/she shall be subject to disciplinary action.
1. **Purpose**
   a. To establish a uniform policy in the handling of dog bite incidents and dogs running at large.

2. **Policy**
   a. All dog bite incidents are to be reported to law enforcement authorities.
   b. All dog bite reports taken shall be forwarded to the County Board of Health.

3. **Procedure**
   a. The following procedures are to be followed when receiving a dog bite complaint.
      1. When a licensed dog with a current rabies vaccination and license is alleged to have bitten an individual, the Sheriff’s Department should notify the owner to confine the dog for a period of two weeks at the residence of the owner, and to notify the Sheriff’s Department immediately if the dog appears to become ill or dies.
      2. The Sheriff’s Department should attempt to send the same individual back to check on the dog towards the end of the two-week period to confirm, to the best of the Officer’s ability, that the dog has not become ill.
      3. If the dog does become ill or dies, the Board of Health should amend its order to require the dog to be transferred to the custody of a veterinarian for further impoundment or analysis as the case might be.
      4. In the event that an unlicensed, stray or non-vaccinated dog is alleged to have bitten an individual, the Sheriff’s Department should seize the dog immediately and impound it at a private pound for a period of at least two weeks.
      5. At the end of this period, the individual desiring to get his dog back would be required to pay the impoundment fee and to provide proof that the dog had been vaccinated and licensed, or to provide assurance that the dog would be vaccinated and licensed as soon as possible.
      6. In the event that the owner does not pick up the dog after the two-week period had expired, the dog can be humanely destroyed or otherwise appropriately disposed of pursuant to the provisions of Iowa Code Section 351.
      7. The Order of the Allamakee County Board of Health form shall be completed on every dog bite case and copy left with the dog owner. (See form at the end of this Chapter.)
   b. The following procedures are to be followed when receiving a dog running at large complaint.
      1. When a citizen complaint is received concerning a dog running at large or stray, our Department will make an attempt to pick up the dog.
2. The complainant should be encouraged to attempt to confine said dog(s) prior to Deputy’s arrival if at all possible to save time.

3. Once the animal is picked up it should be transported to the designated dog kennel.

4. Once a dog is impounded, the Sheriff’s Department should make some minimal effort to locate the owner of the dog, especially if the dog appears to be a dog of good pedigree, or a dog whose disposition would indicate that it is a family pet. It is possible that the radio station would be willing to cooperate in advertising dogs which had been at large and impounded, in an effort to locate the owner of such dog.

5. The procedure of Iowa Code Section 351.37 would require the County to keep the dog for at least seven days, and if the owner cannot be located within that time, the animal may be humanely destroyed or otherwise disposed of in accordance with the law, including giving it away to a new owner.

6. The owner redeeming a dog must have it immediately vaccinated and pay the cost of impoundment.
USE OF PHYSICAL FORCE/USE OF WEAPONS AND DEADLY FORCE

1. Use of Physical Force
   a. Malicious assaults committed by Deputies constitute gross misconduct.
   b. The use of physical force shall be restricted to circumstances specified by law, when necessary to accomplish a law enforcement task successfully.
   c. Whenever a Deputy, on or off duty, is required to use considerable physical force against another person, he/she shall immediately call the ranking Deputy/Sheriff to the scene; if this is not practical, the ranking Deputy/Sheriff should be contacted as soon as possible following the incident.
   d. A written report must be submitted to the Sheriff.

2. Use of Weapons and Deadly Force
   a. The use of firearm is in all probability the most serious act a law enforcement Officer will encounter. It has the most far reaching consequences for all the parties involved within the boundaries of legal guidelines, ethics, good judgment and accepted practices. Additionally, the Deputy must be prepared by training, leadership and direction to act wisely whenever using a firearm in the course of duty.
   b. A reverence for the value of a human life shall guide Officers in considering the use of deadly force. While Deputies have an affirmative duty to use that degree of force necessary to protect human life, the use of deadly force is not justified merely to protect property interests.
   c. It is in the public interest that a Deputy be guided by a policy which the people believe to be fair and appropriate and which creates public confidence in the Department and in the individual Deputies.
   d. This policy provides basic policies governing the use of firearms so Officers can be confident in exercising judgment as to the use of deadly force. Such a policy must be viewed as an administrative guide for decision-making before the fact and as a standard for administrative judgment of the property of the action taken.
   e. As long as members of the public are victims of violent crimes and Deputies, in the performance of their duties, are confronted with deadly force, it will remain necessary for Deputies to be properly armed for the protection of society and themselves.
   f. A Deputy is equipped with a firearm to protect himself/herself or others against the immediate threat of death or serious bodily injury.
   g. Regardless of the nature of the crime or the jurisdiction for firing at a suspect, Deputies must remember that their basic responsibility is to protect the public. Deputies shall not fire under conditions that would subject bystanders or hostages to death or possibly injury, except in order to preserve life or prevent serious bodily injury. Firing under such
conditions is not justified unless the failure to do so would create an immediate substantial threat of death or serious bodily injury.
h. In the extreme stress of a shooting situation a Deputy may not have the opportunity or ability to direct hi/her shot to a nonfatal area. To require him/her to do so in every instance could increase the risk of harm to himself/herself or others. However, in keeping with the philosophy that the minimum force that reasonably appears necessary should be used, Deputies should be aware that even in the rare cases where the use of firearms reasonable appears necessary, the risk of death to any person should be minimized.
i. A Deputy is authorized the use of deadly force when it reasonable appears necessary.
   1. To protect himself/herself, a fellow Deputy/Officer or others from immediate threat of death or serious bodily injury, or
   2. To prevent crime where the suspect’s actions place persons in jeopardy of death or serious bodily injury, or
   3. To apprehend a fleeing felon who escaped from confinement, when there is substantial risk that the person whose arrest is sought will cause immediate death or serious bodily injury to others if apprehension is delayed.
j. Deputies shall not use deadly force to protect themselves from assaults which they believe are not likely to have serious results.
k. Deadly force shall only be exercised when all reasonable alternatives have been exhausted or appear impractical.
l. Justification for the use of deadly force must be limited to what reasonably appears to be the facts known or perceived by a Deputy at the time he/she decides to shoot. Facts unknown to a Deputy, no matter how compelling, cannot be considered at a later date to justify a shooting.
m. A Deputy shall not fire at a person who is called upon to halt upon mere suspicion and who simply runs away to avoid arrest.
n. Deputies shall not use deadly force to effect the arrest or prevent the escape of a person whose only offense is classified solely as a misdemeanor by law.
o. **WARNING SHOTS WILL NOT BE FIRED**
p. **Brandishing of Deadly Weapons:** A Deputy may draw and display his/her firearm only in a situation where there is reasonable cause to anticipate potentially deadly danger. These situations include, but are not limited to:
   1. persons with a gun
   2. approach to suspect vehicles following resisting arrest in highway chase (pursuit)
   3. searching of burglary scenes, if there is any possibility the suspect is still inside
   4. any situation that a potentially hostile suspect has immediate access to a gun, knife, bludgeon or other deadly weapon.

3. **Reports on Use of Force by Officers**
   a. When the Officer is involved in any situation requiring use of physical force, forcible restraint, other than routine handcuffing, blows, use of any sort of weapon, a detailed
report shall be completed for the Sheriff prior to the leaving the shift if on duty, or within eight hours if off duty.

b. Such a report shall contain all the pertinent facts, including names and addresses of witnesses.

c. Any discharge of service related firearms, other than in shooting practice or the use of the firearm for humane destruction of gravely injured animals, shall be cause for a written report, which is to be submitted immediately. This includes accidental discharge, etc.

d. Any injury produced by use of force by Deputies shall be immediately reported, in person or by telephone, to the Sheriff or supervisory Officer; this is in addition to the written incident report.

e. If an injury has resulted from use of force, it shall be the Deputies’ responsibility to make certain that adequate medical care is made immediately available to the injured person.

f. If the injured suspect refuses to cooperate in seeking medical treatment and if, in the judgment of the Deputy, the injured individual is not capable of rationally making such decisions, the Deputy shall be responsible for calling medical personnel to the scene to access the nature of the injury.

g. In any situation where the Officer has been injured by a suspect, signed statements and addresses shall be taken from all witnesses to the incident.

4. Addendum

a. The following definitions have been adopted for the following terms and phrases used in this policy:

1. Arrest: An arrest is the taking of a person into custody in a manner authorized by law.

2. Deadly Force (means any of the following): Force used for the purpose of causing serious injury. Force which the actor knows or reasonably should know will create a strong probability that serious injury will result.
   a. The discharge of a firearm in the direction of some person with the knowledge of his/her presence, even though no intent to inflict serious injury can be shown.
   b. The discharge of a firearm at a vehicle in which a person is known to be.

3. Serious Injury: Means disabling, mental illness or bodily injury which creates a substantial risk or death or which causes serious permanent disfigurement or protracted loss or impairment of the function of any bodily member or organ.

4. Reasonable Force: Is that force which a reasonable person, in like circumstances, would judge to be necessary to prevent an injury or loss, and no more; the use of deadly force against another is reasonable only to resist a like force or threat.
   a. Reasonable force, including deadly force, may be used even if an alternative course of action is available, if the alternative entails a risk to one’s life or safety or to the life and safety of a third party or requires
one to abandon or retreat from his or her dwelling, place of business or employment.

5. **Dangerous Weapon**: Any instruction or device designed primarily for use in inflicting death or injury upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner to indicate that the Defendant intends to inflict death or serious injury upon another; and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon.

   a. Dangerous weapons include, but are not limited to:
      
      a. Any offensive weapon, pistol, revolver or other firearm, dagger, razor, stiletto or knife having a blade in excess of the legal limit.
   
   b. Note: There are many items which are designed primarily for some other purpose but which can kill; these are dangerous weapons when used in such a manner as to show that the intent is to kill or injure someone, e.g., a motor vehicle.

6. **Forcible Felony**: Any felonious Assault, Murder, Sexual Abuse, Kidnapping, Robbery, Arson in the First Degree or Burglary in the First Degree.

7. **Use of Force by Deputies when Making an Arrest**: A Deputy, while making a lawful arrest, is justified in the use of any force which the Deputy reasonably believes to be necessary to effect the arrest or to defend any person from bodily harm while making such arrest.

   a. However, the use of deadly force is only justified when a person cannot be captured any other way and either:
   
   b. The person has used or threatened to use deadly force committing a felony, or
   
   c. The Deputy reasonably believes the person would use deadly force against another person unless immediately apprehended.
   
   d. A Deputy making an arrest pursuant to an invalid warrant is justified in the use of any force which the Deputy would be justified in using the warrant were valid, unless the Deputy knows the warrant is invalid.

8. **Defense of Self or Another**: A Deputy is justified in the use of reasonable force when he/she reasonably believes that such force in necessary to defend himself/herself or another from any imminent use of unlawful force.

9. **Reasonable Belief**: One may protect himself/herself or another from a threatened injury by using reasonable force against the person threatening him or her.

   a. It is not necessary for one pleading self-defense to show that he or she actually was in danger; it is enough to show:
   
   b. The person believes the threat of injury exists;
   
   c. A reasonable person, similarly situated, would believe a threat existed;
   
   d. The person believes it was necessary to act as he/she did to avoid injury;
e. A reasonable person, similarly situated, would believe it necessary to act in a similar fashion to avoid injury.

10. **Aiding Another in Defense of Property**: A person is justified in the use of reasonable force to aid another in the lawful defense of his/her rights in property or any public property.

11. **When Defense is not Available**: The defense of justification is not available in the following:

   a. One who is participating in a forcible felony, riot or duel.

   b. One who initially provokes the use of force against himself or herself with the intent to use such force as an excuse to inflict injury on the assailant.

   c. One who initially provokes the use of force against himself/herself by his/her unlawful acts, unless:

   d. Such force is grossly disproportionate to the provocation and is so great that the person reasonably believes he/she is in imminent danger of death or serious injury, or

   e. The person withdraws from physical contact with the other and indicates clearly to the other that the person desires to terminate the conflict but the other continues or resumes the use of force.

12. **Resisting Forcible Felony**: A person who knows that a forcible felony is being perpetrated is justified in using, against the perpetrator, reasonable force to prevent the completion of that felony.
MOBILE VIDEO RECORDER PROCEDURES

1. Purpose and Scope
   a. The Allamakee County Sheriff’s Office has equipped each marked patrol car with a Mobile Video Recording (MVR) system. The MVR is designed to assist and compliment patrol deputies in the performance of the duties. The MVR is used to record certain activities by providing a visual and/or audio record. Video recordings are intended to provide an unbiased visual/audio record of the incident and to supplement the deputy’s report.

2. Definitions
   a. **Recorded Media** – Audio-video signals recorded on any of several storage devices, including, but not limited to, analog tape (CD, DVD, hard drive, flash card, etc.).
   b. **In-Car Camera System and Mobile Video Recorder (MVR)** - These are synonymous terms and refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at minimum, a camera, microphone, recorder and monitor.
   c. **MVR Administrator** – As used in this policy refers to licensed peace officers appointed with responsibility to serve as a MVR systems Administrator.
   d. **MVR Technician** – Personnel, licensed or civilian, trained in the operational use and repair of MVR’s, duplicating methods, storage and retrieval methods and procedures, and who possess a working knowledge of video forensics and evidentiary procedures.
   e. **Degaussing** – Electronic cleansing by overwriting, erasing, and/or destruction of electronic storage media of analog and digital recording media that returns the media to its original state so it is ready for the imprinting of new images.
   f. **Activate** – Any process that causes the MVR system to transmit or store video or audio data.
   g. **Law Enforcement Operator (LEO)** – Primarily, a licensed peace officer, but on occasion may be a non-licensed representative of the Office, who would be authorized and assigned to operate MVR equipped vehicles.

3. Deputy Responsibilities
   a. Deputies should test the MVR system operation in accordance with manufacturer specifications and consistent with training at the start of each shift.
   b. Testing includes:
      c. Remote audio transmitter is functional and has an adequate power source.
      d. Connected to the recording equipment.
      e. The transmitter can remotely activate the system.
      f. The view of all cameras shall be free of obstruction.
      g. All camera lenses shall be operational.
      h. Camera facing intended direction.
i. Recording mechanism capturing both audio and video information.

j. System plays back both audio and video tracks.

k. Sufficient storage space is available on the removable media cards.

l. System documentation is accomplished by the deputy activating the camera system and ensuring the camera records and the microphone activates automatically at the start and again at the end of each shift. If the system is malfunctioning, the deputy shall immediately notify the MVR Administrator of the malfunction and seek further advice to correct the issue.

4. Activation of the MVR

   a. The MVR system is designed to turn on whenever the unit’s emergency lights are activated or by being manually activated by the Deputy. The system remains on until turned off manually. The audio portion is independently controlled and also automatically records upon activation of the camera. The audio recorder may be turned off after activation of the camera by the deputy. Any such deactivation shall serve a law enforcement purpose. When audio is being recorded, the video will also record.

   b. Law enforcement operators are encouraged to narrate events using the audio recording, so as to provide the best documentation for pretrial and courtroom presentation.

5. Required Activation of the MVR

   a. This policy is not intended to describe every possible situation where the system may be used, although there are many situations where the use of the MVR system is appropriate. In addition to the required situations, a deputy may activate the system any time the deputy believes its use would be appropriate and/or valuable to document an incident.

   b. In some circumstances it is not possible to capture images of the incident due to conditions or location of the camera. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the MVR. The activation of the MVR system is required in any of the following situations:

      1. All field contacts involving actual or potential criminal conduct, within video or audio range, which include:
         2. Traffic stops (to include, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops).

      3. Priority responses
         4. Vehicular pursuits
         5. Suspicious vehicles
         6. Arrests
         7. Vehicle searches
         8. Physical or verbal confrontations or use of force
         9. Prisoner transports
         10. Non-custody transports
         11. Pedestrian checks
12. DWI investigations including field sobriety tests
13. Consensual encounters
14. Crimes in progress
15. Responding to an in-progress call
16. Medical incidents attended by members of the Office
17. All self-initiated activity in which a deputy would normally notify dispatch.
18. Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect, such as:
19. Family violence calls
20. Disturbance of the peace calls
21. Offenses involving violence or weapons
22. Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording.
23. Any other circumstances where the deputy believes that a recording of an incident would be appropriate.

6. Cessation of Recording
   a. Once the MVR system is activated it shall remain on and shall not be turned off until the incident has concluded. For purposes of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if:
   b. The deputy is simply waiting for a tow truck or a family member to arrive or other similar situations.
   c. The incident or event is of such duration that the MVR may be deactivated to conserve recording times.
   d. The deputy does not reasonably believe that deactivation will result in the loss of critical documentary information.
   e. The intention to stop the tape has been noted by the deputy either verbally or in a written notation.

7. When Activation Not Required
   a. Activation of the MVR system is not required when exchanging information with other deputies or during breaks, lunch periods, when not in service or actively on patrol.

8. Supervisor Responsibilities
   a. Supervisors should determine if vehicles with non-functioning MVR systems should be placed into service. If these vehicles are placed into service, the appropriate documentation should be made, including notification of dispatch and the supervisor.
   b. On reasonable intervals, supervisors should validate that:
      1. Media download procedures are followed.
      2. Access and review the performance of new employees’ operation of MVR systems no less than bi-weekly.
      3. Access and review all employees’ operation of MVR systems to ensure compliance with policy.
c. When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, peace officer-involved shootings, Office-involved collisions), a supervisor shall:
   1. Respond to the scene and ensure that the appropriate supervisor, MVR technician or crime scene investigator removes the recorded media.

d. The technician or investigator should ensure the media is recovered and retained appropriately, often as evidence.

e. Copies may be distributed to investigators as appropriate to the investigation.

9. Review of MVR Recordings
   a. All recording media, recorded images and audio recordings are the property of the agency. Dissemination outside of the agency is strictly prohibited except to the extent permitted or required under Iowa law or other applicable law.
   b. To prevent damage to, or alteration of, the original recorded media; it shall not be copied, viewed or otherwise inserted into any device not approved by the agency MVR Administrator, MVR technician or forensic media staff. When reasonably possible, a copy of the original media shall be used for viewing by investigators, staff, training personnel, and the courts (unless otherwise directed by the courts) to preserve the original media in pristine condition.
   c. The Allamakee County Sheriff’s Office utilizes a MVR system that requires each deputy to remove the media recording cards from the MVR. Each deputy shall follow established protocols for removal of data cards and downloading information from the MVR to the digital video program. This should be done no less than every other week.
   d. Recordings may be reviewed in any of the following situations.
      1. For use when preparing reports or statements.
      2. By a supervisor investigating a specific act of deputy conduct.
      3. By a supervisor to assess deputy performance.
      4. To assess proper functioning of MVR systems.
      5. By an Office investigator after approval of a supervisor who is participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation.
      6. By Office personnel who request to review their own recordings.
      7. A deputy who is captured on or referenced in the video or audio data may review such data and use the data for any purpose relating to his/her employment.
      8. By court personnel through proper process or with permission of the Sheriff or designee.
      9. By media personnel or other third parties consistent with the consent of the Sheriff.
   10. To assess possible training value.
      a. Recordings may be shown for the purposes of training value. If an involved deputy objects to the showing of recording, his/her objection
will be submitted to staff to determine if the training value outweighs the deputy’s objection for not showing the recording.

e. Employees desiring to copy any MVR recording shall submit a request in writing to the Sheriff.

f. In no event shall any recording be used or shown for the purpose of ridicule or embarrassing any employee.

10. Documenting MVR Use

a. Any incident that was recorded with either the video or audio system shall be documented in the deputy’s report. If a citation was issued, a notation shall be placed on the back of the records copy of the citation that the incident was recorded.

11. Video Storage and Integrity

a. Once downloaded, all videos will be labeled by the recording deputy in the video manager program. All video media that is not labeled as evidence will be retained for a minimum of 90 days after which time it may be erased, destroyed or recycled in compliance with the established date retention schedule.

12. MVR Recordings as Evidence

a. Only in exceptional circumstances will original video media be booked into evidence. The exceptions would include a major event, such as a homicide, or as directed by a supervisor. If a video media is booked into evidence, it shall be booked in the same manner as other property and referenced in the case report.

b. MVR equipment will be used in the prosecution of those who violate the law and to provide objective information concerning law enforcement/citizen contacts.

c. Recordings containing data that must be retained in anticipation of pending civil action or are collected as part of an active investigation for the commencement or defense of a pending civil action against the state shall continue to be in the control of the Agency.

d. When a recording contains evidence for a case that is being investigated by another agency, that agency shall be provided a duplicated copy of the recording with the approval of the Sheriff.

13. System Operational Standards

a. MVR system vehicle installations should be based on officer safety requirements and vehicle and device manufacturer recommendations.

b. The MVR system should be configured to minimally record for 30 seconds, prior to an event.

c. The MVR system may not be configured to record audio data occurring prior to activation.

d. Deputies shall activate both audio and video recordings when responding in a support capacity in order to obtain additional perspectives of the incident scene.

e. With the exception of law enforcement radios or other emergency equipment, other electronic devices should not be used within the law enforcement vehicle in order to intentionally interfere with the capability of the MVR system to record audio data.
f. Deputies shall not erase, alter, reuse, modify or tamper with MVR recordings deemed of evidentiary value. Only a supervisor, MVR Administrator MVR technician or other approved designee may erase and reissue previously recorded evidentiary recordings and may only do so pursuant to the provisions of this policy.

g. To prevent damage, original recordings shall not be viewed on any equipment other than the equipment issued or authorized by the MVR Administrator or MVR technician.

14. **MVR Technician Responsibilities**
   a. The MVR technician is responsible for the following:
      1. Ordering, issuance, retrieval, storage, degaussing and duplication of all recorded media.
      2. Collecting all completed media for oversight and verification of wireless downloaded media, and once collected:
         a. Ensure it is stored in a secured location with authorized controlled access.
         b. Make appropriate entries in the chain of custody log.
      3. Degauss of media:
         a. Pursuant to a court order.
         b. In accordance with established retention policies, including reissuing all other media deemed to be of no evidentiary value.
      4. Assigning all media an identification number prior to issuance to the field.
      5. Maintaining a record database of issued media.
      6. Ensuring that an adequate supply of recording media is available.
      7. Long-term storage of media deemed to be of evidentiary value in accordance with the Office evidence storage protocols and retention schedule.

15. **MVR System Configuration**
   a. The MVR system configuration settings shall be according to directives as described by the Sheriff. Users shall not be allowed to reconfigure the MVR system configuration settings without the approval of the Sheriff.

16. **Training**
   a. Users of the MVR systems and supervisors shall successfully complete an approved course of instruction prior to being deployed with MVR systems in operational settings.
1. **Purpose and Scope**
   a. The Allamakee County Sheriff’s Office has available to deputies’ digital audio and video recorders (AVR). The digital audio recorder and video recorder are designed to assist and compliment deputies in the performance of the duties. The digital audio recorder and video recorder are used to record certain activities by providing a visual and/or audio record. Audio and video recordings are intended to provide an unbiased visual/audio record of the incident and to supplement the deputy’s report.

2. **Definitions**
   a. **Recorded Media** – Audio-video signals recorded on any of several storage devices, including, but not limited to, analog tape (CD, DVD, hard drive, flash card, etc.).
   b. **Digital Audio and Video Recorders** - These are synonymous terms and refer to any system that captures audio and/or video signals, and that includes at minimum, camera, microphone, recorder and monitor.
   c. **AVR Administrator** – As used in this policy refers to licensed peace officers appointed with responsibility to serve as an AVR systems Administrator.
   d. **AVR Technician** – Personnel, licensed or civilian, trained in the operational use and repair of AVR’s, duplicating methods, storage and retrieval methods and procedures, and who possess a working knowledge of video forensics and evidentiary procedures.
   e. **Degaussing** – Electronic cleansing by overwriting, erasing, and/or destruction of electronic storage media of analog and digital recording media that returns the media to its original state so it is ready for the imprinting of new images.
   f. **Activate** – Any process that causes the AVR system to transmit or store video or audio data.
   g. **Law Enforcement Operator (LEO)** – Primarily, a licensed peace officer, but on occasion may be a non-licensed representative of the Office, who would be authorized and assigned to operate AVR equipment.

3. **Deputy Responsibilities**
   a. Deputies should test the AVR system operation in accordance with manufacturer specifications and consistent with training periodically.
   b. Testing includes:
      1. Audio/Video is functional and has an adequate power source.
      2. The view of all cameras shall be free of obstruction.
      3. All camera lenses shall be operational.
      4. Recording mechanism capturing both audio and video information if applicable to device.
      5. System plays back audio and audio/video tracks.
      6. Sufficient storage space is available on the removable media cards.
c. System documentation is accomplished by the deputy activating the AVR system and ensuring the AVR records. If the system is malfunctioning, the deputy shall immediately notify the AVR Administrator of the malfunction and seek further advice to correct the issue.

4. **Activation of the AVR**
   
a. The AVR system is designed to turn on by being manually activated by the Deputy. The system remains on until turned off manually. Deactivation shall be done by the deputy at the completion of the incident or if it is determined by the deputy that continued recording is of a non-evidentiary value.
   
b. This policy is not intended to describe every possible situation where the system may be used, although there are many situations where the use of the AVR system is appropriate. In addition to the required situations, a deputy may activate the system any time the deputy believes its use would be appropriate and/or valuable to document an incident.
   
c. In some circumstances it is not possible to capture images of the incident due to conditions or location of the camera. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the AVR. The activation of the AVR system may be used in any of the following situations:
   
   1. Law enforcement operators are encouraged to narrate events using the audio recording, so as to provide the best documentation for pretrial and courtroom presentation.
   2. Field contacts involving actual or potential criminal conduct, within video or audio range, which may include:
   3. Traffic stops (to include, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops).
   4. Arrests
   5. Vehicle searches
   6. Physical or verbal confrontations or use of force
   7. Prisoner transports
   8. Non-custody transports
   9. Pedestrian checks
   10. DWI investigations including field sobriety tests
   11. Consensual encounters
   12. Crimes in progress
   13. Medical incidents attended by members of the Office
   14. Interviews
   15. Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect, such as:
   16. Family violence calls
   17. Disturbance of the peace calls
   18. Offenses involving violence or weapons
19. Any other circumstances where the deputy believes that a recording of an incident would be appropriate.

5. Cessation of Recording
   a. Once the AVR system is activated it shall remain on and shall not be turned off until the incident has concluded or the continued use of the AVR is not of evidentiary value. For purposes of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if:
      1. The incident or event is of such duration that the MVR may be deactivated to conserve recording times.
      2. The deputy does not reasonably believe that deactivation will result in the loss of critical documentary information.
      3. The intention to stop the tape has been noted by the deputy either verbally or in a written notation.

6. Supervisor Responsibilities
   a. Supervisors should determine if AVR systems are functional and should be placed into service.
   b. On reasonable intervals, supervisors should validate that:
      1. Media download procedures are followed.
      2. Access and review the performance of new employees’ operation of AVR systems no less than bi-weekly.
      3. Access and review all employees’ operation of AVR systems to ensure compliance with policy.
   c. When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, peace officer-involved shootings, Office-involved collisions), a supervisor shall:
      1. Respond to the scene and ensure that the appropriate supervisor, AVR technician or crime scene investigator removes the recorded media.
      2. The technician or investigator should ensure the media is recovered and retained appropriately, often as evidence.
   d. Copies may be distributed to investigators as appropriate to the investigation.

7. Review of AVR Recordings
   a. All recording media, recorded images and audio recordings are the property of the agency. Dissemination outside of the agency is strictly prohibited except to the extent permitted or required under Iowa law or other applicable law.
   b. To prevent damage to, or alteration of, the original recorded media; it shall not be copied, viewed or otherwise inserted into any device not approved by the agency AVR Administrator, AVR technician or forensic media staff. When reasonably possible, a copy of the original media shall be used for viewing by investigators, staff, training personnel, and the courts (unless otherwise directed by the courts) to preserve the original media in pristine condition.
c. The Allamakee County Sheriff’s Office utilizes a AVR system that may require each deputy to remove the media recording cards from the AVR. Each deputy shall follow established protocols for removal of data cards and downloading information from the AVR to the digital video program. This should be done as needed.

d. Recordings may be reviewed in any of the following situations.
   1. For use when preparing reports or statements.
   2. By a supervisor investigating a specific act of deputy conduct.
   3. By a supervisor to assess deputy performance.
   4. To assess proper functioning of AVR systems.
   5. By an Office investigator after approval of a supervisor who is participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation.
   6. By Office personnel who request to review their own recordings.
   7. A deputy who is captured on or referenced in the video or audio data may review such data and use the data for any purpose relating to his/her employment.
   8. By court personnel through proper process or with permission of the Sheriff or designee.
   9. By media personnel or other third parties consistent with the consent of the Sheriff.
   10. To assess possible training value.
       a. Recordings may be shown for the purposes of training value. If an involved deputy objects to the showing of recording, his/her objection will be submitted to staff to determine if the training value outweighs the deputy’s objection for not showing the recording.
       e. Employees desiring to copy any AVR recording for any other use than evidentiary use shall submit a request in writing to the Sheriff.
       f. In no event shall any recording be used or shown for the purpose of ridicule or embarrassing any employee.

8. Documenting AVR Use
   a. Any incident that was recorded with either the video or audio system shall be documented by the deputy in a written report.

9. Video Media Storage and Integrity
   a. Once downloaded, all videos will be labeled by the recording deputy in a case file or stored media devise. All video media that is not labeled as evidence will be retained for a minimum of 90 days after which time it may be erased, destroyed or recycled in compliance with the established date retention schedule.

10. Recordings as Evidence
    a. Only in exceptional circumstances will original video media be booked into evidence. The exceptions would include a major event, such as a homicide, or as directed by a
supervisor. If a video media is booked into evidence, it shall be booked in the same manner as other property and referenced in the case report.

b. AVR equipment will be used in the prosecution of those who violate the law and to provide objective information concerning law enforcement/citizen contacts.

c. Recordings containing data that must be retained in anticipation of pending civil action or are collected as part of an active investigation for the commencement or defense of a pending civil action against the state shall continue to be in the control of the Agency.

d. When a recording contains evidence for a case that is being investigated by another agency, that agency shall be provided a duplicated copy of the recording with the approval of the Sheriff.

11. System Operational Standards
   a. Deputies shall activate both audio and video recordings when responding in a support capacity in order to obtain additional perspectives of the incident scene.

   b. With the exception of law enforcement radios or other emergency equipment, other electronic devices should not be used in order to intentionally interfere with the capability of the AVR system to record audio/video data.

   c. Deputies shall not erase, alter, reuse, modify or tamper with AVR recordings deemed of evidentiary value. Only a supervisor, AVR Administrator AVR technician or other approved designee may erase and reissue previously recorded evidentiary recordings and may only do so pursuant to the provisions of this policy.

   d. To prevent damage, original recordings shall not be viewed on any equipment other than the equipment issued or authorized by the AVR Administrator or AVR technician.

12. AVR Technician Responsibilities
   a. The AVR technician is responsible for the following:
      1. Ordering, issuance, retrieval, storage, degaussing and duplication of all recorded media.

      2. Collecting all completed media for oversight and verification of wireless downloaded media, and once collected:
         a. Ensure it is stored in a secured location with authorized controlled access.

         b. Make appropriate entries in the chain of custody log.

      3. Degauss of media:
         a. Pursuant to a court order.

         b. In accordance with established retention policies, including reissuing all other media deemed to be of no evidentiary value.

         c. Assigning all media an identification number prior to issuance to the field.

         d. Maintaining a record database of issued media.

         e. Ensuring that an adequate supply of recording media is available.

   b. Long-term storage of media deemed to be of evidentiary value in accordance with the Office evidence storage protocols and retention schedule.
13. **AVR System Configuration**
   a. The AVR system configuration settings shall be according to directives as described by the manufacturer. Users shall not be allowed to reconfigure the AVR system configuration settings without the approval of the Sheriff.

14. **Training**
   a. Users of the AVR systems and supervisors shall successfully complete an approved course of instruction prior to being deployed with AVR systems in operational settings.
RESPONSIBILITY OF MEMBERS AT MAJOR CRIME SCENES

1. **Deputies at the crime scene**
   a. The first member to arrive at the scene of a crime is responsible for the following actions as they may apply to the situation. Summoning of medical assistance and first aid as required to prevent further injury or loss of life, arrest violator and secure the scene.
   b. **Violent Crimes**: Violent crimes shall include Homicide, Attempted Homicide, Robbery and Assaults resulting in serious injuries including Sexual Assaults.
   c. In the event of a violent crime, the first Deputy responding will summon medical help if needed, arrest violator if violator is present, secure the scene until investigator arrives and notify the Sheriff or Chief Deputy and Sheriff investigator if he is not working.

2. **Investigator at the crime scene**
   a. The investigator will take over crime scene upon arrival and assign jobs to all law enforcement involved.
   b. Investigator shall be termed as the head of the case and all reports from Officers will be turned over to him.
   c. The Investigator shall keep the Sheriff and County Attorney informed of the status of the investigation and address any problems with them.

3. **DCI notification**
   a. If the Iowa DCI is called to assist, the investigator will work with them and a copy of all reports shall be forwarded to DCI.
REQUISITION AND PURCHASES

PURPOSE
This section is to establish standard purchasing procedures for the Allamakee County Sheriff’s Office. Employees of the Allamakee County Sheriff’s Office may be required to purchase services, goods or items during their course of employment to be used in the conjunction with their employment. To allow for a continuous and current inventory of property of Allamakee County. All items purchased with County funds shall be considered the property of Allamakee County.

PROCEDURES
Employees may purchase goods and services for work related activities upon the approval of the Sheriff, Chief Deputy or Dispatch/Jail Administrator

Items Purchased
Fuels, motor vehicle repair & maintenance, equipment, meals, lodging, tuition, clothing.

Requisition Forms for purchasing equipment or clothing
Employees of the Allamakee County Sheriff’s Office must fill out a requisition form when purchasing uniforms, equipment, supplies, etc., when County funds are expended for the purchase of equipment.

The requisition form must be signed by the Sheriff, Chief Deputy or Dispatch/Jail Administrator prior to any purchase of equipment or clothing. The purchase shall be completed by the Sheriff or their designee.

Purchases made with the personal funds may be reimbursed with County funds with prior approval of the Sheriff, Chief Deputy or Dispatch/Jail Administrator by requisition form.

Following approval, the requisition form shall be provided to the administrative assistant of the Sheriff.

All requests for reimbursement must be accompanied by an itemized receipt for the goods or services received and paid by the employee.

Fuel Purchases
Employees may be required to use a County owned vehicle for transportation services and will responsible to fuel the vehicle. This may be accomplished by the following types of transactions.

County Issued Fuel Card (receipt required)

County Charge Account (receipt required)

Personal Funds to be reimbursed (itemized receipt required and submitted for claim form)
Meals and Travel Expenses
County employees may be eligible for reimbursement for meals while away from their domicile for approved training or county work related travel. Reimbursement shall be as established in the Allamakee County Employee Handbook Section 5.2 Employee Travel Policy and 5.3 Claims for Travel Expenses.

Tuition
Employees may pay costs of tuition for approved work related classes and materials by one of the following methods;

Direct Billing – The cost of the tuition may be billed directly to the Allamakee County Sheriff’s Office. A receipt shall accompany the bill, showing an itemized list of classes, materials, etc.

Personal Funds to be reimbursed (itemized receipt required and submitted for claim form)
USE OF DEPARTMENTAL PROPERTY

1. Use and care of departmental property
   a. All employees are responsible for the safekeeping and proper care of all property used by them and belonging to the Department.
   b. Property shall only be used for official purposes and in the capacity for which it was designed.
   c. Property of the Sheriff’s Office shall not be transferred to any other member of the Sheriff’s Office or public for use outside of Sheriff’s Office unless approved by Sheriff.
DEPARTMENT VEHICLES

1. Use of department vehicles
   a. Department vehicles shall never be used for personal pleasure or personal business.
   b. Members of the Department shall not use County vehicles unless the use is work related.

   a. It is the responsibility of each Officer assigned a patrol unit to maintain his vehicle and keep vehicle in good condition.
   b. Regular service as recommended by vehicle manufacturer.
   c. Wash and clean vehicle as needed.
DIVULGING CRIMINAL RECORDS

1. Release of criminal records
   a. Contents of any criminal record, investigation or report filed in the Allamakee County Sheriff’s Office shall not be exhibited or divulged to any other person other than those during the process of an investigation or to another duly authorized law enforcement Officer or under due process of law, unless directed by a ranking supervisor.
WRECKER CALLS

1. Procedure
   a. If the owner of a wrecked vehicle is present, the owner shall indicate his/her preference for wrecker service.
   b. If the owner’s is not present, the Officer should call for the wrecker service that is closest and best suited to handle the vehicle being towed.
   c. All vehicles towed at our directions should be logged and recorded with all pertinent information.
      1. The Vehicle Impound Form shall be used to record all pertinent information.
1. Policy
   a. It is the policy of Allamakee County that all employees, elected and appointed County officials have the right to work in an environment free of all forms of harassment. Allamakee County does not condone, and will not tolerate, any harassment.
   b. It is the policy of Allamakee County to strictly prohibit harassment in the workplace and to maintain a professional and quality environment for all employees, elected and appointed officials, visitors and applicants for employment.
   c. Therefore, the County shall take immediate action to prevent such behavior and to remedy all reported instances of harassment, sexual or otherwise.

2. Definition
   a. Harassment on the basis of sex is a violation of Section 703 of Title VII, Civil Rights Act of 1964. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
   b. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment.
   c. Submission to or rejections for such conduct by an individual is used as the basis for employment decisions affecting such individuals.
   d. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment.
   e. Harassment of subordinates, co-workers, visitors or applicants for employment based on sex, race, color, national origin, age, religion or handicap is prohibited.
   f. Examples of prohibited behavior:
      1. Threats;
      2. Offensive jokes;
      3. Subjecting employees to ridicule, slurs or derogatory actions;
      4. Basing employment decisions or practices on submission to harassment;
      5. Refusal to cooperate with employees in performing work assignments;
   g. The term employee as used in this Agreement shall include all County employees, supervisory employees, exempt employees, elected and appointed officials (Principal Officers).
   h. Prohibited Activity:
      1. No employee of the County shall either explicitly or implicitly ridicule, mock, deride or belittle any person.
      2. Employees shall not make offensive or derogatory comments based on race, color, sex, religion or national origin either directly or indirectly to another person. Such harassment is a prohibited form of discrimination under State and Federal Employment Law and is also considered misconduct subject to disciplinary action by the County.
i. **Employers Responsibility:**
   1. Each supervisor shall be responsible for preventing acts of harassment. This responsibility includes:
   2. Monitoring the work environment on a daily basis for signs that harassment may be occurring.
   3. Counseling all employees on the types of behavior prohibited and the County procedures for reporting and resolving complaints of harassment;
   4. Stopping any observed acts that may be considered harassment and taking appropriate steps to intervene, whether or not the involved employees are within his or her line of supervision; and
   5. Taking immediate action to limit the work contact between two employees where there has been a complaint of harassment.
   6. Each supervisor has the responsibility to assist any employee of the County, who comes to that supervisor with a complaint of harassment, in documenting and filing a complaint with the County Attorney.

j. **Employee Responsibility:**
   1. Each employee of the County is responsible for assisting in the prevention of harassment through the following acts:
   2. Refraining from participation in or encouragement of actions that could be perceived as harassment;
   3. Reporting acts of harassment to a supervisor; and
   4. Encouraging any employee, who confides that he or she is being harassed, to report these acts to a supervisor.
   5. Failure to take action to stop known harassment shall be grounds for discipline.

k. **Complaint Procedures:**
   1. Employees encountering harassment shall tell the person that the actions are unwelcome and offensive.
   2. The employee shall document all incidents of harassment in order to provide the fullest basis for investigation.
   3. Any employee who believes that he or she is being harassed shall report the incident(s) to his or her supervisor as soon as possible so that steps may be taken to protect the employee from further harassment, and appropriate investigative and disciplinary measures may be initiated.
   4. Where this is not practical, the employee may instead file a complaint with another supervisor or with the County Attorney.
   5. The supervisor or other person to whom a complaint is given shall meet with the employee and document the incidents complained of, the person(s) performing or participating in the harassment and the dates on which it occurred.
   6. The supervisor taking the complaint shall expeditiously deliver the complaint to the appropriate investigative authority.
   7. The County Attorney shall be responsible for the investigation of any complaint alleging harassment.
8. The County Attorney shall include a determination whether other employees are being harassed by the person, and whether other County employees participated in or encouraged the harassment.

9. The County Attorney shall inform the parties involved of the outcome of the investigation.

10. A file of harassment complaints shall be maintained by the County Attorney.

11. All County employees shall make themselves available and shall cooperate completely with the investigation of a harassment complaint.

12. Failure to cooperate with an investigation is misconduct.

13. There shall be no retaliation against any employee for filing a harassment complaint or assisting, testifying or participating in the investigation of such a complaint.

14. Complainants or employees accused of harassment may file a grievance/appeal in accordance with County procedures and Iowa Law when they disagree with the investigation or disposition of a harassment claim.

15. This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.

16. Complaints against the County Attorney accused of harassment shall be filed with the Board of Supervisors and shall be investigated by an outside agency.

17. Veterans Preference

18. Veterans who are citizens of the United States and who reside in this State shall be entitled to preference in appointment, employment and promotion over other applicants of no greater qualifications according to Chapter 35C, Code of Iowa, as amended.

19. Nepotism

20. The employment of relatives of other employees, department heads and elected officials is discouraged and will be governed according to Chapter 71 of the Code of Iowa, as amended.
TASER

1. Purpose
   a. To establish the Department’s policy regarding the use of electronic control devices (“ECD”) Taser.

2. Policy
   a. The Department shall utilize Electronic Control Devices (“ECD”) as a less-lethal use of force alternative for the officer(s).

3. Definitions
   a. Active Aggression - A threat or overt act of an assault (through) physical or verbal means), coupled with the present ability to carry out the threat or assault, which reasonably indicates that an assault or injury to any person is imminent.
   b. Actively Resisting – Physically evasive movements to defeat an officer’s attempt at control, including bracing, tensing, pushing, or verbally signaling an intention to avoid or prevent being taken into or retained in custody.
   c. AFID – “Anti-Felon Identification” System provides accountability for each use of the ECD device via the dispersal of tiny unique coded tags every time the device is “probe deployed” – a cartridge is discharged.
   d. Cartridge – Refers to an Air Cartridge manufactured by TASER International, Inc. specifically for use with the Taser X2.
   e. Detainee – Refers to a person who is housed in a detention center, correctional facility for the incarceration (temporary or long-term) of individuals.
   f. Department: Refers to the Allamakee County Sheriff’s Office.
   g. ECD – Electronic control device is a conducted energy device. The ECD is a hand-held unit that can be used in two (2) modes.
      i) “Probe Deployment” or “Probe Mode” – Utilizing compressed nitrogen gas to propel two (2) darts on wires from a cartridge a maximum of thirty-five (35) feet (depending on the type of cartridge). The ECD sends an electrical signal to the probes, via small wires, which can disrupt the subject’s body’s ability to communicate messages from the brain to the muscles and likely (depending upon many factors, including the distance between probes, probe placement, the depth of clothing on the person, etc.)
(1) usually causes motor-skill dysfunction.

ii) **Touch Stun** (a.k.a. “drive stun”) – Acting as a touch-stun system when the ECD is brought into immediate, or close proximity, contact with a subject’s body, or clothing.

(1) “Touch stun” only creates discomfort, due to the narrow spread of the ECD probes; touch-stun application will likely not create motor-skill dysfunction.

h. **ECD Instructor** – The Department designated person responsible to provide training in the use of ECD’s. This person shall meet all requirements as set forth by the Iowa Law Enforcement Academy in the instruction of ECD use.

i. **ECD Records Custodian** – The Department designated person responsible for collecting and maintaining ECD records.

j. **ECD use:**

i) **“ECD Displayed”** – The ECD is withdrawn from the holster and visible to the subject. The subject complies, or the incident concludes, without further use of the ECD.

ii) **“ECD Laser Painted”** – The ECD’s Laser is activated and pointed in the direction of the suspect and in response to the Laser painting the suspect complies, or the incident concludes, without further use of the ECD.

iii) **“ECD Demonstrated”** – The ECD is withdrawn from the holster, the air cartridge removed and the electrical arcing is demonstrated to the subject to attempt to gain voluntary compliance.

iv) **“ECD Deployed”** – The ECD probes contact the subject’s body or clothing and/or a drive stun is used to attempt to gain compliance.

(1) Probe Deployment, or Probe Mode

(2) Touch Stun or Drive Stun Mode

k. **Officers** – Refers to certified (of this Department) law enforcement, correctional, and/or detention personnel who are trained and authorized by the Department to carry and use an ECD under the authority of the Department.

l. **Passive Resistance** – Physical actions that do not prevent the officer’s attempt to control, for example, a person who remains in a limp, prone position, passive demonstrators, etc.

m. **Sensitive Areas** – Areas of a person’s body include areas such as the face, neck, groin, chest or female’s breast.

n. **Subject** – a person who is the intended target for the intended ECD application.

o. **Sudden short-term discomfort** – ECD application generally causes an overwhelming instantaneous sensation of discomfort and can result in loss of voluntary muscle control. This overwhelming instantaneous discomfort usually ceases and dissipates almost immediately upon discontinuance of ECD discharge. The reason for the discomfort is usually associated with overwhelming activation of affected portions of the body’s sensory nervous system.

p. **Support side** – the side of the officer’s body that is not dominant and is the side of the body opposite the officer’s firearm is carried.

4. **Certification and Recertification Requirements**

a. The authorization to carry and/or use an Electronic Control Device (ECD) is granted by the Department only to officers who have successfully completed a specified training course and demonstrated competency under testing that has been conducted by a certified Instructor.
i) “Certification” - Officers who carry or use an ECD shall be required to complete an approved certification course.

ii) “Re-Certification” – Officers who carry or use an ECD shall be required to complete an approved recertification course annually.

b. The ECD shall not be issued to or used by anyone who has not successfully completed the certification requirements.

c. The ECD instructor must successfully complete an approved trainer certification course and undergo recertification in accordance with standards set forth by the Iowa Law Enforcement Academy.

d. All students will be required to complete a Liability Release form provided by the Department.

e. Voluntary ECD exposure: The department does not require an officer to submit to an ECD exposure for training purposes. Officers may submit to a voluntary exposure during an approved training exercise only at their own discretion.

i) A voluntary exposure shall only be completed under the supervision of a certified ECD instructor and in accordance with guidelines as described by Taser International, Inc.

ii) Group ECD exposure shall not be allowed.

f. Officers shall only carry a department issued ECD and approved cartridge.

i) Department approved - Taser X2 model.

ii) Department approved – Smart Cartridge: 25’, Smart Cartridge: 35’

5. Use of the ECD

a. The ECD shall be carried on the officers “support side” and will be carried in the Department issued holster.

b. The ECD is to provide a less-lethal alternative use of force.

i) Officers shall comply with the department’s use of force policy when determining the need for the use of the ECD.

ii) The ECD is not a substitute for deadly force and should generally not be used as a substitute for deadly force. In deadly force situations, officers’ decision(s) to deploy the ECD should be backed up with the immediate availability of deadly force.

iii) ECD vs. Handgun – Prior to the deployment of an ECD the officer(s) deploying the ECD have the responsibility to reasonably visually and physically confirm that the use-of-force tool selected is in fact an ECD and not a firearm – in order to avoid weapon’s confusion.

c. ECDs should only be used against persons who are actively resisting or exhibiting active aggression, or to prevent individuals from harming themselves, officers or others;

i) ECDs may be used when force is legally justified to prevent the reasonably foreseeable threat or actual attempted assault, battery, and or injury to officers, other person, and/or the subject; or

ii) In cases where officer / subject factors reasonably indicate that the officers, offender, and/or other person(s) are likely to be endangered by the use of passive and/or active force by the subject; and

iii) It is understood that deployments against humans may be very dynamic in nature and the probes may impact unintended areas.
d. To display the ECD’s “test arc” or “painting the subject with the ECD’s laser” in attempting to gain compliance of the subject where resistance, assault, and/or violence is reasonably anticipated.

e. During Department authorized training programs and/or demonstrations.

f. An ECD may be used against combative, assaultive, forseeably violent detainees as provided for ECD use against any person under this policy.

g. The officer shall conduct a spark test of the ECD at the beginning of their tour of duty.
   i) Follow instructions of Taser International, Inc.

h. A trigger test of the ECD shall be conducted at the discretion of the officer as needed.
   i) Follow instructions of Taser International, Inc.

i. When not in use, the ECD will be carried in the “safe” mode as to prevent an accidental discharge.

6. **ECD Distance**

   a. The ECD in prove deployment mode has a normal effective range of thirteen (13) feet, with a fifteen (15) foot cartridge; nineteen (19) feet with a twenty-one (21) foot cartridge; twenty-one (21) feet with a twenty-five (25) foot cartridge and thirty (30) feet with a thirty-five (35) foot cartridge.

   b. Ranges less than three (3) feet may not provide adequate distribution of the probes to allow the ECD to function to its full effectiveness at incapacitating the subject. However, discharging the ECD at a subject at a range closer than three (3) feet is usually not an escalated danger to the subject.

   c. Point blank probe deployments have been demonstrated to not create any unreasonable additional risk of injury to the suspect.

7. **Elevated ECD Application Risk Factors**

   a. The following factors, where apparent to involved officers, require elevated justification of ECD application. Under the following conditions the risks of foreseeable direct or secondary injuries are foreseeably elevated, thus officers’ justification(s) for ECD application are also elevated. These elevated risk factors can only be given consideration when the factors are reasonably perceived by the officers:

      i) Presence of flammable liquids/fumes or explosive environments

      ii) Elevated positions

      iii) Person operating moving vehicle or machinery

      iv) Person running (fleeing)

      v) Persons age (juvenile or elderly)

      vi) Pregnant Female

      vii) Body of water

      viii) Intentional ECD application to sensitive areas

      ix) Frail or infirm individual

      x) Non-standard repeated ECD applications

8. **Deployment of the ECD**

   a. The ECD should be not be aimed at a sensitive area of the suspect.
b. The officer shall when reasonable verbally state “Taser” “Taser” “Taser” to alert fellow officers and attempt to gain compliance from the subject of the intended deployment of the ECD.

c. **Probe Deployment** - The Taser X2 ECD will give a five second burst when deployed in the probe mode.
   i) A second probe deployment may be utilized when the first deployment has been unsuccessful.
   ii) Additional bursts may be administered by pulling the trigger. (additional bursts shall require elevated justification of ECD application.)

d. **Drive Stun Deployment** – the ECD may be used in the drive stun mode with either a cartridge installed or uninstalled to gain compliance by the subject.
   i) The ECD shall be utilized on a non-sensitive area of the subject. (additional bursts shall require elevated justification of ECD application.

9. **Officer actions following deployment of the ECD**
   a. The subject shall be restrained as soon as possible following the application of the ECD if applicable.
   b. The officer shall render any necessary first aid to the subject and the subject shall be evaluated by EMS or medical personnel as soon as possible following the application of the ECD.
   c. The Sheriff and/or the Department’s ECD training instructor shall be notified within a reasonable time period following the deployment of the ECD and may respond to the scene when required.
   d. The subject and location of the probe impact shall be photographed.
   e. Data from the ECD shall be downloaded from the device for documentation purposes and turned over to the ECD Records Custodian.
   f. A new cartridge shall be requested from the ECD Training Instructor.
   g. An after action ECD Use-of-Force Report shall be completed and a copy provided to the Sheriff and ECD Records Custodian within forty eight (48) hours of the application of the ECD.
      i) All officers involved in the incident shall be required to complete an incident report and provide a copy of the report to the Sheriff and ECD Records Custodian within forty eight hours of the application of the ECD.

10. **Removal of the probes**
    a. The probes shall be treated as a bio-hazard and considered a sharps during and after removal. The officer shall take precautionary measures while handling the probes.
       i) The officer shall wear protective gloves.
    b. The cartridge shall be removed from the ECD prior to the removal of the probes.
    c. The officer shall place a finger on each side of the probe and stretch the clothing and skin taught.
    d. The officer shall then remove the probe by firmly grasping the probe and using a brisk pull to remove the probe.
       i) The probe does contain a small barb near the end.
    e. The puncture sight will be wiped with a sterile alcohol swab and an adhesive bandage may be applied as needed.
f. Officers will be cognizant of privacy issues when removing probes from persons of the opposite sex. When practical, the probes should be removed by members of the same sex as the subject.

g. Officers shall summon medical personnel to remove probes that have penetrated the sensitive areas of the subject’s body such as the head, neck, chest and groin.

11. Evidence Collection

a. The deployed probes, wires and used smart cartridge shall be deemed as evidence following the application of an ECD probe deployment and collected and maintained as such.

b. Collection of evidentiary items;
   i) The ECD Safety Switch shall be placed into the safe mode (down).
   ii) The lead wires shall be removed from the smart cartridge.
   iii) Probes shall be placed into the smart cartridge to reduce risk of accidental puncture to officers.
   iv) Lead wires may be wrapped around the expended smart cartridge.
   v) The smart cartridge, lead wires and probes shall be placed into an evidence container with the Incident Number, Date of Incident, Time of Incident, Subject Name and collecting Officers name.
   vi) An attempt to collect an AFID will be made and placing a minimum of one AFID into the evidence container.
   vii) The evidence container shall be sealed and documented and secure per Department policy.

12. Administrative review of critical incidents

a. All applications of the ECD shall be reviewed by the Sheriff and the Departments ECD Instructor.

b. A determination shall be made to ensure that the application of the ECD is consistent with;
   i) Department Policy
   ii) The Department Policy is clearly understandable and effective to cover the situation
   iii) Department training is adequate.

c. All findings of policy violations or training inadequacies will be reported to the appropriate personnel for resolution and/or disciplinary action.
1. **Purpose.**
   a. To establish a policy for the fingerprinting of juvenile offenders in accordance with Iowa Code.

2. **Policy**
   a. Whenever a child is taken into custody by the Allamakee County Sheriff or Deputy Sheriff for the commission of a crime which, if the juvenile were an adult, would be classified as a serious misdemeanor, aggravated misdemeanor, or felony, it shall be the policy of the Allamakee County Sheriff’s Office, in accordance with Iowa Code 690.2, to bring the child to the Allamakee County Dispatch Center and take fingerprints of said juvenile, prior to transporting the child to any shelter or detention facility.
   b. Fingerprint records of juveniles shall be forwarded within two working days after the fingerprint records are taken, to the Department of Public Safety, on such forms and in such manner as may be prescribed by the Commissioner of Public Safety.
   c. The taking of fingerprints of juveniles for commission of a crime which would be classified as a serious misdemeanor under chapter 321 or 321A if the child were an adult shall not be required.
WORK RELATED INJURY OR ILLNESS

1. Purpose
To establish a policy for the employee to report a work related injury or illness to ensure prompt medical attention for the employee and proper documentation of such incident.

2. Policy
   a. An employee who experiences a work related injury or illness shall report the injury or illness to their supervisor as soon as possible after the onset of the injury or illness. This may be accomplished by verbal contact from the employee to their supervisor. *(Reporting of the injury or illness to their supervisor shall not impede emergency medical treatment.)*
   b. An employee who has experienced a work related injury or illness shall submit a completed EMPLOYEE REPORT OF INCIDENT form to their supervisor within 24 (twenty four) hours of the occurrence of the incident. (see attached)
   c. The supervisor shall upon receipt to the completed Employee Report of Incident form shall provide one copy of this form to the Allamakee County Safety Officer (Corey Snitker – EMA) and a second copy the Allamakee County Sheriff. This shall be within 24 (twenty four) hours of the occurrence of the injury or illness.
   d. The supervisor upon notification of any work related injury or illness shall notify the Allamakee County Sheriff.
   e. The supervisor shall complete a SUPERVISORS ACCIDENT INVESTIGATION REPORT form within 48 hours of the incident (see attached). One copy shall be provided to the Allamakee County Safety Officer (Corey Snitker – EMA) and a second copy the Allamakee County Sheriff.
   f. It shall be the responsibility of the supervisor to identify all witnesses and provide them with a WITNESS REPORT OF INCIDENT form (see attached) to be completed by any witness. One copy shall be provided to the Allamakee County Safety Officer (Corey Snitker – EMA) and a second copy the Allamakee County Sheriff within 48 hours of the occurrence of the incident.

Forms may be obtained through your supervisor or on the internet at the following location:

https://www.allamakee.us/sheriffforms